

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)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

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:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) 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;
- c) 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

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) 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). 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

1.1 Name of the Institution	Dr.Babasaheb Ambedkar College of Arts, Commerce and Science
1.2 Address Line 1	At Post:Brahmapuri Tal:Brahmapuri Dist: Chandrapur
Address Line 2	At Post:Brahmapuri Tal:Brahmapuri Dist: Chandrapur(Maharashtra)
City/Town	Brahmapuri
State	Maharashtra
Pin Code	441206
Institution e-mail address	dba.college@gmail.com
Contact Nos.	07177-272066
Name of the Head of the Institution:	Dr.Azizul Haque
Tel. No. with STD Code:	07177-272066/272077
Mobile:	9422909460

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) _____ MHCOGN10681 _____

1.4 Website address:

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	1 st Cycle	C++		2004	5 years
2	2 nd Cycle	B	2.65	2013	5 years
3	3 rd Cycle				
4	4 th Cycle				

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

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

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

- i. AQAR __13-14 submitted to NAAC on __26/10/2014_____
- ii. AQAR __2014-15__ submitted to NAAC on 10/12/2015
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed ate

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 La PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Gondwana University, Gadchiroli

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<ul style="list-style-type: none">• Career counselling cell• Coaching classes For Entry in Services for SC/ST/OBC and other Minorities• Remedial Coaching Classes for SC/ST/OBC and Minorities		DST-FIST <input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="12"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and	<input type="text" value="3"/>

community representatives

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

0

2.9 Total No. of members

20

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders:

No.

8

Faculty

4

Non-Teaching Staff

2

Students Alumni

2

Others

Parents-Teachers=2

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

International

National

State

Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- 1) Regular meetings with Teachers, Students, Management and Alumni
- 2) Preparing Plan of action for academic and administrative transparency in the institution
- 3) Academic audit of faculty members through teaching plans, daily dairies and feedback from students and self-Appraisal forms
- 4) Academic Audit of students through Home-assignments, Class Tests, Test Exams and terminal Exams
- 5) Development of Infrastructure
- 6) Motivating teachers for Paper presentations in National seminars, workshops and conferences.
- 7) Sending Minor/Major research projects to the funding agencies
- 8) Collection of data and Feedback from various committees and Stakeholders
- 9) Sending proposals to UGC for organizing seminars, conferences and workshops in various subjects
- 10) SWOT analysis

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

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

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body=

Provide the details of the action taken

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	1	9	
UG	3		2	
PG Diploma	1		1	1(PGDCCA)
Advanced Diploma				
Diploma				
Certificate	1		1	1(C.Lib)
Others		2 (M.Phil)	2	
Total	13	3	15	2
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	
Annual	3(M.Phil in Eng & Soc,PGDCCA)

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

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

*Please provide an analysis of the feedback in the Annexure- **See Annexure 2**

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

NO

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

- M.Phil in English and Sociology
- M.A. in Ambedkar Thought
- Centre for Higher Learning & Research in English, Sociology, Economics and Pali were introduced during the academic year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	11	2		

2.2 No. of permanent faculty with Ph.D.

4

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

	39	
--	----	--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	4	
Presented papers	3	20	1
Resource Persons			

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

ICT based teaching-learning, Use of Language Lab in English Language teaching, 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 and periodical tests

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

190

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

Bar Coding, Double Valuation, Photocopy

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

5		
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80%

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.I	159		3.14	23.89	11.32	38%
B.A.II	117		6.83	59.82	12.82	79.49%
B.A.III	45		2.22	15.55	15.55	82.22%
B.Com.I	35			20	17.14	37%
B.Com. II	37		8.10	27.02	2.70	37.84%
B.Com.III	5	20%	20	20	40	100%
B.Sc.I	105		0.95	9.52	11.42	22%
B.Sc.II	36			11.11	8.33	19%
B.Sc.III	4	25%	25	25		75%
M.A.(Eng). II	38	2.63%	21.05	47.36		71%
M.A..(MAR) II	13		69.23	23.07		92%
M.A.His II	18	11.11%	44.44	27.78		83.33%
M.A.Soc.II	9	22.22%	55.56	11.11		88.89%
M.A.Pol.Sci II	17	5.89%	52.94	23.52		82.35%
M.A.Eco.II	18		33.33	50		83.33%
M.A.Pali.II	1	100%				100

M.Lib.Sci.II	9		66.67	22.22		89%
M.Phil.Eng	12	8.33%	41.66%			50%
M.Phil Soc	14	42.85%	50%			93%

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

- Teachers are advised to prepare and submit their teaching plans, Daily Dairies to Heads of Depts. and Principal
- Teachers are advised to conduct Class seminars, Class tests, ICT based teaching along with traditional method
- Unit Tests and Tests Exams are conducted
- IQAC analyses the result of Test exams, and University exams
- Monitoring of student's attendance in the class
- Analysis of Feedback forms obtained from students for evaluation of teachers
- Teachers are advised to improve their performances per feedback obtained from the students
- Teachers are motivated to use the various teaching aids techniques in the classroom
- Teachers are motivated to interact with the students while teaching any topic taught in the classroom
- Discussion with teachers on the performances of students in the University Exams

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	

Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	3	Nil	
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 inspires teachers for Paper presentation in National, International , State level Seminars, Conferences, Workshops
- Teachers are inspired to carry out research work leading to the award of PhD degree
- Teachers are inspired to attend the workshops on Research Methodology
- One teacher has submitted proposal for Major Research project to the funding agency
- Students are sent to participate in Conferences and Seminars
- Library resources and adequate infrastructure are provided to the outside scholars for completing their research work
- Starting Centre for Higher Learning & Research in English, Sociology, Pali and Economics
- Starting M.Phil in English and Sociology
- Students are motivated to adopt Power Point Presentation technique in class Seminar
- Planning to send Proposal for Organising workshop on Research Methodology

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		2	1
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

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

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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		2			
Sponsoring agencies		UGC			

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
 and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. Of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="3"/>	College forum	<input type="text" value="23"/>
NCC	<input type="text" value="NIL"/>	NSS	<input type="text" value="5"/>
		Any other	<input type="text" value="2"/>

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

- World Population Day was organized on 11th July, 2014
- August Kranti Diwas was celebrated on 9th August, 2014
- Celebration of Independence Day and Patriotic Songs programme through N.S.S
- Felicitation Programme of Meritorious students was organized on 30th August, 2014
- Teachers Day was celebrated on 5th Sep, 2014
- Anti-Ragging Programme was organized on 11th Sep, 2014
- Inauguration of Literary Association on 12th Sep, 2014
- Students Council Election of Gondwana University, Gadchiroli on 17th Sep, 2014
- University level Handball Competition was held from 21st Sep to 23rd Sep, 2014

- Competitive Exam Guidance programme was organized on 22 Sep,2014
- N.S.S day was celebrated on 24th Sep,2014 and Tree Plantation was done in the college premises
- Birth Anniversary of Founder President Barr. Rajabhau Khobragade was Celebrated on 25th Sep,2014
- Birth Anniversary of Mahatma Gandhi and Lal Bahadur shashtry was Celebrated on 2nd Oct,2014 and Bharat Swachhata Abhiyan was started
- Reading of Bharat Swachata Palika was done on 4th Oct,2014
- Voters Awareness programme was organized on 6th Oct,2014
- Elocution competition on “ Swacha Bharat Nirmiti Sathi Majhi Bhumika” was organized on 7th Oct,2014
- Gram Swachata was done at Saygata through Gram Swachata Abhiyan o 13th Oct,2014
- Sardar Vallabhai Patel’s Birth anniversary was celebrated on 31st Oct,2014,2014
- Constitution Day Programme was organized on 26th Nov,2014
- Mahatma Jyotiba Fule’s Death Anniversary was organized on 28th Nov,2014
- AIDS Awareness Day Programme was organized on 1st Dec,2014
- Lecture series was organized from 3rd Dec to 5th Dec, 2014
- Death Anniversary of Dr. Babasaheb Ambedkar was organized on 6th Dec, 2014. “Shram Dan” was done by the N.S.S students
- Savitribai Fule Jayanti was celebrated on 3rd jan,2015
- NSS Camp was organized at Kharabi(Maher) from 16th Jan to 21st jan,2015
- Annual Sports competition was organized from 23rd Jan to 28th Jan, 2015
- Various Competitions and Cultural Programmes were organized to mark the College Day from 29th Jan to 31st jan,2015
- Meetings of Alumni were held on 15th Sep, 2014 and 22nd jan,2015
- Meetings of Parent-teachers Association were held on 24th Aug,2014 and 27th

Feb,2015

- International Literacy day was organized on 8th sep,2014
- Republic Day was celebrated on 26th Jan,2015
- One day National Seminar was organized by Buddhist Study Centre on 7th Jan,2015 under U.G.C scheme
- One day National Seminar was organized by Dr.Ambedkar Study Centre on 10th Jan,2015 under U.G.C scheme

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	5			
Seminar Halls	1			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		12	UGC, NAAC, Buddhist study centre, Ambedkar Study centre, Merged Scheme	12
Value of the equipment purchased during the year (Rs. in Lakhs)		259500		259500
Others		204528		204528

4.2 Computerization of administration and library

The administrative office work is computerized through MIS software and Internet Facility. The Library is fully computerized and has 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	25307	2739745	557	112522	25864	2852267
Reference Books	735	323610	0	0	735	323610
e-Books	46		16		62	
Journals	45	48785				
e-Journals					0	
Digital Database					0	
CD & Video	35	5340	12	2560	47	7900
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	55	1	5	1		1	17	1
Added	3							3(Ambed, B uddis st stu, Merged scehe me)
Total	58	1	5	1		1	17	4

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 and Language lab
- ICT training programme was organized for teachers, administrative staff and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	259500
ii) Campus Infrastructure and facilities	169528
iii) Equipments	35000
iv) Others	
Total :	464028

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Organized programme for both U.G. and P.G students in the beginning of the session to make them aware about the support services available in the college
- IQAC interacted with the student representatives and University representative and made them aware about various student support services available in the college
- Programmes were organized through Population Education club and Women Study Centre and, Gender Violation Committee and Anti-Ragging Cell
- IQAC promoted Alumni Association and Parents-Teachers Association to organize programmes inviting Ex-students of the college and the parents of the students so that they should share their views, opinions and give feedback for the betterment of the college
- Remedial coaching classes were conducted
- Coaching classes for Entry in Services were conducted
- Notices were displayed to admit the grievances to Grievance Redressal Cell
- Students were advised to provide suggestions through Suggestion box

- Feedback from Students, Teachers, Employees and other stakeholders of the institution
- Library resources were provided to the Students, Ex-students, Research scholars and Teachers
- ICT equipments and other resources were provided to the teachers for effective teaching-learning process
- Increase in the number of computers and other ICT equipments, infrastructure facilities
- Purchased Games and sports equipments
- Purchased Science material in the Laboratories
- Started M.A. in Dr.Ambedkar Thought, M.Phil in English and Sociology, Research centre in English,Sociology,Economics and Pali Lit.
- Establishment of Buddhist Study Centre and Ambedkar Study Centre

5.3 (a) Total Number of students

UG	PG	Ph. D.	M.hil
653	352		29

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

No	%
475	45.94%

Women

No	%
559	54.06%

Last Year

General	SC	ST	OBC	Physically Challenged
72	430	82	263	nil

This Year

General	SC	ST	OBC	Physically Challenged	Total
90	554	104	286	nil	1034

Demand ratio

Dropout % : No Dropout

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

- Coaching for Entry in services is provided for SC/ST/OBC students

No. of students beneficiaries

26

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

A seminar was organized for guidance in career and employment for college students by the experts from DMIMS, Nagpur by Career Counselling and Guidance Cell

No. of students benefitted

All B.A.III year students and PG students

5.7 Details of campus placement

	<i>On campus</i>	<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed

5.8 Details of gender sensitization programmes

- The college has a committee for prevention of Gender Violation which hears the complaint of female students and takes necessary action.
- The name of the members, their cell numbers and Police station number are displayed on the notice board of the college.
- A programme was also organized for students on Gender Sensitization.
- Cyber Crime awareness programme was organized on 5th Jan, 2015 under the guidance of IPS Ku.Rina Janbandhu and PSI Shri. Nagrale saheb.
- World Women's Day and Krantijyoti Savitribai Fule death Anniversary programme was conducted on 10th March 2015
- Sanitary Napkins were provided to Girls students in the Ladies Room

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	503	Rs.3294765/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

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 organized by the University.

6.3.2 Teaching and Learning

Assignments, Class seminars, Handmade notes, Homework, Guest lectures, ICT based teaching, dictations, study tours , use of Language Lab for developing soft skills of English language, Providing Computer Lab, Network Resource Centre in Library, Lectures of Renowned Scholars, Parents-teachers meeting, Feedback forms from students regarding the teaching of the Teachers

6.3.3 Examination and Evaluation

Regular Class test, Unit test, Terminal and Test Exams are conducted, Test examinations are based on University Pattern, Feedback from students and their parents, Assignments, Oral tests, Projects. , IQAC analyses the university result of students and give suggestions to teachers for improving the result

6.3.4 Research and Development

- Regular meetings of Research committee for promoting Research
- Teachers were sent to participate in Orientation programmes, Workshops, Training programmes of Academic Staff college and other institutions
- Motivating teachers for Paper presentations and participations in National/International, State level Conferences and Seminars
- Books were Published by the teachers
- Library Resources have been provided to Research Scholars and Ex-students opting for Ph.D and M.Phil
- 4 permanent teachers are Ph.D Guides and 15 students are doing research under their guidance
- Introduction of M.Phil course in English and Sociology
- Recognition of the college as Centre of Research and Higher Learning in English, Sociology, Economics and Pali Lit. by Gondwana University, Gadchiroli
- Students are sent to participate in National level conferences, Seminars and Research competitions
- Teachers are advised for sending Major and Minor Research Projects to the funding agencies

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
- Increased the numbers of Text books, CD's, VCD's, E-books in the Library
- Library Resources are provided to the students, teachers and outside Research scholars
- The institution has purchased 3 Computers, Printers
- ICT based library resources are provided through OPAC, INFLIBNET, Computers with internet access and LAN facility
- Other ICT services provided are Reference service, Reprography, Download, Printing, In-house/remote access to e-resources, CD'S & Video'S
- The old Water Filter has been replaced by new RO Water Filter with UV

6.3.6 Human Resource Management

7 faculty members are working with Ambedkar Teachers Association of Gondwana University, Gadchiroli and are involved in Social movements and activities

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 and follows the norms of Government

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

- Admission Committee monitors the admission process in the institution and gives admission on "First Come, First Basis"
- Online Admission process is followed by the College
- The admission committee interacts with the students at the time of admission and allow them to take the subjects of their interest.
- Prospectus and Admission forms are sold at the price fixed by the university.

6.4 Welfare schemes for

Teaching	Credit Co-operative Society, Group Insurance, Grievance Redressal Cell
Non Teaching	Credit Co-operative Society, Group Insurance, Grievance Redressal Cell
Students	See Annexure-3

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	University	yes	LMC/IQAC/Head of the Institution
Administrative	yes	Joint Director Office/Government Auditor of Finance Department	yes	LMC/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?

Examination reforms are done by the affiliating University. The old Annual system has been replaced by Semester system

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

Affiliating University provides Academic Calendar in the beginning of the session which is implemented by the college. However, the university frames its policy in consultation with the representatives of the college on various bodies such as Management Council, Academic Council etc.

6.11 Activities and support from the Alumni Association

- Alumni are invited in the annual meeting of Alumni Association
- Alumni attend the various programmes in the college
- Suggestion-Box is provided by the Alumni Association for seeking suggestion from students and other visitors
- As per the suggestion of Alumni the old Water-Filter machine is replaced by the new one
- Meritorious students of the College were felicitated in the Alumni meeting

6.12 Activities and support from the Parent – Teacher Association

- Parent-Teacher Association meets twice in the session.
- On the suggestion of the association M.Phil in English and Sociology and M.A. in Dr.Ambedkar Thought were started.
- The Association advised to organize the College programmes as per the schedule directed in the prospectus of the college.
- The University result was discussed in the meeting.
- The Association advised to clean the area outside the front wall-compound of the college and develop a lawn.
- The Association also advised to include new Parents in the Association.

6.13 Development programmes for support staff

- Computer training programme
- Training of Lab equipment setting

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

- The College has a green campus with good number of trees
- Tree-plantation was 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
- 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 undertake cleanliness drive from time to time in the college premises
- Organized Eco-awareness programmes during 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.

- Centre of Higher Learning in English, Pali, Economics, Sociology for Research Scholars
- M.Phil in English and Sociology
- M.A. in Ambedkar Thought
- Extra- curricular and extension activities were conducted by the College students during the session
- Two National Seminars were organized by the Buddhist Study Centre and Ambedkar Study Centre
- University Zone of Handball and Kabbaddi tournament were held in the college

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

- Majority of the plans of action were implemented during the session and the remaining are in the process of implementation-(See Annexure -1)

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

- Teaching English Language to Primary students of Z.P school, Saygata by B.A.III Students of the college
- Promotion of Computer Literacy among College students

**See Annexure : 4*

7.4 Contribution to environmental awareness / protection

- Trees were planted in the College premises
- World Environmental Day was celebrated in the College
- Programmes were organized to create awareness about chewing tobacco material, spitting in public places and using plastic bags.

7.5 Whether environmental audit was conducted?

Yes

No

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

Strengths:

- Research Centre for Ph.D Scholars in English, Sociology, Economics and Pali
- M.Phil in English and Sociology
- Post-Graduate studies in 9 subjects

Weaknesses

- No digital classrooms
- No collaboration/interaction with any industries
- No Placement camps for students

Opportunities

- To start Centre of Higher Learning in all P.G departments.
- To start M.Phil in all P.G. subjects

Threats

- Drop out of students at P.G. level
- No Government Scholarship for students who have completed professional courses like D.Ed, B.Ed etc.
- Increasing in fee structure of by the University

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 diary by all teachers
- Preparing Academic Calendar
- Strengthening Feedback system of various stakeholders
- 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 students seminar in classes by the respective teachers
- Publishing Inter-disciplinary Journal of the College
- Conducting Remedial coaching classes for slow learners
- Sending proposal for additional section of B.Sc
- Sending proposal for M.phil in Economics and History
- Sending proposal for IQAC seminar
- Starting Open Book Bank for Regular students
- Sending proposal for National Seminar in Marathi and English
- Organizing University Zone tournaments in Basketball and Kabbaddi
- Publishing Inter-disciplinary Journal of the College
- To increase collaborations and linkages with NGO's and other organisations
- Organizing placement camp for B.A.III students and P.G. Students

- Creating Linkages and Collaborations with industries and Organizations
- Organizing Seven days workshop on Research Methodology
- Increasing number of books in the Library on various courses taught in the college
- Organizing special NSS camp in the adopted Village
- 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
- 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 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

Name Prof.Rajesh M.Kose



Signature of the Coordinator, IQAC

Name Dr.Azizul Haque



Signature of the Chairperson, IQAC

Annexure I-

Plan of Action and Academic Calendar for the year 2014-15

Plan of Action	Out-come achieved
<ul style="list-style-type: none">• Formation of various committees	Done
<ul style="list-style-type: none">• Preparation of Academic Calendar for the year 2014-15	Done
<ul style="list-style-type: none">• Preparing Teaching Plans according to syllabus and maintaining Daily dairy by all teachers	Done
<ul style="list-style-type: none">• Adoption of students by teachers	Done
<ul style="list-style-type: none">• Starting M.phil in English and Sociology and Ph.D study Centre in English, Sociology, Pali and Economics	Done
<ul style="list-style-type: none">• Strengthening Feedback system of various stakeholders	Done
<ul style="list-style-type: none">• Conducting English Spoken classes for developing communication skills of English	Done
<ul style="list-style-type: none">• Conducting Curriculum related classes of renowned scholars	Done
<ul style="list-style-type: none">• Conducting Unit tests, Oral tests, Dictations, Terminal examinations for each semester	Done
<u>Teaching, Learning and Evaluation</u>	
<ul style="list-style-type: none">• To send teachers for participating in Conferences and Symposia	Done
<ul style="list-style-type: none">• Use of ICT in teaching-learning process	Done
<ul style="list-style-type: none">• To motivate teachers for participating in research activities and publications	Done
<ul style="list-style-type: none">• Motivating students for Research Projects	
<ul style="list-style-type: none">• Conducting Remedial coaching classes for slow learners	Done

<ul style="list-style-type: none"> • Sending teachers to participate in Faculty/Staff Development Programmes 	Done
<ul style="list-style-type: none"> • Motivating teachers for completing their Ph.D and M.phil 	Done
<ul style="list-style-type: none"> • Including Student Representative on IQAC 	Done
<ul style="list-style-type: none"> • Conducting seminars in classes by the respective teachers 	Done
<ul style="list-style-type: none"> • Strengthening Feedback system of students 	Done
<u>Research, Consultancy and Extension</u>	
<ul style="list-style-type: none"> • Publishing Inter-disciplinary Journal of the College 	Not Done
<ul style="list-style-type: none"> • To motivate teachers for Research Publications in Peer Review Journals, Non-Peer Review Journals and Conference proceedings 	Done
<ul style="list-style-type: none"> • Sending Minor/Major Research Projects to the funding agencies 	Done
<ul style="list-style-type: none"> • Motivating teachers for Book publication 	Done
<ul style="list-style-type: none"> • Sending proposal to the sponsoring agencies for organizing National and International Conferences/Seminars on various Subjects 	Done
<ul style="list-style-type: none"> • To increase collaborations and linkages with NGO's and other organisations 	Not Done
<ul style="list-style-type: none"> • Adoption of Village through NSS 	Done
<ul style="list-style-type: none"> • Sending proposal for NCC Boys 	
<ul style="list-style-type: none"> • Organizing Extension activities 	Done
<u>Infrastructure and Learning Resources</u>	
<ul style="list-style-type: none"> • Increasing infrastructural facilities and equipments 	Done
<ul style="list-style-type: none"> • Increasing Library resources 	Done
<ul style="list-style-type: none"> • Increasing the number of Computers 	
<ul style="list-style-type: none"> • Conducting programme on technology up gradation 	Done

• Purchasing ICT related equipments	Done
<u>Student Support and Progression</u>	
• Organising awareness programme about student support services	Done
• Encouraging students to write articles in College magazine	Done
• Organizing Drawing Competition,	Done
• Organizing Blood donation camp	Done
• Conducting Coaching classes for Entry in Services	Done
• Organizing seminars, programmes on career guidance	Done
• Organizing Health camp, Sickle cell camp for students	Done
• Organizing placement camp for B.A.III students and P.G. Students	Not Done
• Sending students to participate in various inter-collegiate, university, state level competitions	Done
• Promoting students to participate in Social activities	Done
• Organizing sports week and cultural activities in the college	Done
• Arranging Educational tours and Industry visits	Done
<u>Governance, Leadership and Management</u>	
Promoting faculty members to work with various state and national level organisations	Done
Creating Linkages and Collaborations with industries and Organizations	Not Done
• Motivating P.G students to participate in National/State level seminars/Conferences	Done
• Increasing welfare schemes for Staff and students	Done

<ul style="list-style-type: none"> Increasing the number of Alumni association meetings 	Done
<ul style="list-style-type: none"> Increasing trees in the college campus 	Done
<ul style="list-style-type: none"> Organizing Seminar on IQAC 	Not Done

Academic Calendar 2014-15

Programme/Activity	Date
Admission Process	As per University notification
Beginning of College	16 th June,2014
First Term exam	Before Diwali vacation
Diwali vacations	20/10/2014 to 19/11/2014
Winter/Semester Exam (Gondwana University)	10/11/2014
Summer/Semester exam	From 8 th April 2014
Declaration of Result	As per University Act
World Environment day	5 th June 2013
Chatrapati Shahu Maharaj Jayanti (Social Justice Day)	26 th June,2014
World Population day	11 th July,2014
Inauguration of Literary and Social Science Association	1 st week of Sep,2014
Independence Day	15 th Aug,2014
Felicitation of Meritorious students	Last week of Aug,2014
Teachers Day	5 th Sep,2014
International Literacy Day	8 th Sep,2014
NSS day	24 th Sep,2014
Birth Anniversary of Founder President Bar.Rajabhau Khobragade	25 th ,Sep,2014
Birth Anniversary of Mahatma Gadhi and Lal Bahadur Shastri	2 nd Oct,2014

Constitutional Day	26 th Nov,2014
Death Anniversary of Mahatma Fule	28 th Nov,2014
Parents-Teachers Meeting	Third week of Nov, 2014
Lecture series	3 rd Dec to 5 th Dec,2014
World AIDS day	1 st Dec,2014
Death Anniversary of Dr. Babasaheb Ambedkar	6 th Dec,2014
Medical Test	3 rd week of Dec
Vocational Guidance Workshop	2 nd week of Dec,2014
NSS camp	Second week of Jan,2015
Savitribai Fule Jayanti	3 rd Jan,2015
Sports week	3 rd week of Jan,2015
Annual Function Day and Prize Distribution	3 rd week of Jan,2015
Physical Proficiency Test and Meeting of Alumni Association	Last week of Jan,2015
Republic Day	26 th Jan 2015
Death Anniversary of Bar.Rajabhau Khobragade	9 th April,2015
Birth Anniversary of Mahatma Jyotiba Fule	10 th Apri,2015
Birth Anniversary of Dr.Babasaheb Ambedkar	14 th April,2015
Summer Semester Exam (Gondwana University)	13/04/2015
Summer Annual Exam (RTM, Nagpur University)	From 3 rd week of March,2015
Summer Vacation	From 1 st May to 15 th June,2015

Annexure-2

Feedback from Alumni:

- The feedback from Alumni is collected for evaluation of various criterion framed by NAAC such as Curricular Aspects, Teaching, Learning and Evaluation, Research, Consultancy and Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, Innovations and Best Practices.
- The Alumnae are asked to evaluate on the four point scale from A to D. A means Excellent, B means Good, C means Satisfactory, D means Unsatisfactory.
- 95% of Alumnae appreciated the Teaching-Learning and Innovations and Best practices

Feedback from Parents:

- The Parents are asked to grade the four point scale from A to D. A mean Excellent, B means Good, C mean Satisfactory, D mean Unsatisfactory.
- 95% of Parents appreciated the starting of Centre for Higher Learning & Research and M.Phil courses for Research Scholars
- 90% of Parents appreciated the performance of Teachers
- 90% of Parents appreciated the development in Infrastructure and Learning Resources

Feedback from Employers:

Employers regularly give their feedback on the various aspects of the College in the meetings of the Management and the Staff. The management appreciated the various activities organized by the College such as Co-curricular and Extra-curricular activities, social events and welfare schemes.

Feedback from Students:

- Feedback from students is obtained at the end of the every year through the filled in questionnaire.
- There are various parameters of evaluation of teachers like teachers' promptness, Use of various techniques in teaching –learning process, answers given to the questions asked by students, social attitude and interest towards curricular and co-curricular activities, knowledge of the subject and solving students' various problems.
- Apart from this, the students are also asked to express their views and opinions about the teacher, his rare qualities which are to be imitated by the students.
- The students evaluate the teachers' performance on a point scale of A to D, where 'A' stands for "Very Excellent", 'B' stands for "Excellent", 'C' for "Satisfactory" and 'D' for "Unsatisfactory"
- The feedback is collected by the feedback committee and is analysed in the IQAC meeting.
- The results are also discussed in the meeting and the suggestions are given to teachers for improving their subject's result by the Result Improvement Committee.
- The feedback for the year 2014-15 revealed that teachers should use modern techniques and equipments in their classroom teaching.

Annexure- 3

Students Welfare Scheme

- 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
- Use of Library by 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 and Doctor on Call in an Emergency
- Free Medical check-up of students and Free hospitalization for college students in an emergency
- Grievance Redressal cell
- Prevention of Gender Violation Committee
- 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
- Providing Sanitary Napkins to Girl students

Annexure- 4

Best Practice-I

Title of the Practice: Teaching Basic English to Primary students of Z.P school, Saygata by B.A.III Students of the college

Goal: The aim of this practice is to develop basic knowledge English among students of Z.P. primary School, Saygata and to develop the communication skills of the students of B.A.III.

Context: As per the changing scenario of higher education it is necessary for the institutions to be active participant in building the nation's integrity. The vision and mission of the college is 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 among them. Most of the economically disadvantaged students of rural areas learn from Marathi medium schools of villages. English is taught from 1st std onwards but since they belong to poor and illiterate families there is no one to teach, guide or take care of such children. Therefore, it was decided to adopt one of the Marathi medium Z.P. schools of nearby areas and co-operate and the students of Primary school in making a better and bright future for them.

The Practice: As a part of developing the communication skills of the students, IQAC organized a workshop on Soft skills of English Language and selected 10 students who can speak fluent English. Thereafter the selected students were well trained and send to Saygata village to teach Basic English to the students of Z.P Primary school from 1st to 4thstd. Every Saturday the team of selected students along with the faculty members visited the school. They tried to create the interest of students in English Language and remove their fear about English Language from their mind. There were total 22 students for this course work. They were taught the Alphabets, Poems were recited in the classroom and the students repeated them. The students were taught to improve their handwriting by making practice on two and three lines note books.

Evidence of Success: At the end of the session we found that the 22 students of this school can Read and Write at least the Basic English, which was our main motto. This practice also helped our students in developing their own communication skills in English Language.

Problems Encountered and Resources Required: There were some problems at the initial stage of this course work regarding the regular attendance of students and their rural background due to which they were somewhat shy and fearful. Resources were generated by the Z.P. School, Grampanchayat and Dr.Ambedkar College for this purpose.

Notes: Nil

Best Practice-II

Title of the Practice: Promotion of Computer Literacy among College students

Goal:

- To orient students about Computer and its various use
- To motivate students for Computer Literacy
- To provide training to college students through Computer Lab and NRC of the college
- To promote students for employability through ICT

The Context: Taking into consideration the vision and mission of the institution, the college organizes Computer Literacy and orientation programme for Rural and Backward students of the college. As per the vision 2020, India will be the leader in Computer and Information Technology. Therefore, the college provides computer training to college students through Computer Science teachers as well as students of the college. It was decided in the IQAC meeting to train students of the college and motivate them for the use of Computer, Internet, and Wi-Fi etc

The Practice: The College has Computer Lab and Network Resource Centre with Internet facility. These centres are open to all college students for learning the operating system of Computer. The trainer, the teachers and the students together share their knowledge of Computer by asking questions to each other. In this way, the training provided to students will be helpful for them in future for increasing their employability.

Evidence of Success: The College has succeeded in its aim of organizing Computer Literacy and training programme for College students. During the session 2014-15, more than 250 students were benefited. Besides this, the college has also succeeded in creating friendly atmosphere among the students of various classes.

Problems Encountered and Resources Required: In the beginning, the students were afraid of handling computer and its various devices. But mainly because of faculty members, and a few trained students having knowledge of ICT, the obstacle was removed. The faculty along with trained students of the college taught them to operate and make use of Computer in their day to day life. The important resources required for this programme were provided by the college.

Notes: Nil
