

No: PAKM/AQAR/725/2017-18

Date: 28th March 2018

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 2017-18

Sir,

As per your instruction, I have the honor to submit herewith the Annual Quality Assurance Report (AQAR) of Prin. Arunrao Kalode Mahavidyalaya, for the period 2017-18.

This is for your kind information and necessary action.

Yours faithfully,



Dr. D. R. Satpute
Principal,
Prin. Arunrao Kalode Mahavidyalaya,
Behind Omkar Nagar, Nagpur – 440027

**The Annual Quality Assurance Report (AQAR)
Academic Year 2017-18**

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.

09850320280

Name of the Head of the Institution:

Dr. D. R. Satpute

Tel. No. with STD Code:

09850320280

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)

MHCOGN 27139

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/aqar2017-18.pdf

1.6 Accreditation Details

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

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

16.02.2012

1.8 AQAR for the year (for example 2010-11)

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 2010-11 submitted 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 on 17-03-2017

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
(eg. AICTE, BCI, MCI, PCI, NCI)

Yes No

Type of Institution

Co-education Men Women

Urban Rural Tribal

Financial Status

Grant-in-aid UGC 2(f) UGC 12B

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

- Certificate Course in Taxation
(Auditing & IncomeTax with GST)

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total No. International National State Institution Level

(ii) Themes

- Gender discrimination.
- Moodle Software
- Application of ICT in Office, Library & Laboratory for Administration
- Environmental Programme
- Book Exhibition
- Library Automation
- Visit to Virthashram
- Food Nutrition

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 IInd 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 collect 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
1. Formation of Academic Calendar	Executed
2. Monitoring admission process for the academic year as per govt. and university rules.	Executed
3. Arrangement of orientation programme for freshers.	Executed
4. Collection of annual teaching planning from faculty.	Executed
5. Analysis of feedback collected form stakeholders.	Executed
6. Analysis of semester wise results of college and university level examinations.	Executed

7. Organization of Institutional Level Workshops	Executed
8. Utilization of Grants received for IQAC from UGC.	Executed
9. Internal Audit: Academic Audit of Departments and Faculty and work audit of Non-teaching staff.	Executed
10. Strengthened activities under Environmental	Executed
11. Organization of parents meets	Executed
12. Organization of periodic meeting of IQAC	Executed
13. Organization of meetings with Faculty, Administrative and Non-teaching staff.	Executed
14. Organization of Meetings of Alumni	Executed
15. Organization of One Day Workshop of IQAC	Executed
16. Continuous evaluation of curricular, co-curricular and extension programmes conducted on and off the college campus	Executed
17. Provision of Infrastructural needs and equipment for smooth conduct of academic activities.	Executed
18. Documentation of all the activities carried out during the year	Executed
19. Up gradation of Examination Section of the college to meet the requirements of University Level examinations.	Executed

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

Attached separately Annexure 01

2.15 Whether the AQAR was placed in statutory body Yes No

Management: Syndicate: Any other body :

Provide the details of the action taken

The AQAR was placed before management and has been approved.

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	02

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*

Attached separately Annexure 02

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

- University of Nagpur revised syllabi of first year of all programmes at UG during the last academic year 2016-17.
- The revised syllabi have been framed as per the Semester, Credit and Grading system .
- From the academic year 2016-17 University of Nagpur revised examination pattern for UG programmes as 80-20. The revised pattern comprises theory examination of 80 marks of each programme and 20 marks are allotted to internal assessment.

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
12	03	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
03	02	09	00	00	00	00	00	12	02

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	11	08
Presented papers	-	01	-
Resource Persons	-	-	-

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

The institution adopted following student-centric strategies and methods in Teaching and Learning:

- ICT-enabled teaching-learning
- Open Book Examination
- Remedial coaching for Advanced and Slow Learners
- Reading of articles related to syllabus collected from news papers
- Role playing
- Organization of study tours, village surveys, field visits, etc.
- Preliminary Examination
- Question-Answer Sessions
- Oral Presentations

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

184

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

- - --

2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise distribution of pass percentage : (2016-17)

Title of the Programme	Total no. of students appeared	Pass %
T.Y. B. Com	16	50
T.Y. B. A	26	58

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.
11. Syllabus Design of 01 short-term training programme newly introduced during the academic year.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	54
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	46
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	07	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

To attain the goal of quality research, IQAC of the college sensitized and promoted research climate in the college through encouragement and financial support to the faculty to undertake research in the form of paper presentations, paper publications, books publications, major and minor research projects of UGC and University. The faculty members of the college have been remarkably research oriented since reaccreditation of the college. As the result of sensitization by IQAC following research activities were undertaken by the faculty during the academic year:

- 1 UGC-funded National Level Workshops was organized.
- 1 UGC – funded District Level Workshops was organized.
- Published 02 Books .
- Published 08 research papers in reputed International/National Peer Reviewed/Non-Peer Reviewed journals and Conference Proceeding.
- 1 faculty member has been awarded with PhD
- Presented 1 research papers at International/National/State level conference.
- 21 seminars/conferences were attended faculty during the academic year.

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	01	01	00
Non-Peer Review Journals	00	00	01
e-Journals	00	00	00
Conference proceedings	01	04	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 organizations

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 <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NA

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE
INSPIRE CE DBT Star Scheme
Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons 08

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year:

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

From Funding agency From Management of University/College
Total

3.16 No. of patents received this ye

Type of Patent		Number	Year
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:

Total	International	National	State	University	Dist	College
01	-	-	-	01	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

The college organizes different activities in the sphere of extension and Institutional Social Responsibility every year. The NSS Unit, Women Sexual and Harassment Cell, and various departments of the institution take initiatives and carry out extension and social responsibility oriented activities. Following activities were organized by or took active participation during the academic year 2017-18:

1. Organization of Blood Donation Camp on the occasion of Death Birth Anniversary of Hon. Arunrao Kalode on 27th August 2017.
2. Organization of Tree Plantation Programme on the occasion of Death Birth Anniversary of Hon. Arunrao Kaloder on 28th August 2017.
3. Organization of Inter District Archery School Tournament (DSO) from 22 to 25 September 2017.
4. Organization of workshop on Sexual Harresment of women at Work Place on 29 September 2017 by Dr.(Mrs.) Varsha Deshpande
5. Organization of workshop on Nutrition on 7 October 2017.
6. Participation of NSS Volunteers in Workshop on Mockdrill and Disaster Awareness on 11 October 2017 held during the academic session 2017-18.
7. Organization of Walkthon in collaboration with Jawar Vidyarth Grah, Nagpur on 19 November 2017 .
8. Organization of RTMNU Inter-Colligiate Archery Tournament for the students from 5 to 7 December 2017. Chief Instructor, Mr. Sanjay Kayuhurke, Secretary Archery Association, Nagpur District.
9. Organization of Annual Camp at Besa during 6th to 12th January 2018.
10. Organization of Sickle Camp on 9 Jan 2018
11. Various competitions like Veshbhusa, Bhavgeet, Dance, Rangoli, Mehendi, Poster making, etc. were held for the students on 24 Jan 2018
12. Organization of General Health Checkup camp of all B.A./ B. Com. on 1st Februray 2018.
13. Organization of Inter district tennis ball School tournament under 19 years of age.
14. Organization of Intra-morl College tournament Walthon, Running, Kabbadi, Volley Ball, Cricket, Shotput, Disc throw, Musical Chair, Lemon Spoon, Slow cycling, Three leg race etc. on 22-23 Jan.2018
15. Organization of workshop on Self-defence (LathiKathi) from 5th tp 10th March 2018.

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

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 (\geq 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

The institution signs Annual Maintenance Contract with Transparent System, every year for the maintenance of computers, networking and necessary accessory oriented technical problems. The engineers of the said firm look after the computerization of administration, library and computer labs.

- Upgradation of all the computers of Administrative office, Computer Laboratories and Library are interlinked with LAN Connectivity System (D-Link)
- All the computers of administrative office are interlinked with LAN. So necessary data is made available for quick access.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3101	136481.5	174	46224	3275	182705.5
Reference Books	677	417959.1	04	681	1040	418999.1
e-Books	www.esahitya	free	www.esahitya	free	www.esahitya	free
Journals	32	5285	01	200	33	5485
e-Journals	250	5000	250	5000	5000	10000
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	20	15753.1	02	10000-	22	25753.1

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	29	01	3	03	-	03	08	-
Added	02		-	-	-	-	-	-
Total	31	01	03	03	-	03	08	-

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

- Upgradation of all the computers of Administrative office, Computer Laboratories and Library are interlinked with LAN Connectivity System (D-Link)

4.6 Amount spent on maintenance in lakhs : (Audit is in process this figure is approx.given)

I. ICT	1.50
II. Campus Infrastructure and facilities	.48
III. Equipments	2.58
IV. Others	3.00
Total :	7.56

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Pre-admission and post-admission counseling to students by faculty members to make them aware about academic and extension activities.
- The college displays notices on notice board and circulates the notices in classrooms to inform the students about different activities time to time.
- The college publishes its updated prospectus annually. The Prospectus contains information regarding support services.
- The college also has its website which is updated regularly as a source of information to all students.
- Faculty members select academic best student, best N.S.S. volunteer and best sportswomen and best sportsman every year and felicitates them.
- College felicitates the students at annual prize distribution function on 26 th January for their best performance in sports and cultural activities.
- Faculty members encourage sportsperson by offering cash prizes to the best players during annual sports competitions.
- College appoint expert trainers & coaches, to improve the performance of the sportspersons & make them competent for various competitions.
- The college motivates, encourages and guides students to participate various activities and camps organised by university.
- The Students' Council is a statutory body constituted in the college as per Maharashtra University Act, 1994. It is constituted in the month of July –August every year according to the circular of University.
- College have provision to provide financial assistance to economically weaker students for his/her holistic development.
- College provides opportunity to students to represent in the following academic and administrative bodies.
 - Internal Quality Assurance Cell
 - Cultural Committee
 - NSS Committee
 - Sports Committee
 - Marathi Literary Association
 - Department of Life Long Learning and Extension
 - Women Development Cell.
 - Anti-sexual harassment committee
 - Anti-ragging committee

The students representing these committees are actively involved in planning and execution of various student-centric activities, decision making, community services, developing leadership.

Students also actively participate in cultural activities, Marathi Literary Associations etc.

5.2 Efforts made by the institution for tracking the progression

- Counselling through Student-Parent Teacher Scheme : The College provides much-needed support to the students to solve their academic and personal problems in the meetings conducted under Parent –Alumini Cell.
- All department of the college remain in communication with ex-students constantly to track their progression.
- College arranges of meeting of alumni association periodically which helps to track the progression of students.
- Placement Cell of the college communicates various job opportunities to pass out students that also help to track the progression.

Apart from the above stated methods to track the progression of the students, the college provides following facilities or schemes to encourage students to attain their educational venture.

1. Free Book Bank facility is provided to the economically poor students.
2. Book Bank scheme for all students at 25% cost of books.
3. Installment facility in paying admission fees.
4. Some faculty members give financial assistance to needy students.
5. State and Central Government scholarships
6. The college magazine 'Arunodaya' is published every year through which gives exposure to students literature.
7. Felicitation of the students for their best academic performance
8. Insurance: The institution has made a provision of group insurance scheme for the welfare of the students learning in the college. **The scheme is known as 'Yuva Raksha Vima Yojana.'**
11. Canteen facility: The College has a spacious canteen with separate sitting facility for students.
12. The Placement Cell is available.
13. Career Counselling Centre, Women Development Cell, Anti-sexual harassment, Discipline, Grievance Redressal Cell, College has an Alumni Association.
13. Giving concession to outstanding sportspersons in admission fee.
14. Organisation of various national and important days.
15. The College has introduced certificate courses to give encouragement and to develop skills among the students.
16. The various activities organized by Departments of N.S.S., Adult Education, Sports and Cultural Committee develop leadership qualities and entrepreneurial skills among the students.
17. Expert lecturers under Arts and Commerce department develop managerial skills, decision making and marketing skills among the students.
18. The institution is striving hard to take all possible initiatives to inculcate the value system among the students to make them complete student in real sense. We run following value-added activities and courses:
 - Competitive Examination Centre
 - N.S.S.
 - Adult Education and cultural activities
19. The Health Centre provides first aids service to the students. The First Aid Box in all the departments and laboratories also serve the purpose.
20. Annual Maintenance Contract is made for the safety and the security of college assets such as Computers, Library and Administrative building.
21. Additional duties of supervision by faculty members also help to maintain discipline in the campus.
22. As the college is located in outskirts area sometimes snakes come across in college campus. These snakes are taken away from the campus with the help of sarpa-mitra.
23. The co-operation of nearby police station is taken if required to ensure safety and security.
24. The Institute also gives opportunity to expose the literary talent of the students by publishing articles in the college magazine 'Arunodaya' published annually to promote and nurture creativity of students in Marathi, Hindi and English.
25. Extra lectures for advanced and weaker students to improve their merits.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
317			

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%

Women

No	%

Last Year (2016-17)						This Year(2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
16(SBC 15+VJ NT-26	115	20	129	-	321	12(SBC 08+VJ NT 23	131	22	121	-	317

Demand ratio - 1:1

Dropout 10%

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

- The institution encourages the students to appear in various competitive examinations like State PSC, UCSC, etc.
- The college has an active Competitive Examination Centre which organizes lectures for the students who want to appear in various competitive examinations.
- The college library has a special section for the students appearing in various competitive examinations. The essential books for the competitive examinations are kept for the use of such students. The informative newspapers like Employment News and Rojgar Samachar along with standard journals and magazines related to competitive examinations are also made available for the ready reference of the students.

5.5 No. of students qualified in these examinations:

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

5.6 Details of student counselling and career

- The admission committee appointed by Principal plays a key role in counselling the students as well as their parents at the time of admission. The members of this committee help the students to choose their disciplines and specialization according to their choice and performance in the previous examination. All the faculty members explain academic planning, extension activities and infrastructural facilities available to all first year students in order to motivate them to participate in maximum activities.
- All the members of the staff actively participate in academic and personal counselling of the students through Parent-Teacher scheme. Regular meetings are held and the problems of the students are discussed and solved.
- Personal counselling through Career and Counselling Cell also helps to provide valuable guidance to the students to choose their right career.
- Expert Lectures of various fields are organised by departments as well as support services.

No. of students benefitted

198

5.7 Details of campus placement:

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	15	02	03

5.8 Details of gender sensitization programmes

Women Development Cell (WDC) and Anti-Sexual Harassment Committee of the college arranged following gender sensitization programmes during the year 2017-18

1. Organization of workshop on Sexual Harassment of women at Work Place on 29 September 2017 by Dr.(Mrs.) Varsha Deshpande
2. Organization of workshop on diet Nutrition on 7 October 2017 by Mr Aman Kamble.
3. Organized program of Bharosa Cell Damini Pathak on 10 th January 2018 by Mrs Thorat Astdt.Police officer.
4. Organized a one act play on Female Feticide written and directed by Prof Babhulkar.
5. Organised work shop for students on Selfdefence (Lathkathi) from 5th to 10th March 2018.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	11	12000
Financial support from government	In Process	
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

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: _____ - _____

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 is affiliated to RTMNU, Nagpur University no curriculum is developed independently. University curriculum is strictly followed.

6.3.2 Teaching and Learning

Following quality improvement strategies were adopted by the institution for Teaching and Learning during the academic year 2017-18:

- Preparation of Semester wise Teaching Plans and their execution
- Strengthened ICT-enabled teaching and learning
- Promoted teaching with PPT
- Strengthened Library with reference books, journals, periodicals, etc.
- Strengthened e-library
- Each department of the college have been provided advanced computers, LCD projectors and internet connectivity for effective execution of T-L.

Apart from classroom interaction, different departments of the college used students' seminars, group discussion, debate, quiz, viva voce, presentation, village survey, industrial visits, fieldwork, etc. teaching-learning methods for meaningful learning of the students.

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 National 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

- Constructed fencing around college gymkhana and play ground.
- Constructed gate in the college premises to make a way to reach college playground.
- Developed separate spaces for Competitive Examination Guidance Centre, Placement Cell, Women Development Cell, Medicinal Plant Garden.
- Constructed pits for waste management.
- Installed dustbins on the college premises.
- Renovated college canteen.
- Installed Advanced Storage System in Administrative Building.
- Up gradation of all the computers of Administrative office, computer Lab and Library are interlinked with LAN Connectivity System (D-Link)
- Equipped Library with new additions
- Free of cost internet facility for staff and students
- Beautification of college premises with plantation in and around college campus.
- Renovation of backyard of Administrative Office counters.
- Renovation of water purifier and its surrounding space.
- All the computers of administrative office are interlinked with LAN. So necessary data is made available for quick access.

6.3.6 Human Resource Management

- The college has adopted a mandatory Performance Based Appraisal System to evaluate the performance of the faculty in teaching, research and extension programme.
- API (Academic Performance Indicator) forms of each faculty are filled at the end of year.
- The college maintains Service Books of the staff neatly and updates them time to time.

6.3.7 Faculty and Staff recruitment

The college recruited following posts during year:

Assistance Professors:	00
Non-Teaching staff:	00
Temporary Faculty:	03
Support Staff:	02

6.3.8 Industry Interaction / Collaboration

- Departments are encouraged to make their courses of study relevant to industry.
- Industrial visits, lectures by industry experts and domain experts are regularly conducted.

6.3.9 Admission of Students

- Admissions of all classes were done as per the Government norms regarding policy for reservation.
- The college strictly followed the procedure introduced by RTMNU, Nagpur for all first year students and the students aspiring to seek admissions in our college given as per the guidelines laid down by the university.
- After the final admissions to different programmes Online Enrolment of the students on university portal was carried out before due time.

6.4 Welfare schemes

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

Rs 20900/-

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	Yes	AG and H.E.	Yes	I.Q.A.C.
Administrative	Yes	CA/Auditor General office/ Joint Director & H.E.	Yes	Management

6.8 Does the University/ Autonomous College declare 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

- Active participation and contribution by alumni.
- Interaction with alumni through annual alumni meetings.
- Provision of Technical Assistance for cultural events and sports activities
- Active interest in institutional Quality Sustenance and Quality Enhancement

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. 02 meeting of Parent-Teacher Association were held during the academic year to communicate the overall development of their wards. The meeting proved beneficial for both the parents and teachers to make planning in respect with the academic development of the students and execute accordingly.

6.13 Development programmes for support staff

NA

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

Eco-friendliness in the campus is the policy of the college. So following sincere efforts were taken to make the campus eco-friendly:

- Formulated Environmental committee as per the suggestion of Environmental Audit.
- Taken action in regard with the suggestion given during Environmental Audit.
- Replaced energy consuming tube light with CFL bulbs
- Maintenance of lawns and gardens with utmost care
- Plantation of medicinal plants.
- Arranged Tree plantation Programmes for campus beautification.
- Installed dustbins for waste in all laboratories and the strengthened waste management by installing dustbins on the college campus.
- Daily Campus Cleanliness by the support staff
- Celebration of Plastic Awareness Day
- Awareness about Environment Consciousness, Energy Conservation, Rain Water Harvesting, Waste Recycling, Use of Renewable Energy, Dam Construction, Carbon Neutrality, Plantation, Hazardous Waste Management, e-waste Management, etc.

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.

- Introduced 01 new Career Oriented Short-term Course entitled
 - Certificate course in Taxation
- Syllabus Design of newly introduced 01 Career Oriented short term course by the faculty of the college.
- Collected feedback on curriculum and syllabus completion from students.
- Adopted innovative T-L methods for active involvement of learners.
- Provided Remedial Coaching to socially backward students.
- Conducted extra lectures for Advanced and Slow Learners.
- Conducted Experts Lecture for students.
- Organized 2 workshop for teaching and non-teaching staff.
- Strengthened library with reference books, text books and e-resources.
- Formulated a separate Quality Improvement Committee to monitor effective execution of T-L process.
- Adopted innovative evaluation methods in the purview of changed evaluation pattern 80:20 set by RTMNU,Nagpur.
- Motivated faculty to publish research papers in reputed journal of International repute, present papers in seminar and conferences and undertake minor research projects.
- Filed 01 Patent by Dr. Mahajan
- Defined and made available consultancy services at each department.
- Undertaken extension activities under NSS.
- Developed College Garden
- Developed Compost pits.
- Renovated backyard of office counters.
- Constructed fencing around college ground.
- Constructed platform near water purifier.
- Constructed gate between college campus to college ground.
- Cleanliness of water coolers and purifiers of the college campus.
- Developed separate spaces for Competitive Examination Guidance and Placement Cell, Women Development Cell, Medicinal Plant Garden and Vermi Compost.
- Constructed pits for waste management.
- Installed dustbins on the college premises.
- Renovated college canteen.
- Upgradation of all the computers of Administrative office, Laboratories and Library are interlinked with LAN Connectivity System.
- Equipped Library with new additions
- Beautification of college premises with plantation of trees in and around college campus.
- Strengthened Students Support Mechanism.
- Organized sports and cultural events.
- Ensured students involvement in academic and administrative committees.
- Arranged different competitions to encourage potentials of students.
- Undertaken activities for women empowerment.
- Invited scholars and eminent personalities on college campus to encourage faculty and students to crave for excellence.
- Replaced florescent lamps with CFL and LED lights.
- Organization of Rally and street play in Besa village for awareness of Swaccha Bharat Abhiyan,save water, Beti bacho beti padhao.

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

- Introduction of library period in daily time table
- Saving Energy

The details are enclosed in Annexure No.III

7.4 Contribution to environmental awareness / protection

The college took earnest efforts for environmental awareness/protection in following terms:

Environment Consciousness:-

- Conducted Green Audit during the year.
- Encouraged students and staff to avoid use of plastic bags.
- Organized Tree Plantation Programmes on different occasions on and off college campus.
- Developed College Garden.
- Constructed pits for waste management.
- Installed dustbins on the college premises.
- Labelling of trees on college campus.

Energy conservation:-

- Faculty and students are made aware of and encouraged for energy conservation. Habit to put off switches of equipment after their use is promoted among them. All department follows a policy of switching on power only when required and switching off when not in use.
- Replaced florescent lamps with CFL and LED lights.
- Main Circuit Breaker (MCB) Residual Current Circuit Breakers (RCCB) Moulded Case Circuit Breakers (MCCB), Air Circuit Breakers (ACB), Earth Leakage Circuit Breaker (ELCB), etc. are installed at prominent power supply points/units to prevent current leakage and protect electrical and electronic equipment/devices.

Water conservation:-

- Water pipes and taps are checked and repaired/replaced to avoid leakage and waste of water.
- Rain water is collected and used in laboratories and gardens.
- Celebrated Earth Water Day on 23rd September 2017.

Efforts for Carbon neutrality:-

- The college strictly adhered with its policy of 'not burning dry leaves and degradable or non-degradable waste.' Proper measures have been taken to reduce carbon emission to keep the campus, pollution-free and uncontaminated in terms of waste paper management, solid waste management, composite pits, etc. Use of non-disposable plastic tumblers, bags, sachets, etc. in the canteen and departments is strongly discouraged.

- Organization of Tree Plantation Programmes
- Semi shade plants and bushes are kept in pots at porch, verandas, classrooms and laboratories to absorb carbon-dioxide.
- Care is taken to ensure that the college environment has low levels of carbon emission and low pollution levels so that the campus is healthy for all.

Hazardous waste management:-

- Drainage and gas pipelines are routinely monitored and repaired by plumbers.

Waste management:

- The college signs AMC with private agency for maintenance of computers and peripherals which helps in enhanced durability of electronic equipment and reduction of e-waste.
- UPS Batteries are recharged / repaired / exchanged at promptly time to time.
- Computer labs and other units of the college are provided with small dustbins to collect e-waste.

7.5 Whether environmental audit was conducted?

Yes No

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

8. Plans of institution for next year

Academics

- To offer interdisciplinary seminars, workshops and conferences.
- Add-on courses to increase the number of options/electives for students

Development Programmes and Collaborations

- To encourage Faculty to start thinking about new courses
- To firm up Faculty and student exchange programmes

Institutional Social Initiatives

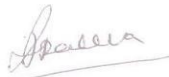
- Eco-friendly measures
- Implement the existing awareness programmes on environmental issues.

Welfare Programmes

- Evolve a scheme for Staff and Students

Administrative

- Infrastructural development
- Interactive feedback, analysis and monitoring.
- Offer specific and targeted training.
- Forum for redressal of grievances and reduce turn around time.
- To upgradation of institutional website.
- To go for Third Cycle of Accreditation by NAAC.



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



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

ACADEMIC CALENDER

2017-18

Government notification in this regard for the Academic year 2017-18 is as follows

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

Month wise Calendar

June

1. College Re-open on 15/06/2017
2. Admission to B. A and B. Com. I, II, III : Arts and Commerce Faculty (Semester wise)
3. Formation of various committees for Activities.
4. Formation of Time table committee.
5. Introduction of F.Y. Students with teaching staff.
6. Orientation program of FY degree classes.
7. Commencement of FY degree classes.
8. Formation of various Examination/Sports committee.
9. Meeting of Staff college council.
10. Yoga day program

July

1. Commencement of SY and TY degree classes.
2. Career counseling and placement guidance.
3. Commencement Certificate course
4. N.S.S. and Tree plantation.
5. Election card drive

August

1. Commemorative function on Lokmanya Tilak (1st Aug.)
2. Cleaness Drive , N.S.S. Tree plantation.
3. Celebration of National Independence day on 15th August 2017.
4. Blood Donation camp under N.S.S.
5. Guest Lecture
6. Poster competition, debate, singing on given theme.
7. Information given to the students for project of Environment Science and Adult Education.
8. Foundation Day (Late Shri Arunrao Kalode Death Anniversary)

September

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

October

1. N.S.S Foundation Day will be arranged (1st Oct.)
2. Celebration of Mahatma Gandhi Birth anniversary (2nd Oct.)
3. Conduction of 1st Unit Test.
4. Conduction of viva-voca (Semester wise) Internal Assessment.
5. Guest Lecture
6. Parents Meet.
7. Commencement of R.T.M. Nagpur University winter exam.

November

1. Term II starts from 15th Nov.
2. Organise Inter-disciplinary work-shop (Arts & Commerce) Faculty
3. RTMNU semester Exam.

December

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

January

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

February

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

March

1. March commencement of RTMNU Summer Exam 2018

April

Term Ends

May

1st May SUMMER VACATION

Annexure II

Analysis of the Feedback

Feedback is an inseparable part of communication system. Dissemination of information is not possible without prompt feedback in any institution. Higher Educational institutes are not exceptions to this principle. It not only works as fuel for the effective functioning of the institution but also helps to overcome the unfavorable aspects associated with different stakeholders and decide quality related benchmarks for prosperous future. Our college has separate Feedback Committee which collects feedback on all aspect from the stakeholder manually every year.

Feedback by Students:

During the academic 2017-18 the Feedback Committee collected duly filled up feedback forms from the students of each class. The feedback on faculty contains a questionnaire comprising of questions related to the teaching, learning and evaluation. The collected feedback forms were evaluated by the Head of the institution and teachers were given suggestions for their further academic improvement in teaching.

Feedback by Parents:

There is a separate provision to collect feedback from parents on different aspects. After the declaration of results of final year examinations, the parents of the students are asked to fill up feedback forms. The feedback by parents is mainly in respect with curriculum, programmes offered, infrastructural facilities, faculty, support services, various schemes available, discipline, etc. The feedback by parents of each student is collected by the heads of the departments before handing over the statement of marks.

Feedback by Alumini :

The college also collects feedback from Alumini on the institution growth through a separated feedback form prepared for the said purpose. The college pursue the above mentioned feedback mechanism every year sincerely. It has been so effective and proved beneficial to attain the goal of quality maintenance and quality sustenance.

Annexure No.III

Best Practice - 1

1. Title of the Practice:

Introduction of library period in daily time table context that required initiation of the practice

The Institution realized that most of the students are from under privileged and economically weak families. It has also been observed that parents of most students are not educated enough to impart proper knowledge and guidance to their wards. Therefore, the institution planned to introduce one library period to each class daily, so that the students could have some exposure to newspapers and magazines.

2. Goal:

Aims and Objectives

To raise the academic standard of the students and also to expose them to various knowledge enhancing learning materials available in the college library. The RTMNU, Nagpur revises the syllabus which is also approved by the UGC. The syllabus suits the requirement of changing scenario and to keep pace with it, the students get assistance through library.

3. The Context

The College has adopted healthy practices in order to improve its functioning. The collective efforts made by all help to maintain an academic atmosphere and try to upgrade the teaching learning environment in the global context.

4. The Practice

- One period of library has been allotted to each class daily.
- Students are instructed to visit the library and to put their signature on the register maintained by the librarian.
- The library has well-lit and airy reading room where various newspapers and magazines are kept for the students, few of which are listed as below:
- Newspapers – Loksatta, Tarun Bharat, Lokmat, The Hitvada Rozgar Nirman, Employment news.
- Magazines – Pratiyogita Darpan, Yojna, .

5. Evidence of success (Impact)

This practice has really encouraged students in many fields already stated.

Students come where they do not have access to good reading materials. Now they can visit the college library to read daily newspapers and magazines etc.

Students have also learnt to consult catalogues.

Attendance of each student is rechecked by the librarian as they have to sign against their names while attending their library period.

Students are now engaged in their free periods and this engagement enlightens them.

6. Problems Encountered and Resources Required

The problem that is encountered in practising the above mentioned healthy practice is that the library has a very limited space which finds it difficult to meet the requirement of the students.

Best Practice - II

1. Title of the practice

Saving Energy

The college realizes that energy crisis and finding a viable solution of it constitutes an important debate. It can be tackled by the effective involvement of the students. Therefore our institution has started educating the students in this context.

2 Goal

Aims and Objectives

The objective is to make the students realize about the importance of energy consumption as it has become a worldwide problem. The goal of best practice is to make the students realize about the importance of energy consumption. Being young and energetic the students can be moulded and motivated to take measures to solve this problems.

3 The context

Whenever energy is saved, not only money is saved, but the demand for energy is also saved. It is a first step towards a healthy environment also. India is one of the largest country (in population) in the world. With the increase in population, requirement of power & energy is increasing day by day. To meet our daily need of power & energy, new avenues / opportunities are being searched where from the deficit could be met out. But , it is very well understood that natural resources for energy are limited and if they are extracted to the maximum extent , we may be deprived of getting it further. Now, the time has come to be conservative in using the energy. It should be ensured that the energy is being used rationally and it is not being wasted. This saved energy helps us in building the stored energy level higher.

4 The Practice

At the end of every period the students are asked to switch off the fan and lights before leaving their classrooms. Water conservation is another issue. Students are made aware that while drinking water or washing their hands they must not waste it.

5 Evidence of success

This practice has really encouraged the students .They enthusiastically put off the fans and lights and asks each other to do the same. Also, while making use of water, the students are seemed to be very conservative. We believe that such good habit is going to help them in their life. We are sustaining energy by saving it.

6 Problems Encountered and Resources Required:

Lack of awareness, ignorance, laziness, avoidance may be identified as problems encountered to achieve the goal but as a result of continuous monitoring /follow up, by way of lectures, seminars etc, the students are made aware to save energy They have come to understand that energy is their life time need and with the end of energy, everything will come to an end. We are glad to accept that now a day's majority of students and faculty members standing hand in hand to save energy in the campus.

Contact Details

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