# *Guidelines for the Creation of the*

# Internal Quality Assurance Cell (IQAC)

# and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

*(Revised in October 2013)*



**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

###### VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

###### MISSION

* *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
* *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
* *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
* *To undertake quality-related research studies, consultancy and training programmes, and*
* *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

###### Value Framework

To promote the following core values among the HEIs of the country:

* *Contributing to National Development*
* *Fostering Global Competencies among Students*
* *Inculcating a Value System among Students*
* *Promoting the Use of Technology*
* *Quest for Excellence*

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***Guidelines for the Creation of the***

# Internal Quality Assurance Cell (IQAC)

# and Submission of Annual Quality Assurance Report (AQAR)

# in Accredited Institutions

**Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution’s system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the “Quality Circles” in industries.

**Objective**

***The primary aim of IQAC is***

* To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
* To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

**Strategies**

***IQAC shall evolve mechanisms and procedures for***

# a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

# Functions

# *Some of the functions expected of the IQAC are:*

# 

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

**Benefits**

***IQAC will facilitate / contribute***

1. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
2. Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

## Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution’s quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

* It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
* It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
* The management representative should be a person who is aware of the institution’s objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

**The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

**Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

**Monitoring Mechanism**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([naac.aqar@gmail.com](mailto:naac.aqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

**1. Details of the Institution**

Dr.Babasaheb Ambedkar College of Art Arts, Commerce and Science

1.1 Name of the Institution

At Post:Brahmapuri Tal:Brahmapuri Dist: Chandrapur

1.2 Address Line 1

At Post:Brahmapuri Tal:Brahmapuri Dist: Chandrapur(Maharashtra)

Address Line 2

Brahmapuri

City/Town

Maharashtra

State

441206

Pin Code

dba.college@gmail.com

Institution e-mail address

07177-272066/272077

Contact Nos.

Dr.Azizul Haque

Name of the Head of the Institution:

07177-272066

Tel. No. with STD Code:

9422909460

Mobile:

Prof.R.M.Kose

Name of the IQAC Co-ordinator:

9011410784

Mobile:

dba.college@gmail.com

IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)\_\_\_\_\_\_\_\_MHCOGN10681\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WWW.dbacbpuri.in

1.4 Website address:

[www.dbacbpuri.in/AQAR 2013-14](http://www.dbacbpuri.in/AQAR%202013-14) doc

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | C++ |  | 2004 | 5 years |
| 2 | 2nd Cycle | B | 2.65 | 2013 | 5 years |
| 3 | 3rd Cycle |  |  |  |  |
| 4 | 4th Cycle |  |  |  |  |

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

24/4/2004

2013-14

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

1.8 Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

1. AQAR \_\_13-14 Re-accreditation by NAAC on 25th Oct.2013 (DD/MM/YYYY)4
2. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)
3. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)
4. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme



Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management



Others (Specify)

RTM Nagpur University, Nagpur and Gondwana University, Gadchiroli

1.11 Name of the Affiliating University *(for the Colleges)*

1.12 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

* Career counselling cell
* Coaching Classes for Entry in Services
* Remedial Coaching Classes

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

12

2.1 No. of Teachers

1

2.2 No. of Administrative/Technical staff

0

2.3 No. of students

2.4 No. of Management representatives

1

2

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

3

community representatives

0

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

2.9 Total No. of members

4

]’

loiouyr

19

2.10 No. of IQAC meetings held      4

3

10

2.11 No. of meetings with various stakeholders: No. Faculty

3

2

2

Non-Teaching Staff Students Alumni Others



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

3, 00,000/-

If yes, mention the amount

2.13Seminars 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

1) Interaction with various stakeholders such as Students, teachers, Management and staff 2) Preparing Plan of action for every academic year and monitoring its implementation 3) Academic audit of faculty members and students 4) Motivating teachers to present and publish papers in National seminars, Journals, workshops and sending Minor/Major research projects to the funding agencies 5) Infrastructural development 6) Giving suggestions for starting new courses 7) Monitoring the overall activities of the college and sending proposals to UGC for organizing seminars, conferences and workshops 8) SWOT analysis 9) Meeting with NAAC Peer team 10) Sending AQAR to NAAC 11)Bringing quality improvement in the overall functioning of the college

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 \*

See Annexure 1



2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

* one/Executed Done/Executed

Provide the details of the action taken

The action planned/taken were approved by the Local managing Committee were executed within the current academic session

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 |
| PhD |  |  |  |  |
| PG | 8 |  | 8 | 1(M.Lib.I.Sci) |
| UG | 3 |  | 2 |  |
| PG Diploma | 1(PGDCCA) |  | 1 | 1 (PGDCCA) |
| Advanced Diploma |  |  |  |  |
| Diploma |  |  |  |  |
| Certificate | 1(C.Lib) |  | 1(C.Lib) | 1(C.Lib) |
| Others |  |  |  |  |
| **Total** | 13 |  | 12 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary |  |  |  |  |
| Innovative |  |  |  |  |

1.2 (i) Flexibility of the Curriculum: CBCS/ Elective option

(ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | 13 |  |  |  |
| Trimester | Nil |
| Annual | 1 |

1.3 Feedback from stakeholders\* Alumni Parents Employers Students

***(On all aspects)***



Mode of feedback : Online Manual Co-operating schools (for PEI)

***\*See Annexure2***

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

The revision/update of regulation or syllabi is done by affiliated university through its BOS members. Five Faculty members of the college are in the Board of Studies

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

No

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 13 | 11 | 2 |  |  |

2.1 Total No. of permanent faculty

4

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| R | V | R | V | R | V | R | V | R | V |
| 1 | - | - | - | - | - | - | - | - | - |

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

40

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops |  | 4 | 2 |
| Presented papers | 10 | 9 | 1 |
| Resource Persons |  |  |  |

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

Innovative methods such as Interactive method, Project method, Assignment method, Group discussion etc, ICT based teaching-learning through Language Lab and computer Lab and in Audio-visual Hall, Industrial visits, Study tours for the Commerce and Science students for practical based teaching -learning , Remedial classes for the Weaker section of students, Guest lecture of renowned scholars, Class Seminars, organizing seminar, workshop, conferences and participation of teachers in Refresher courses, Orientation programme, National and International conferences, seminars, workshops etc to explore advanced level of knowledge and skills, Use of modern equipments to make teaching effective, conducting periodical tests from time to time

2.7 Total No. of actual teaching days

196

during this academic year

2.8 Examination/ Evaluation Reforms initiated by

Bar Coding, Double Valuation,Photocopy

the Institution (for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

5

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

75%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise

distribution of pass percentage :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division | | | | |
| Distinction % | I % | II % | III % | Pass % |
| B.A.III | 72 |  | 1.38% | 16.66% | 8.33% | 19.44% |
| B.A.I | 159 |  | 6.91% | 31.44% | 3.77% | 42.14% |
| B.A.II | 79 | 2.53% | 15.18% | 25.31% | 2.53% | 45.57% |
| B.Sc.I | 49 |  | 4.08% | 2.04% | 2.04% | 8.16% |
| B.Com.I | 15 |  | 44% | 56% |  | 60% |
| B.Com.II | 4 | 25% | 25% | 50% |  | 100% |
| B.ScII | 7 |  | 14.28% | 28.57% |  | 42.86% |
| M.A.II (ENGLISH) | 37 |  | 27.02 | 21.62 |  | 48.63% |
| M.A.II(Eco) | 13 | 54.54% | 27.27% | 18.18% |  | 84.62% |
|  |  |  |  |  |  |  |
|  |  |  | 50% |  |  |  |
| M.A.II (HIS) | 12 | 33.33% |  |  |  | 83.33% |
| M.A.II (Pol.Sci) | 13 | 13% | 30.76% | 23.07% |  | 61.54% |
| M.A.II (Pali) | 6 | 100% |  |  |  | 100% |
| M.A.II (MARATHI) | 8 | 62.5% |  | 25% |  | 87.50% |
| M.A.II (SOCIOLOGY) | 13 | 30.76% | 69.23% |  |  | 100% |
| M.Lib.II | 6 | 33.33% |  | 50% |  | 83.33% |

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

* Encouraging the teachers for improvement of teaching –learning process
* Teachers are advised to conduct Class seminars, Class tests, ICT based teaching along with traditional method
* Evaluation of teachers and students is done after taking into consideration the performance of students in class tests, unit tests, and terminal examinations
* Promoting the research and extension activities among the faculty members and students
* Motivating teachers to participate in seminars, conferences and workshops
* Encouraging teachers to guide students to participate in seminar, surprise test, group discussion and class seminar and other competitions
* Motivating the teachers to maintain Daily Dairies and take student’s attendance regularly
* Giving concrete and substantial solutions to academic and administrative issues raised by students and faculty members
* Analyzing the Feedback obtained from various stakeholders
* Meeting with Class representatives and University representative for academic and administrative problems of the students
* Discussion on University Results is done with the teachers and students

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 | 4 |
| Faculty exchange programme |  |
| Staff training conducted by the university |  |
| Staff training conducted by other institutions |  |
| Summer / Winter schools, Workshops, etc. | 1 faculty member participated in 8 days workshop conducted by VMV college, Nagpur |
| 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 | 12 | 3 | 2 | - |
| Technical Staff | - | - | - | 6 |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

* IQAC motivates teachers to publish and present papers in National, International , State level Seminars, Conferences, Journals and Workshops
* IQAC monitors and evaluates the activities of Research committee existing in the college
* Motivate the teachers to send the Major/Minor Research projects to the funding agencies
* Encouraging Students to participate in Conferences and Seminars
* Library resources and adequate infrastructure are provided to the outside scholars for completing their research work
* Starting Research Centre in the college
* Introducing M.Phil in English, Sociology and Economics
* Motivating students to participate in research competitions
* Planning to sent Proposal for Organising workshop on Research Methodology

3.2Details 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 |  |  |  |
| Non-Peer Review Journals |  |  |  |
| e-Journals |  |  |  |
| Conference proceedings | 3 | 7 |  |

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level | International | National | State | University | College |
| Number |  | 1 |  |  |  |
| Sponsoring agencies |  | UGC |  |  |  |

3.11 No. of conferences

organized by the Institution

5

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

1 With SDO office offoffice,Brhmapuri

3.13 No. of collaborations International National Any other

Signed MOU with 4 Colleges

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

Nil

Nil

From Funding agency From Management of University/College

Total

NIL

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied | Nil |
| Granted | Nil |
| International | Applied | Nil |
| Granted | Nil |
| Commercialised | Applied | Nil |
| Granted | Nil |

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
|  |  |  | 1 |  |  |  |

Of the institute in the year

3.18 No. of faculty from the Institution

4

who are Ph. D. Guides

and students registered under them

9

\_Nil

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:

12

75

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

11

University forum College forum

1

6

NCC NSS Any other

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

* Organized Birth and Death Anniversaries of National Heroes, Saints and Martyrs
* Organized NSS Camp at Saygata
* Organized Path-Natya at Saygata on the Theme of “Hagandari-Mukta Village”
* Organized Meeting of Alumni and Parent-teachers Association
* Organized Poster competition on “Voting Awareness programme” in collaboration with SDO office, Brahmapuri.
* Organized Lecture series on Birth Anniversary of Mahatma Phule and Death Anniversary of Dr. Babasaheb Ambedkar
* Celebration of Independence Day and Republic Day
* Organized International Literacy day
* Organized AIDS day
* Organized programmes on Women Empowerment
* Organized Blood donation camp and Blood Group Test camp
* Organized Paralegal training
* Organized Constitution Day
* Organized Tree plantation Drive and Rasta Suraksha Saptah
* Celebrated World Environment Day
* Celebrated Chatrapati Shahu Maharaj Jayanti as a Social Justice Day
* Organized programme on World Population Day
* Celebrated Birth Anniversary of Bar.Rajabhau Khobragade, the first founder President of the Institution
* Celebrated Birth anniversary of Mahatma Gandhi and Lal Bahadur Shashtri
* Celebrated Savitribai Phule Jayanti

**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 | 7.89 acres |  |  |  |
| Class rooms | 15 |  |  |  |
| Laboratories | 6 |  |  |  |
| Seminar Halls | 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

The administrative office work is computerized through MIS software and Internet Facility. The Library is fully computerized, participation in Resource sharing networks/Consortia (INFLIBNET). Internet band width/speed is 2Mbps, LAN facility, licensed software CMS & Library Software. Issuing and collecting of the reading material through BT card.

4.3 Library services:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Existing | | Newly added | | Total | |
| No. | Value | No. | Value | No. | Value |
| Text Books | 24826 | 2663422 | 481 | 76323 | 25307 | 2739745 |
| Reference Books | 735 | 323610 | 0 | 0 | 735 | 323610 |
| e-Books | 34 |  | 12 |  | 46 |  |
| Journals | 45 | 48785 | 45 | 57731 | 45 | 57731 |
| e-Journals |  |  |  |  |  |  |
| Digital Database |  |  |  |  |  |  |
| CD & Video | 35 | 5340 | 0 | 0 | 35 | 5340 |
| Others (specify) |  |  |  |  |  |  |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 55 | 1 | 4 | 1 |  | 1 | 17 | 1 |
| Added | 3 |  |  |  |  |  |  |  |
| Total | 58 | 1 | 4 | 1 |  | 1 | 17 | 1 |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

Computer with internet facility is provided to the teachers and students through NRC, Computer Lab. ICT training programme was organized for teachers, administrative staff and students.

4.6 Amount spent on maintenance in lakhs :

---------

i) ICT

33,750/-

ii) Campus Infrastructure and facilities

1, 56,620/-

iii) Equipments

1, 14,557/-

iv) Others

**Total :**

3, 05,127/-

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

* Providing detailed information about support services to students through College website, Prospectus, Display board and Notice Board
* Starting of various support services for students such as career Counselling cell, Coaching Classes for Entry in Services, Remedial Coaching Classes
* Organizing programme for Girls students for developing self-employability through Women Study Centre and Population Education club.
* Organizing programmes on gender equality through Gender Violation Cell and Anti-Ragging Cell
* Motivating students for writing articles, poems etc in College magazine “ Asmita”
* Motivating students to participate in various Sports, Cultural and extra-curricular activities
* Organizing Guest Lectures of Experts from various organizations/agencies on Career Guidance and Personality Development
* Organizing various activities through Centre of Coaching classes for Entry in services for SC/ST/OBC and Minorities students

5.2 Efforts made by the institution for tracking the progression

5.2 Efforts made by the institution for tracking the progression

* Orientation of students in the beginning of the session
* Display of Academic calendar on notice board
* Evaluation of students performance through class test, unit test and terminal examination
* Organizing various curricular, extra-curricular activities in the college
* Identification of slow and average students by the individual teachers
* Remedial coaching classes for weaker students
* Counselling of students through career counselling cell
* Obtaining feedback from various stakeholders such as Students, Parents, Alumni, management and Academic Peers
* Maintaining Eco-friendly environment in campus of the college
* Providing higher education to Rural students
* Providing Library resources to the ex-students, research scholars and students preparing for competitive e exams
* Motivating teachers for Research activities and paper publications
* Providing equipments and other resources to teachers for effective teaching-learning process
* Network Resource Centre with internet facility for teachers, staff and students
* Renovation of College Library
* Starting New Courses
* Sending proposal for M.Phil courses
* Increased the number of Computers and other infrastructure facilities in the college
* SWOT analysis

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 547 | 300 |  |  |

5.3 (a) Total Number of students

(b) No. of students outside the state

Nil

Nil

(c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 368 | 43.44% |

|  |  |
| --- | --- |
| No | % |
| 479 | 56.56% |

Men Women

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Year(2012-13) | | | | | | This Year(2013-14) | | | | | |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 59 | 380 | 52 | 233 | nil | 724 | 72 | 430 | 82 | 263 | nil | 847 |

Demand ratio       Dropout % Nil

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

* Centre of Coaching for Entry in services is provided for SC/ST/OBC students

39

No. of students beneficiaries

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

Career Counselling cell of the college organized seminar on Job opportunities in various fields by inviting experts of DMIMS, Nagpur

All B.A.III year students and PG students

No. of students benefitted

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

* Equal Opportunity Centre ensures equality among its staff and students irrespective of Gender, Caste and Creed
* Women Study Centre organizes Gender Sensitizing Lectures and Seminars
* Health awareness program for Girls student
* Celebration of World Women’s Day
* Pathnatya was held at Saygata on the theme of “Stri-Bhrun Hatya”
* Gender sensitization programmes were organized by women Study Centre, equal opportunity centre and Gender Violation Prevention committee on gender equality, gender violation etc. No case of gender violation has been reported so far since the establishment of the college

5.9 Students Activities

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

7

23

State/ University level National level International level

No. of students participated in cultural events

1

State/ University level National level International level

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

7

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 |  |  |
| Financial support from government | 1287 | Rs.2429053/- |
| 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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Starting P.G.and M.Phil courses and Research centre

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

To provide quality higher education to the social, underprivileged and economically disadvantaged students of rural areas and disseminate knowledge by increasing research and moral values

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

Faculty members regularly attended the meetings of BOS for Curriculum development.

6.3.2 Teaching and Learning

* Preparing teaching plans and unitization of syllabus
* Organizing Class seminars and Guest lectures
* Student centred learning such as interactive method of teaching
* Regular class test, unit tests, study tours
* Use of Language Lab for developing soft skills of Students in English language
* ICT based teaching

6.3.3 Examination and Evaluation

* Regular Class test, Unit test, terminal Exams are conducted
* Assignments, oral tests, projects
* Result improvement Committee analyses the university result of students and give suggestions for improving the result

6.3.4 Research and Development

* Holding regular meetings of Research committee
* Teachers were sent to participate in Orientation programmes, Workshops, Training programmes organized by Academic Staff college and other institutions
* Motivating teachers for Paper presentations and participations in National/International, State level Conferences and Seminars
* Publishing Research Papers and Books by the teachers
* Providing Library Resources for Research Scholars and Ex-students opting for Ph.d
* 4 permanent teachers are PhD Guides and 9 students are doing research under their guidance
* Students are sent to participate in National level conferences /Seminars and Research competitions
* Teachers were motivated to send Major and Minor Research Projects to the funding agencies
* 7 teachers are pursuing Ph.d degree in their respective subjects

6.3.5 Library, ICT and physical infrastructure / instrumentation

* There is Library Advisory Committee which looks after overall development of Library and its other resources
* Renovation of Library has been done and is made more spacious
* The institution added the number of Text books, Reference books, Journals, E-books in the Library
* ICT based library resources are provided through OPAC, INFLIBNET, Computers with internet facility, LAN facility
* Other ICT services provided are Reference service, Reprography, Download, Printing, In-house/remote access to e-resources, CD’S & Video’s
* The Library will be upgraded with e-journals and Digital Database
* 3 New computers are purchased, CCTV cameras are installed throughout the college premises for better transparency in academic and administrative office

6.3.6 Human Resource Management

* Many faculty members are working with various organizations, and are involved in Social movements and activities
* Some of them are working as the Chief and member of various committees existing in the college as per their interests

6.3.7 Faculty and Staff recruitment

* Permanent Faculty is recruited as per the Roaster system, Reservation policies and norms of Government of Maharashtra
* Temporary staff/CHB staff is recruited by the management as per the demand and workload of respective departments in accordance with the norms of Government

6.3.8 Industry Interaction / Collaboration

The institution organized Poster competition under “Matdan Jagruti Abhiyan” in collaboration with SDO office, Brahmapuri in the college

6.3.9 Admission of Students

* The entire admission process is governed by the reservation policy of the Government
* The college ensures transparency in admission process
* Admission Committee monitors the admission process in the institution
* The admission committee interacts with the students at the time of admission and gives them the subjects of their interest
* Admission to various courses are given on the basis of previous academic records of students
* Admission of students is communicated to the affiliating university through online

|  |  |
| --- | --- |
| Teaching | Loan facility from Credit Co-operative Society |
| Non teaching | Loan facility from Credit Co-operative Society |
| Students | See Annexure-3 |

6.4 Welfare schemes for

Nil

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 | Agency | Yes | Authority |
| Academic | yes | University/NAAC | Management/IQAC | Management/Head of the Institution |
| Administrative | yes | Joint Director Office/Government Auditor of Finance Department | CA/Management/LMC | Management/Head of the Institution |

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?

Introduction of Semester and Choice Based Credit System by Gondwana University, Bar Code, internal Assignment, declaration of result in a stipulated period of time, Time Table and display of Result on Website, Viva-Voce and Practical exam through External and Internal Examiner, Spot valuation in the headquarter of affiliating university, Revaluation, Xerox Copy of Answer book is provided on request

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

Not applicable

6.11 Activities and support from the Alumni Association

* Alumni regularly meet in the annual meeting of Alumni Association
* Alumni Association regularly attend the various programmes in the college
* Alumni Association decided to donate a Notice Board and saplings for plantation in the premises of the institution

6.12 Activities and support from the Parent – Teacher Association

* Parent-Teacher Association meet helps in collecting the feedback from parents.
* The overall information about the various academic, co-curricular and extra-curriular activities are stated to the parents in the beginning of the session
* The suggestions collected from the parents supports in the academic and administrative development of the institution.

6.13 Development programmes for support staff

* Computer training programme is given to administrative office employees
* The support staff of Library is well trained for cordial relationship with the students
* The training programme for technical staff of science faculty is organized to avoid the accidents while handling the chemicals in the science laboratories

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

* Beautiful Garden
* Nature Club
* Prohibition of burning plastic and other waste material in the college campus
* Dust-bins are maintained throughout the Institution
* Regular cleaning the premises and campus of the institution
* Smoking, Chewing Gutka, Tobacco and spitting in the campus is strictly prohibited
* Housekeeping system for E-waste management
* Rain water harvesting
* Organizing Eco-awareness programmes throughout the session

**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.

* Introduced” Granth Mitra puraskar” for students and “Granth Guru puraskar” for faculty members
* Established ‘Wachan Sanskruti Mandal’ for developing reading skills of the students
* Green Audit of college campus
* Provided training to Girls students for developing Self-employability

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

beginning of the year

* Various committees were formed for academic and administrative development of the institution
* Teaching Plans, Daily Dairies were maintained by the teachers
* Felicitation programme of meritorious students was conducted
* Major activities were done as per the plan of action

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

1. Book Donation Scheme to the poor and meritorious students of the college
2. Providing Library Resources and research facilities to outside research scholars and students preparing for Competitive Examinations

***\*See annexure:4 (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

* Beautiful Garden with good number of trees
* Tree-plantation is done in the premises of the institution
* Functioning of Nature Club in the institution
* Prohibition of burning plastic and other waste material in the college campus is done
* Smoking, Chewing Gutka, Tobacco and spitting in the campus is strictly prohibited
* Housekeeping system for E-waste management
* Rain water harvesting
* Environment subject with project method is compulsory for Second year students of the college
* NSS unit regularly cleans the college premises
* Organizing Eco-awareness programmes throughout the session

7.5 Whether environmental audit was conducted? Yes No

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

**Institutional Strengths**:

* Adequate Infrastructure and Library resources available for Research Scholars and students
* Eco-Friendly campus
* Student Support mechanism
* Well qualified teaching staff, administrative staff and technical staff
* Attachment with various Stakeholders
* Strong IQAC ,LMC, Staff Council
* Indoor and Outdoor sports facilities
* Availability of various courses as per needs

**Institutional Weaknesses:**

* Inadequate Research activities
* No Research Journal of the institution

**Institutional Opportunities:**

* To start Research centre in the college for Research Scholars
* To start M.Phil in English, Sociology and Economics
* To develop the college as the best institution in Gondwana University

**Institutional Threats:**

* Increasing technical institutions and No-Grant colleges in the nearby villages
* Lack of awareness about higher education in most of the rural and poor families
* Poor soft skills of students coming from Marathi medium schools and Jr.colleges

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

* Formation of various committees for smooth functioning of the college
* Preparation of Academic Calendar for the year 2014-15
* Preparing Teaching Plans according to syllabus and maintaining Daily dairy by all teachers
* Adoption of students by teachers
* Starting M.phil programme in English and Sociology
* Strengthening Feedback system of various stakeholders
* Conducting English Spoken classes for developing communication skills of English
* Conducting Curriculum related classes of renowned scholars
* To encourage teachers for participating in Conferences, Symposia and Faculty/Staff Development Programmes
* Promoting use of ICT in teaching-learning process
* To motivate teachers for participating in research activities and publications
* Motivating students for Research Projects
* Conducting Remedial coaching classes for slow learners
* Motivating teachers for completing their Ph.D
* Including Student Representative on IQAC
* Conducting students seminar in classes by the respective teachers
* Strengthening Feedback system of students
* Sending proposal to UGC for conducting Seminars
* Publishing Inter-disciplinary Journal of the College
* To motivate teachers for Research Publications in Peer Review Journals, Non-Peer Review Journals and Conference proceedings
* Sending Minor/Major Research Projects to the funding agencies
* Motivating teachers for Book publication
* Sending proposal to the sponsoring agencies for organizing National and International Conferences/Seminars on various Subjects
* To increase collaborations and linkages with NGO’s and other organisations
* To motivate students for participating in state/National level events and competitions

* Adoption of Village through NSS
* Sending proposal for NCC of Boys
* Organizing NSS camp in rural area
* Organizing Blood Donation Camp
* Increasing infrastructural facilities and equipments
* Increasing Library resources
* Increasing the number of Computers
* Conducting programme on technology up gradation
* Purchasing ICT related equipments
* Organising awareness programme about student support services
* Encouraging students to write articles in College magazine
* Organizing Drawing Competition, Blood donation camp
* Strengthening Feedback system from students
* Conducting Coaching classes for Entry in Services
* Organizing seminars, programmes on career guidance
* Organizing Health camp, Sickle cell camp for students
* Organizing placement camp for B.A.III students and P.G. Students
* Organizing Inter-collegiate competitions in the college
* Sending students to participate in various inter-collegiate, university, state level competitions
* Promoting students to participate in Social activities
* Organizing sports week and cultural activities in the college
* Arranging educational tours and industry visits
* Promoting faculty members to work with various state and national level organisations
* Creating Linkages and Collaborations with industries and Organizations
* Motivating P.G students to participate in National/State level seminars/Conferences
* Increasing welfare schemes for Staff and students
* Increasing the number of Alumni association meetings
* Planting trees in the college campus
* Organizing Seminar on IQAC

*Name :\_Prof.Rajesh M.Kose Name : Prof. DR.Azizul Haque*

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

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|  |  |
| --- | --- |
| **Annexure 1** | |
| Formation of various Committees | Done/Executed |
| Participating in Community upliftment programmes | Done |
| Organizing Guest lectures, Class seminars. | Done |
| Starting Geography, Home-Economics at U.G. level and M.A. Ambedkar Thought at P.G. level | Done |
| Establishing Science Association and Commerce Association | Done |
| Publishing Interdisciplinary College Journal. | Not Done |
| Sending Proposal to the funding agency for organizing Research Methodology Workshop, | Not Done |
| Sending proposal for organizing National seminar in Political Science, Physical Education | Proposal sent |
| Feedback from Students, Teachers, Alumni and other stakeholders. | Done |
| Sending students for participating at university, State, and National level competitions at various places | Done |
| Remedial classes for SC/ST/OBC and other Minority Students | Done |

**Annexure 2 : Academic Calendar 2013-14**

|  |  |
| --- | --- |
| Programme/Activity/Plan of Action | Date/Achievements |
| Admission Process | As per University notification |
| Beginning of College | 16th June,2013 |
| First Term exam | Before Diwali vacation |
| Diwali vacations | 1/11/2013 to 30/11/2013 |
| Winter/Semester Exam (Gondwana University) | From 10th Nov, 2013 |
| Summer/Semester exam | From 8th April 2014 |
| Declaration of Result | As per University Act |
| World Environment day | 5th June 2013 |
| Chatrapati Shahu Maharaj Jayanti (Social Justice Day) | 26th June,2013 |
| World Population day | 11th July,2013 |
| Inauguration of Literary and Social Science Association | 1st week of Aug,2013 |
| Independence Day | 15th Aug,2013 |
| Felicitation of Meritorious students | Last week of Aug,2013 |
| Teachers Day | 5th Sep,2013 |
| International Literacy Day | 8th Sep,2013 |
| NSS day | 24th Sep,2013 |
| Birth Anniversary of Founder President Bar.Rajabhau Khobragade | 25th,Sep,2013 |
| Birth Anniversary of Mahatma Gadhi and Lal Bahadur Shastri | 2nd Oct,2013 |
| Constitutional Day | 26th Nov,2013 |
| Death Anniversary of Mahatma Fule | 28th Nov,2013 |
| Parents-Teachers Meeting | Last week of Nov, 2013 |
| Lecture series | 29th Nov to 5th Dec,2013 |
| World AIDS day | 1st Dec,2013 |
| Death Anniversary of Dr. Babasaheb Ambedkar | 6th Dec,2013 |
| Medical Test | 2nd week of Dec |
| Vocational Guidance Workshop | 3rd week of Dec,2013 |
| NSS camp | Last week of Dec,2013 |
| Savitribai Fule Jayanti | 3rd Jan,2014 |
| Sports week | 1st week of Jan,2014 |
| Annual Function Day and Prize Distribution | 2nd week of Jan,2014 |
| Physical Proficiency Test and Meeting of Alumni Association | Last week of Jan,2014 |
| Republic Day | 26th Jan 2014 |
| Death Anniversary of Bar.Rajabhau Khobragade | 9th April,2014 |
| Birth Anniversary of Mahatma Jyotiba Fule | 10th Apri,2014 |
| Birth Anniversary of Dr.Babasaheb Ambedkar | 14th April,2014 |
| Summer Semester Exam (Gondwana University) | 8/4/2014 |
| Summer Annual Exam (RTM, Nagpur University) | From 3rd week of March,2014 |
| Summer Vacation | From 1st May to 15th June,2014 |

**Annexure-3 : Analysis of Feedback from various Stakeholders**

**Alumni Association** (The following issues were discussed in the meeting)

* To give a Notice Board to the institution
* Alumni Association should meet twice in a year
* To do “Tree-Plantation” in the college premises
* Competitive reviews, magazines, journals should be increased in the college Library
* Pure drinking water should be provided

**Parent-Teacher Association** (The following issues were discussed in the meeting)

* The information about various academic, curricular, co-curricular activities was given to the Parents. Most of the Parents were unaware about the activities and so it was decided to send them the invitations of every activity.
* To include few parents in the preparation of College Annual plan.
* There was a discussion on the University Result of the college, Parents were satisfied with the result of most of the classes but were angry of B.A.III year result, which was somewhat less and suggested to improve the result next year.
* To provide pure drinking water.
* Keeping the premises of the college neat and clean.
* To Clean classrooms, desks, benches daily and keep dust free classrooms

**Annexure4: Welfare Schemes for Students**

* Student Council
* Book Donation scheme for Poor and needy students
* Various scholarships like GOI, Freeship etc
* Hostel facility for Boys and Girls students
* NRC with Internet facility
* Library with book bank facility for college students, ex-students, and Research Scholars
* Free Remedial classes for Slow learners
* Coaching classes for SC/ST/OBC, other Minority students
* Indoor and Outdoor Sports facility for sportspersons
* Ambulance service for college students
* Free hospitalization for college students in an emergency
* Doctor on Call in an Emergency
* Free Medical check-up of students
* Grievance Redressal cell
* Anti-Ragging cell
* Women Study Centre
* Population Education Club
* Student Guidance and Career Counselling cell
* Coaching Classes For Entry In Services
* Water-Cooler
* Separate Toilet, Bathrooms for Boys and Girls students
* NCC and NSS
* Language Lab, Computer Lab with internet facility
* Well equipped Science Laboratories
* Study Tours, Industry visits
* College magazine “ASMITA”
* Eco-Friendly, Dust Free Campus
* Ramp with Rail
* Free Vehicle parking
* Canteen facility in minimum charges

**Annexure-5: Best Practices of the institution**

**Best Practice 1:**

**1. Title of the practice :**

Books Donation scheme

2. **Goal**:

To help the students of poor and weaker sections of the society with reading materials in the form of books.

To help those students who can‟t purchase the books necessary for their studies.

To help them to come at par with the students of privileged class ofthe society.

To inculcate the habit of reading among students.

To enhance the reading skill of the students.

To enable them to improve their performance in the examination.

**3. The Context:**

The institution is committed to inculcate human values incorporated in the preamble of the Indian constitution: liberty, equality, fraternity and justice. National integration is the sole motto while imparting education to the students irrespective of caste, creed, sects and religion. The institution is located in Bramhapuri which is a small town in Chandrapur District. The institution has been serving the educational needs of people living in Bramhapuri and its adjoining areas, especially those who come from the weaker sections of the society. More than 90% of students belong to educationally backward classes and poor families with no proper guidance at home. As a part of social commitment, the faculty members of the college give financial aids in the form of books to the students who come from weaker section of the society in order to create the educational interest among them.

**4. The practice:**

Taking into consideration the vision and mission of the institution, the college has formed the „Student Welfare Committee‟ which organizes various programmes including „Books Donation programme‟ to help the student of weaker sections of the society by giving them books prescribed for the respective courses. The faculty members spontaneously and enthusiastically contribute some part of their income to this scheme for the welfare of the poor students who are deprived from education. The chief aim of this practice is to bring poor students in the main stream of education. After the beginning of the session, the college invites applications from the students of weaker section of the society for the book donation scheme every year. The college informs about the scheme by notifying it on the college notice board as well as circulating notices in the class rooms. The students are required to submit income certificate to ensure whether they are eligible for financial support in the form of books. After the applications along with income certificate are received from the students for books, the student‟s welfare committee verifies them with the records from the office to determine the financial condition of the respective students and come to the conclusion whether the student concerned are very poor and need help from the student welfare committee of the college. Later on, the student welfare committee of the college organizes books donation ceremony in which some eminent personalities are invited for the free book distribution. These personalities guide the students about the importance of books in their life.

**5. Evidence of success**

During the last four years, more than 150 students were benefited from this scheme. Apart from this, the institution has succeeded in inculcating the habit of social commitment, creating educational interest and increasing reading habits among the students. Many students of the college have achieved ranks in the university examinations. Some students have also got success in competitive examinations and other fields. In this way, this scheme contributes to the development process of the college.

**6. Problems Encountered and Resources Required**

The institution does not encounter any problem for implementing this unique practice.

**Best practice 2:**

**1. Title of the Practice**

„Library and Research facilities to external research scholars‟

**2. Goal**

The following are the main goals of the library as a research centre –

1) Promoting the research activities in the college.

2) Motivating the faculty members, students and external research scholars for using library resources.

3) Providing study materials to the faculty as well as students for research purposes.

4) Ensuring the availability of latest books and journals for faculty members, students and external research scholars.

**3. The Context**

Taking into consideration the vision and mission of the college, the college strives to promote research culture among the students, faculty members of the college and research scholars of the Bramhapuri and its adjoining areas. The college provides library facilities to the needy research scholars of this area in order to make them able to continue their research work. It also fulfills the research needs of the external research scholars who cannot go to the distant cities like Nagpur and Chandrapur for pursuing their research.

**4. The Practice :**

The Library of the college serves the research needs of the faculty members, students and external research scholars. The Library of the college is equipped with wide range of reference books, study materials, magazines and journals of national and international repute in Arts, Commerce and Science. It has more than 24500books on different subjects and subscription of 50 journals and 03 online journals. The college is a member of N-List- INFLIBNET which provides various online journals useful for research scholar. There is separate periodical section in the reading room of the library. Besides, the library has subscribed 16 daily news papers including 04 English News Papers of national and state levels. The external research scholars of Bramhapuri and its adjoining areas working under FIP, MRP, RGNF and MANF Scheme of UGC have taken the benefit of study materials available in the college library. The college library has Network Resource Centre which provides free internet facility to the students, faculty members and external research scholars. It provides a reference service to the researchers. It has also adequate number of primary and secondary sources. It maintains permanent collections and attempts to provide all necessary study materials for the research scholars for sustaining their research.

**5. Evidence of success**

The Library and research centre of the college has succeeded in its aim to provide necessary research materials to the external research scholars.

The Following researchers have completed their research work with the help of our college Library. Their names are as follows:

1) K. J. Sibbi

2) Nikita Mishra

3) R. M. Kamble

4) D. T. Gajbhiye

5) R. B. Meshram

6) R. P. Kamble

7) Y.N. Meshram

8) M.N. Chimute

**6. Problems Encountered and Resources Required**

The library of the college subscribed so many Journals but again it requires subscription of more Journals on other subjects which are not available in it. Subscription for Databases is not available.