The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

| 2013-2014 |

1. Details of the Institution

1.1 Name of the Institution

| Arts & Commerce Degree College |

1.2 Address Line 1

| Petrol-Pump,(JawaharNagar),National Highway No.6, Dist.-Bhandara |

Address Line 2

| |

City/Town

| Bhandara |

State

| Maharashtra |

Pin Code

| 441906 |

Institution e-mail address

| accjbhandara@rediffmail.com |

Contact Nos.

| 09422834230 |

Head of the Institution

| Dr. A.S. Mohabansi |

Tel. No. with STD Code

| 07184-276929 |

Mobile

| 09422834230 |

Name of the IQAC Co-ordinator

| Mrs.A.P.Wanjari |

Mobile

| 09766698744 |

IQAC e-mail address:

| accjbhandara@rediffmail.com |

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

| MHCOGN14052 |

1.4 **NAAC Executive Committee No. & Date:**
(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)

| EC/52/A&A/23 Dated 28/03/2010 |

1.5 Website address:

| www.accjbhandara.org |

Web-link of the AQAR:

| http://www.accjbhandara.org/iqac.html |

1.6 Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C	1.78	2010	5 Years

1.7 Date of Establishment of IQAC:

15/12/2009

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

2013 - 2014

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 2010-11 Submitted on 09/10/2012**
   ii. **AQAR 2011-12 Submitted on 22/09/2012**
  iii. **AQAR 2012-13 Submitted on 28/10/2013**
  iv. **AQAR 2013-14 Submitted on ----------------**

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   √

1.12 Name of the Affiliating University *(for the Colleges)*   R.T.M Nagpur University, Nagpur (Maharashtra)

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)*   Ambedkar Study Centre
Gandhi Study Centre

UGC-COP Programmes   √

2. IQAC Composition and Activities

2.1 No. of Teachers   06

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and   01

Community representatives

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   02

2.9 Total No. of members | 16 |

2.10 No. of IQAC meetings held | 04 |

2.11 No. of meetings with various stakeholders   No. [   ]   Faculty [02]

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

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

   If yes, mention the amount | Rs. 3, 00,000/- |

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. [-] International [-] National [-] State [-] Institution Level [-]

   (ii) Themes | -- |

2.14 Significant Activities and contributions made by IQAC

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1) As per the suggestion provided by the IQAC, An English Language Lab has been set up in the Institution.

2) With efforts of the IQAC, AMBEDKAR STUDY CENTRE & GANDHIAN STUDY CENTRE has been established in the Institution.

3) The Process of Library Automation is initiated along with technical supervision under AMC.

4) The Process of Office Automation is initiated along with technical supervision under AMC.

5) As per the suggestion of the IQAC, the construction of permanent Stage for Institutional Activities is completed.

6) CCTV Camera Surveillance has been set up in the Institution Premises for effective monitoring and security purpose.

7) Alike every year Medical check-up of students and lecturers were organized.

8) Alike every year 3-4 day program on Personality Development and Self Employment was organized.

9) Various Guest lectures on different subjects were organized.

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) To Complete the Setup of English Language Lab by the end of the session.	1) The Setup of English Language Lab having 10 Desktop Terminals attached with MIC & Headphones and Internet Connectivity is successfully completed.
2) To establish Ambedkar Study Centre.	2) The Ambedkar Study Centre was established and Inaugurated on
3) To establish Gandhian Study Centre.	3) The Gandhian Study Centre was established and Inaugurated on
4) To furnish the Institution's Administrative Office.	4) The Furnishing work of Administrative Office was started and is under process.
5) To initiate the Library Automation.	5) The process of Library Automation has been started and is under process.
6) To initiate Computerized Admission Process	6) The process of Computerized Admission has been started from session 2013_14.
7) To Construct the Permanent Stage for Various Co-curricular & Cultural Activities.	7) The Construction of Concrete Stage for co-curricular and cultural activities is completed.
8) To establish CCTV surveillance in the College Premises.	8) CCTV surveillance in the Some portion of the College Premises is completed.

Academic Calendar Year 2013 – 2014
Session from 17th June, 2013 to 31st March 2014

1) Prospectus available for sale : June, 2nd Week

2) Start of Admission Process : After declaration of HSC results

3) 1st Meeting of IQAC : July, 1st Week

4) Remedial Coaching Commencement : July, 2nd Week

5) Career Orientation Program Commencement: July, 2nd Week

6) Receiving Planning from various
   Committees and departments : 15th July, 2013

7) 1st Library Exhibition : July, 4th Week

8) NSS Unit Formation : August, 2nd Week

9) Celebration of Hindi Day : 14th Sept.2013

10) Student Council Formation : Sep., 3rd or 4th Week

11) NSS Day Celebration : 24th Sept. 2013

12) Student's Council Election : As per University guidelines

13) University Winter Exam : Oct to Dec. 2013

14) 2nd Meeting of IQAC : Oct., 1st Week

15) 2nd Library Exhibition : Oct, 4th Week

16) Diwali Vacation : Oct to Nov

17) Population Education Program : Dec., Last Week

18) 7 day NSS Camp : Dec., Last Week

19) Alumini Meet : Dec., 3rd or 4th Week

20) Parents Meet : Dec., 3rd or 4th Week

21) Womens Meet : Jan., 1st or 2nd Week

22) 3rd Meeting of IQAC : Jan, 1st Week

23) 3rd Library Exhibition : Jan, 4th Week

24) College Annual Function : Jan, 4th Week

25) Personality Development & : Jan, 4th Week
    Self Employment Camp

25) Educational Tour : In between 15th Jan – 15th Feb

26) University Summer Exams : March to June 2014

27) 4th IQAC Meeting : April, 2014

28) Summer Vacation : 1st May to 15th June

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

Management ☐   Syndicate ☐   Any other body ☐

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	02	-	02	-
UG	03	-	1	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	5	-	-	5
Others	-	-	-	-
Total	**10**	**-**	**03**	**05**

Interdisciplinary	-	-	-	-
Innovative	-	-	-`	-

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

Pattern	Number of programmes
Semester	2
Trimester	0
Annual	3

1.3 Feedback from stakeholders*   Alumni [Yes]   Parents [Yes]   Employers [No]   Students [Yes]
   (On all aspects)

   Mode of feedback   :   Online [No]   Manual [Yes]   Co-operating schools (for PEI) [No]

Analysis of the Feed back

Sr. No.	Particular	No. of Students	Percent
1.	Rural background	758	95.58
2	Urban background	35	4.41
3.	Pursuing further education	753	94.95
4.	Working	40	5.04
5.	Housewife	05	0.63
6.	Participation in NSS	100	12.61
7.	Participation in sports	150	18.91
8.	Participation in cultural activities	500	63.05
9.	Achievement at National level	0	0
10.	Achievement at State level	03	0.37
11.	Achievement at University / District level	05	0.63
12.	Opinion about college i) Excellent ii) Good iii) Average	 150 453 190	 9.20 57.1 23.95
13.	Opinion about department i) Excellent ii) Good iii) Average	 95 475 223	 11.97 59.89 28.12
14.	Suggestion for development of college i) Financial ii) Educational	 00 250	 00 31.52

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

University revise syllabus after every three

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

During the Academic Session 2013-14 following centres have been established in the College
Centre of Dr.Babasaheb Ambedkar Studies
Centre of Gandhian Studies

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent
faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	16	01	00	01

2.2 No. of permanent faculty with Ph.D.   08

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
17	01	01	-	00	-	00	-	18	01

2.4 No. of Guest and Visiting faculty and Temporary faculty   -   06   14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	08	04
Presented papers	06	05	01
Resource Persons	--	--	00

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

1. Use of ICT (LCD Projector, OHP, Television, Voice Amplifiers, Smart Board, Document Camera, Telescope)
2. Guest Lectures
3. Seminars
4. Library Exhibitions
5. Field work, Community Survey & Population Education
6. Educational tour, Industrial Tour
7. Group Discussion
8. Participatory Learning
9. Quiz Competition
10. Elocution
11. Debates
12. Essay Competition
13. Poster Competition

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

| 180 |

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

As our College is an affiliated College, we have to abide by the University Rules regarding Examination / Evaluation Reforms. However at College Level we conduct Annual Exams on Theoretical and Multiple Choice Question basis. Also Printed Notes on various topics are circulated every Now and Then.

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

| 00 | 00 | 02 |

2.10 Average percentage of attendance of students

| 80 % |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme (Final Year)	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	75	-	-	14.67	28	42.66
B.Com	38	-	5.26	28.94	2.63	36.84
B.B.A	05	-	20	-	-	20
M.A. (Pol. Sci.)	13	-	15.38	29.07	-	38.46
M.A. (Eco.)	01	-	-	-	-	00

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

Members of IQAC interact with teachers and students every now and then. Also use of ICT and various other teaching aids has been made compulsory to every department by IQAC.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	04
UGC – Faculty Improvement Programme	02
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	02

Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others – 7 day Workshop on USE of ICT	01

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	10	-	10	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

> ➢ On the motivation of IQAC, various Teachers have submitted proposals of Minor Research Projects to UGC
> ➢ Various teachers presented papers in International, National & State level Conferences.

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	01	-	-	02
Outlay in Rs. Lakhs	15000/-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	02	-
e-Journals	-	-	-
Conference proceedings	-	03	-

3.5 Details on Impact factor of publications :

Range [-] Average [-] h-index [-] Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2	UGC	15000/-	15000/-
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 [-]

ii) Without ISBN No. [-]

3.8 No. of Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy [-]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	01	-
Sponsoring agencies	-	-	-	Dept. Of Soc. RTM Nagpur Uni.	-

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

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

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

3.15 Total budget for research for current year in lakhs :

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

Total [-]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	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
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides   [01]

and students registered under them   [06]

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

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

JRF [-]   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 | 02 | Any other | 02 |

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

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9712 sq.m.	-	UGC & Management	9712 sq.m.
Class rooms	14	-	-	-
Laboratories	05	-	-	-
Seminar Halls	01	-	-	750 sq.m
No. of important equipments purchased ($\geq$ 1-0 lakh) during current year.	19		UGC	714400/-
Value of the equipment purchased during the year (Rs. in Lakhs)	24		UGC	1768960/-
Others	-	-	-	-

4.2 Computerization of administration and library

Administration is fully computerized including maintenance of accounts. Admission process is also fully computerized. All documents are generated by using computers - printers. Examination forms are filled online. Typing of question papers of internal exam, official correspondence and issue of certificates like bonafide, character, salary etc. are done with the help of computers. Online access and Internet facility is made available in the library, Administrative Office, Language Lab, UGC NRC & CCC. Arrivals of books are displayed in open racks for easy access and ready reference by students and staff. Newspapers clipping and reprographic facility are introduced in the library. The library is computerized using Libman software. The library has subscribed for the membership of INFLIBNET-N-list Program.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5413	1956662	279	93539	5692	2050201
Reference Books	411	205563	54	124071	465	329634
e-Books	2500	00	1200	00	3700	00
Journals	10	--	02	--	12	--
e-Journals						
Digital Database						
CD & Video	105	--	23	--	128	--
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	46	01	USB Dongles	00	01	02	04	
Added	13	01		00	00	02	02	
Total	59	02	25	00	01	02	06	

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

1) Internet facility is provided in Principal Office, Library, Admin Office, UGC NRC & CCC, Language Lab,

2) INFLIBNET N-List facility subscribed.

3) Computerization of library on verge of Completion.

4) Xerox machine provided to the library.

5) English Language has been setup.

6) Ambedkar Study Centre established.

7) Gandhi Study Centre established.

8) 3 Day Workshop for Students on Personality Development.

9) 1 day awareness camp on Human Rights Education.

10) Procured various ICT equipment from UGC Funds.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   Rs.846010/

   ii) Campus Infrastructure and facilities   Rs.438085/

  iii) Equipments   Rs.817650/

  iv) Others   Rs.359082/

                      Total :   **Rs.2460827/-**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Provided to students - Xerox, water cooler, short term courses, consumer co-operative store, Gymnasium, Ladies Hostel, Working Women's Hostel, student's welfare fund, Internet, e-books, e-journals, books /newspapers raks, Tea – coffee vending machine.

5.2 Efforts made by the institution for tracking the progression

Prayer, celebration of various days, Competitive Examinations Guidance Canter, Placement Cell, Spoken English, Self-Defence Course, Internet Course, Beauty Parlour Course, Extra Coaching is provided to Slow Learner's, married girl students, career counselling, medical check-up, quizzes, competitions , study tours, guest lectures, personality development through various activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
737	56	00	00

(b) No. of students outside the state   -

(c) No. of international students   -

	No	%			No	%
Men	390	49.18	Women		403	50.81

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
15	179	25	493	00	823	41	161	21	479	-	793

Demand ratio 1:2   Dropout Approx.**45%**

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

Computer lab, Internet, newspaper, study centre, LCD,OHP, magazines, journals, periodical tests, guest lectures, Printed material.

No. of students beneficiaries | 170 |

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

The needy students are given counselling and career guidance from time to time.

No. of students benefitted : | 70 |

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
-	-	-	-

5.8 Details of gender sensitization programmes

- Video Footage on Gender Sensitization such as Sayamev Jayate Episodes

- Lectures on social and legal issues

- Various competitions especially for girl students

- Personality development

- Equal Opportunity among boys and girls

5.9 Students Activities

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

State/ University level | 04 | National level | 02 | 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 | 04 | 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	-	-
Financial support from government	492	Rs. 1449719/-
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 | 02 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

To impart the secular education to students in general and to the underprivileged section of the society in particular.

MISSION:

To help and encourage students to face global challenges through development of their overall personality by co-curricular and extra-curricular activities like sports, cultural activities, dramatics etc.

To inculcate discipline a sense of responsibility, regularity and punctuality so as to make them responsible citizens.

To create a feeling of unity and promote communal harmony among students.

To create a sense of belonging towards their alma mater so that they can contribute their mite to its development and progress through an ongoing process of mutual interaction.

To utilize human and natural resources along with the infrastructural facilities of the institution for the overall well being of the students and for the social development of the local/neighboring community.

6.2 Does the Institution has a Management Information System : **Yes**

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

6.3.1 Curriculum Development

NIL.

6.3.2 Teaching and Learning

Extra coaching to Advance and slow learners, Internet facility provided to staff and students, teaching on Over Head Projector/Power Point Presentation, Videos, ICTs, Transparencies, Group Discussions, Brain Storming, Story-Telling, Guest Lectures, Faculty Exchange. College follows API method to evaluate the performance of faculty which is used for correcting short falls

6.3.3 Examination and Evaluation

Internal Examinations are conducted in the college as per the University guidelines. The Departments of English and Hindi regularly organize practice exams for their B.A. III Special students. Some departments even conduct topic wise tests, surprise tests, mock teaching (Teacher's Day), Question Bank, Practice Tests and classroom seminars by students. Quiz competition as a method of micro learning is used occasionally by Department of Political Science and Sociology. Oral tests are also conducted by some departments.

6.3.4 Research and Development

- ➢ 3 faculty acquired their doctoral degree in 2013 – 2014.
- ➢ Five faculty are actively engaged in doctoral research.
- ➢ 01 faculty is recognized as Ph.D. Guide.
- ➢ Ambedkar Study Centre for Basic Level Research.
- ➢ Gandhian Study Centre for Basic Level Research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Adequate physical infrastructure / instrumentation is provided to the library as per requirements.

6.3.6 Human Resource Management

Various academic committees are formed at the beginning of the year. They organise different activities to achieve the overall development of the students.

6.3.7 Faculty and Staff recruitment

As per the UGC, State Govt., University rules and Institute

6.3.8 Industry Interaction / Collaboration : NO

6.3.9 Admission of Students

As per the UGC, State Govt. and University rules

6.4 Welfare schemes for

Teaching	02
Non teaching	02
Students	01

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done   Yes | √ | No | - |

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	By Principal
Administrative	Yes	By Y K Shashtri & Co.	No	-

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?

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

6.11 Activities and support from the Alumni Association

Alumni meet was organized on 12th Mar. 2014.

6.12 Activities and support from the Parent-Teacher Association

Parent-Teacher meet was organized on 11th Mar. 2014. Parents pledged their support in the development of the college. They expected early implementation of dress code in the college.

6.13 Development programmes for support staff

> Lectures are arranged under IQAC. Teachers are MOTIVATED to attend and present research papers in seminars, conferences and workshops. Internet, INFLIBNET, Laptops

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

> Gardening, plantation on the birthday of staff members, lawn, student awareness for environment.

Criterion – VII

7. Innovations and Best Practices

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

- Use of innovative ICT tools such as Smart Boards, Copy Boards, Voice Amplifiers & Projectors.
- CCTV camera surveillance.
- Tutorial system - Every class is assigned to a teacher for holistic monitoring and improvement. This entails the reservation of certain hours for tutorial engagement.
- Induction of Smart class rooms with interactive board where multimedia presentations enhance the level of communication.
- Created our own E-Library by piling up huge database of e-books, biographies, case studies & e-journals, newsletters.

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

> - Computerization of library initiated.
> - Computerization of Administrative Process initiated.
> - Establishment of Gandhian Study Centre Completed.
> - Establishment of Ambedkar Study Centre Completed.
> - Language Lab for English Subject Setup Completed.
> - Permanent Open Air Stage Construction Completed.

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

> i) Annually 3-4 days Personality Development and Self Employment Workshop is conducted for Students
>
> ii) Organization of Career Oriented Courses.

7.4 Contribution to environmental awareness / protection

> - Tree plantation in campus
>
> - Development of garden
>
> - Lawns and garden are maintained with utmost care
>
> - Campus cleanliness programme
>
> - Environment awareness rally, poster competition, exhibition, eco-friendly Ganesh Idol Immersion
>
> - Encouragement to use of cotton bags (made out of saris) instead of plastic bags

7.5 Whether environmental audit was conducted?   Yes   No

NO

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

> - Appointment of Lady Asst. Professor as IQAC Co-ordinator.
> - College Magzine Manthan under publication.
> - Awareness Camp on Human Rights Education.

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

- Preparation for NAAC Re-accredition
- Organization of National / State level conferences and seminars.
- Conduct of Career Oriented Courses by UGC
- Improvement of Canteen Facility.
- Improvement of Sports Facility & apply to UGC for Sports proposal
- Purchase of equipment for Geography and Home Science departments
- Furnishing of Administrative Office.
- Furnishing of Library Reading Room.
- Furnishing of College Guest House.
- Celebration and observance of various special days
- Organization of Medical check-up camp
- Organization of various competitions

Sd / -   *Sd / -*

Name : Ku. A.P.Wanjari   Name : Dr.A.S.Mohabansi

(Signature of the Coordinator, IQAC)   *(Signature of the Chairperson, IQAC)*