#

# *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). 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, 2015 to June 30, 2016)*

Part – A

**1. Details of the Institution**

 Dr.Babasaheb Ambedkar College of 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

 Contact Nos.

Dr.Azizul Haque

 Name of the Head of the Institution:

07177-272066/272077

 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/201516.pdf

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

2015-16

**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 submitted to NAAC on \_\_26/10/2014\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. AQAR\_\_\_2014-15\_\_submited to NAAC on\_\_\_\_10/12/2015\_\_\_ \_\_\_\_\_\_ (DD/MM/YYYY)
3. AQAR\_\_\_2015-16\_\_Submitted to NAAC on\_13/10/2016\_\_\_\_\_\_\_
4. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

 University State Central Deemed Private

* ba.college@gmail.com

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)

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

 UGC-Special Assistance Programme DST-FIST

* Coaching classes For Entry in Services for SC/ST/OBC and other Minorities
* Remedial Coaching Classes for SC/ST/OBC and Minorities
* Buddhist Study Centre
* Dr.Ambedkar Study Centre
* Fellowship SRF

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

1

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

20

2.10 No. of IQAC meetings held      4

4

8

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

Parents-Teachers=2

2

2

 Non-Teaching Staff Students Alumni Others

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

 If yes, mention the amount

2.13Seminars and Conferences (only quality related)

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

 Total Nos. International National State Institution Level

Developing Quality culture in the Colleges

 (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 comferences.

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) API score of teachers are verified for the placement due.

11) Sending proposal to NAAC for organizing IQAC Seminar.

12) 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

LMC

Management Syndicate Any other body

NAAC

 Provide the details of the action taken

As mentioned in 2.15

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 | 4 |  | 4 |       |
| PG | 9 |  | 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** | 20 |  | 19 | 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\* Alumni Parents Employers Students

 ***(On all aspects)***

 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.

**Criterion – II**

**2. Teaching, Learning and Evaluation**

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

2.1 Total No. of permanent faculty

5

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 |
|     |     |     |     |     |     | 2 |     |     |     |

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

62

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 | 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

 193

2.7 Total No. of actual teaching days

 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)

4

2.9 No. of faculty members involved in curriculum

 restructuring/revision/syllabus development

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

80%

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 % |
|  | 102 |  | 9.8 | 24.5 | 8.82 | 74.51% |
| B.A.III |  |  |  |  |  |  |
| B.Com.III | 9 | 11.11% | 22.22 | 44.44 | 22.22 | 100% |
| B.Sc.III | 15 |  | 26.66 | 26.66 | 33.33 | 87% |
| M.A.(Eng). II | 35 |  | 14.28 | 62.85 | 5.71 | 82.86% |
| M.A..(MAR) II | 18 | 5.5% | 38.88 | 44.44 | 11.11 | 100% |
| M.A.His II | 26 | 3.84% | 34.61 | 34.61 | 7.69 | 88.77% |
| M.A.Soc.II | 11 |  | 54.54 | 45.45 |  | 100% |
| M.A.Pol.Sci II | 23 | 13.4% | 30.43 | 30.23 |  | 74% |
| M.A.Eco.II | 18 | 5.55 | 22.22 | 33.33 |  | 89% |
| M.A.Pali.II | 3 | 100% |  |  |  | 100 |
| M.Lib.Sci.II | 12 |  | 33.33 | 41.66 |  | 83.33% |
| M.Phil.Eng | 30 |  | 16.16% | 33.33 | 6.66 | 56% |
| M.Phil Soc | 24 |  | 66.66% | 15.38 |  | 83.33% |

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

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of facultybenefitted* |
| Refresher courses | 5 |
| UGC – Faculty Improvement Programme |       |
| HRD programmes |       |
| Orientation programmes |  |
| Faculty exchange programme |       |
| Staff training conducted by the university | 1 |
| Staff training conducted by other institutions | 3 |
| Summer / Winter schools, Workshops, etc. |      6 Faculty members attended Research Methodology workshop |
| Others |  |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 11 |  4 |  2 |   |
| Technical Staff |       |       |       |  5 |

**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
* Six Faculty Members were sent to attend the workshop of 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 | 3 | 2 |  |
| Non-Peer Review Journals |  | 3 |  |
| e-Journals |  |  |  |
| Conference proceedings | 6 | 4 |  |

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 | DurationYear | Name of thefunding Agency | Total grantsanctioned | 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

2

 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)

Nil

3.10 Revenue generated through consultancy

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

 3.11 No. of conferences

 organized by the Institution

3

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

3.13 No. of collaborations International National Any other

Nil

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 Ph.D. Awarded |  |  |

 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

18

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

2

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

1

 JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

15

4

 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

4

 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

3

21

 University forum College forum

12

2 7

NIL

 NCC NSS Any other

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

* Shahu Maharaj Birth Anniversary celebrated as “Social Judgement Day” on

 26th June 2015

* World Population Day was organized on 11th July, 2015
* August Kranti Diwas was celebrated on 9th August,2015
* Celebration of Independence Day on 15th August 2015
* Felicitation Programme of Meritorious students was organized on 10th Sept.,

 2015

* Teachers Day was celebrated on 5th Sep, 2015
* Anti-Ragging Programme was organized on 12th Aug. 2015 & 16th Feb.2016
* Inauguration of Literary Association on 3rd Sept 2015
* International Literacy day was organized on 8th sep,2015
* Inauguration of Social Science Association on 9th Sept 2015
* Inauguration of Science Study Association on 30th Sept 2015
* Guidance of Law was given by Adv.Archana Kamble on 28th Sept 2015
* Competitive Exam Guidance programme was organized, 85 students of the

 college participated in the programme.

* N.S.S day was celebrated on 24th Sep,2015 and Tree Plantation was done in the

 college premises

* Birth Anniversary of Founder President Barr. Rajabhau Khobragade was

 Celebrated on 25th Sep,2015

* Birth Anniversary of Mahatma Gandhi and Lal Bahadur shashtry was

 Celebrated on 2nd Oct,2015 and Swachhata Abhiyan was done in the college.

* Sardar Vallabhai Patel’s Birth anniversary was celebrated on 31st

 Oct,2015

* Constitution Day Programme was organized on 26th Nov,2015
* Mahatma Jyotiba Fule’s Death Anniversary was organized on 28th Nov,2015
* AIDS Awareness Day Programme was organized on 1st Dec,2015
* Lecture series was organized from 3rd Dec to 5th Dec, 2015
* Death Anniversary of Dr. Babasaheb Ambedkar was organized on 6th Dec,

 2015. “Shram Dan” was done by the N.S.S students

* Savitribai Fule Jayanti was celebrated on 3rd Jan,2016
* NSS Camp was organized at Saigata from 18th Jan to 24st Jan,2016
* Medical Camp was held for citizens of Sigata.
* Annual Sports competition was organized from 6th Jan to 10th Jan, 2016
* Various Competitions and Cultural Programmes were organized to mark the

 College Day from 11th Jan to 13st Jan,2016

* IQAC Seminar was held in the college
* Republic Day was celebrated on 26th Jan,2016
* Economic Literacy Guidance Shibir organized on 8th Feb 2016
* The team of DMIMS guided students for employment opportunities in the

 Mihan on 12th Feb 2016

* Meetings of Parent-teachers Association were held on 27th Feb,2016
* World Womens Day was organized on 8th March 2016
* On Savitribai Fule Death Anniversary, Speech, Poems were given by the

 Students on 10th March 2016

* Meetings of Alumni were held on 2nd Apr. 2016
* Jotiba Fule Jayanti was organized 11th April 2016
* Dr. Babasaheb Ambedkar Jayanti was celebrate on 14th April 2016
* Dr. Gangadhar Pantawane, a Renowned Ambedkari Thinker delivered a lecture

 on 10th April 2016

* Students actively participated in ‘The Brahmapuri Mahotsav’ for Swachata

 Abhiyan and Beti Bachao-Desh Bachao mohim

**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 | 19 |       |  |       |
| Laboratories | 6 |       |  |       |
| Seminar Halls | 1 |       |  |       |
| No. of important equipments purchased (≥ 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 | 25864 | 28522660 | 406 | 80972 | 26270 | 2933239 |
| Reference Books | 735 | 323610 | 20 | 10354 | 755 | 333964 |
| e-Books | 62 | 0 | 40 | 0 | 102 | 0 |
| Journals |  |  | 43 | 43803 | 43 | 43803 |
| e-Journals | INFLIBNET |  | INFLIBNET |  | INFLIBNET |  |
| Digital Database |  |  |  |  | 0 |  |
| CD & Video | 47 | 7900 | 20 | 2500 | 67 | 10400 |
| Others (specify) | 0 | 0 | 0 | 0 | 0 | 0 |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 58 | 1 | 5 | 1 |  | 1 | 17 | 1 |
| Added | 6 |  |  |  |  |  |  |  |
| Total | 64 | 1 | 5 | 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 and Language lab
* ICT training programme was organized for teachers, administrative staff and students.

4.6 Amount spent on maintenance in lakhs :

3.58

 i) ICT

2.14

 ii) Campus Infrastructure and facilities

2.15

 iii) Equipments

 iv) Others

7.87

 **Total :**

**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 nominated University representative and made them aware about various student support services available in the college
* Student support activities were organized through Student Council, Population Education club, Women Study Centre, 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

5.2 Efforts made by the institution for tracking the progress

* 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

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | M.hil |
| 763 | 422 | 41 | 54 |

5.3 (a) Total Number of students

 (b) No. of students outside the state

Nil

Nil

 (c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 569 | 44.45% |

|  |  |
| --- | --- |
| No | % |
| 711 | 55.55% |

 Men Women

|  |  |
| --- | --- |
| Last Year (2014-15) | This Year(2015-16) |
| General | SC | ST | OBC | Physically Challenged | Total |  General | SC | ST | OBC | Physically Challenged | Total |
| 90 | 554 | 104 | 286 | nil | 1034 | 119 | 648 | 134 | 379 | nil | 1280 |

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
* Career Counselling cell arrange lecture on various competitive examination

29

No. of students beneficiaries

5.5 No. of students qualified in these examinations

2

2

 NET SET/SLET GATE CAT

 IAS/IPS etc State PSC UPSC Others

3

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

85 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

* 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.
* On World population Day, a Gender sensitization programme was organized on 10th Jul 2015.
* Information regarding guidance of law for girls students was given by Adv.Archana Kamble on 28th Sept 2015
* On Birth Anniversary of Krantijyoti Savitribai Fule “Mukti Din” programme was organized under the chairmanship of Principal Dr. Azizul Haque on 4th Jan 2016
* Jijamata Jayanti programme was organized on 23rd January 2016 under the Guidance of Prof.Snigdha Kamble
* World Women’s Day and Krantijyoti Savitribai Fule death Anniversary programme was conducted on 10th March 2016
* World Women’s Day was organized on 8th March 2016 Prof.Snigdha Kamble was the speaker.

5.9 Students Activities

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

106

1

 State/ University level National level International level

 No. of students participated in cultural events

12

 State/ University level National level International level

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

12

1

 Sports : State/ University level National level International level

 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number ofstudents | Amount |
| Financial support from institution  |       |       |
| Financial support from government | 513 | 2368768 |
| Financial support from other sources |       |       |
| Number of students who received International/ National recognitions |       |       |

5.11 Student organised / initiatives

3

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

4

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. The Faculty members suggested the Board of study for applying the CBCS in the curriculum from the next academic session.

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, Organization of lecture series, seminars of resource persons through literary association, Social Science Association, Science Association and Commerce Association

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, the answer sheets of the home examination are provided to the students and suggestions are given to improve their result.

6.3.4 Research and Development

* Regular meetings of Research committee are organized for promoting Research climate in the Institution
* Teachers are sent to participate in Orientation programmes, Research 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 are published by the teachers with ISBN nos.
* Papers are presented and published by the teachers in Peer Review Journals, Non Peer Review Journals and conference proceedings both at International, National and State level Seminars and Conferences.
* Library Resources are provided to Research Scholars, Students and Ex-students opting for Ph.D and M.Phil Course
* 4 permanent teachers are the Ph.D Guides and 18 students are doing research under their guidance
* Introduction of “Centre for Higher Learning and Research” for Ph.D. Students in English, Sociology, Economics and Pali by Gondwana University, Gadchiroli.
* Students are sent to participate at National level conferences, Seminars and Research competitions
* Teachers are advised for opting Major and Minor Research Projects

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, Reference Books, E-books, CD’s, VCD’s, in the Library
* E-journals are taken from INFLIBNET
* Library Resources are provided to the students, teacher, Ex-students and outside Research scholars opting for M.Phil, Ph.D. and other competitive examinations.
* The institution has purchased computers, Printers, Projector, TFT’s and CCTV Cameras
* 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
* Almirahs, Tables, Book Case and Chairs are purchased

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. Taking into account the interest and potentials the principal assigned the works of various committees of the college.

6.3.7 Faculty and Staff recruitment

* Permanent Faculty are recruited as per the Roaster system, Reservation policies and norms of Government of Maharashtra
* Temporary staff/CHB staff are 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”
* Both manually and 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 given at the price fixed by the university.

|  |  |
| --- | --- |
| 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 |

6.4 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 Agency  |  Internal 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 meetings of Alumni Association
* Alumni attend the various programmes in the college
* The committee of Alumni has been formed by the Alumni Association for seeking suggestions from students and other visitors for over all development of the Institution
* Feedback forms from the Alumni are collected
* Meritorious students and those Alumni qualifying the NET/SET, JMFC and other competitive examinations were felicitated in the Alumni meeting

6.**12 Activities and support from the Parent – Teacher Association**

* Parent-Teacher Association meets twice in the session.
* The association suggested to start more M.Phil.Courses in various subjects
* 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 felicitated the meritorious students of the college
* The Association also included the new parents and the body was changed
* The feedback forms were filled by the parents regarding the academic and administrative process of the Institution

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.

|  |
| --- |
| * Extra -curricular and Extension Activities were conducted by the college students during the session.
* University zone of Basket Ball and Cricket Tournaments were held in the college.
* The activities of Alumni Association are strengthened.
* Uses of ICT tools in Teaching Learning process.
* Organized Guest Lectures.
* Organized various cultural events and programmes.
 |

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.
* Students participated in “Swachata Mohim” of Bramhapuri Mahotsav through NSS Unit

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.
* Increase in fee structure by the University

8. **Plans of institution for next year (2016-2017)**

|  |
| --- |
| * Formation of various committees for smooth functioning of the college
* Preparation of Academic Calendar for the year 2016-17
* Preparing Teaching Plans according to syllabus and maintaining Daily dairy 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 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
* Obtaining feedback forms from all the Stake holders
* Assessment of the Teachers through Self Appraisal forms of Teachers
* To add Text books, reference books, E-journals, CD’s, VCD’s and digital data

 base in the library* To do SWOT analysis of the Institution
 |

*Name Prof.Rajesh M.Kose Name Dr.Azizul Haque*

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

*\_\_\_\_\_\_\_\*\*\*\_\_\_\_\_\_\_*

**Annexure I-**

**Plan of Action and Academic Calendar for the year 2015-16**

 Plan of Action Out-come achieved

|  |  |
| --- | --- |
| Formation of various committees | Done |
| Preparation of Academic Calendar for the year 2015-16 | Done |
| Preparing Teaching Plans according to syllabus and maintaining Daily dairy by all teachers | Done |
| Strengthening Feedback system of various stakeholders | Done |
| To encourage teachers for participating in Conferences, Symposia and Faculty/Staff Development Programmes | Done |
| Promoting use of ICT in teaching-learning process | Done |
| To motivate teachers for participating in research activities and publications | Done |
| Motivating students for Research Projects | Done |
| Conducting students seminar in classes by the respective teachers | Done |
| Publishing Inter-disciplinary Journal of the College | Not Done |
| Conducting Remedial coaching classes for slow learners | Done |
| Sending proposal for additional section of B.Sc | Done |
| Sending proposal for M.phil in Economics and History | Done |
| Sending proposal for IQAC seminar | Done |
| Starting Open Book Bank for Regular students  | Done |
| Sending proposal for National Seminar in Marathi and English | Done |
| Organizing University Zone tournaments in Basketball and Kabbaddi  | Done |
| To increase collaborations and linkages with NGO’s and other organisations | Not Done |
| Organizing placement camp for B.A.III students and P.G. Students | Not Done |
| Creating Linkages and Collaborations with industries and Organizations | Not Done |
| Organizing Seven days workshop on Research Methodology | Not Approved by the University |
| Increasing number of books in the Library on various courses taught in the college | Done |
| Organizing special NSS camp in the adopted Village | Done |
| Sending Minor/Major Research Projects to the funding agencies | Approval Pending |
| Motivating teachers for Book publication  | Done |
| Sending proposal to the sponsoring agencies for organizing National and International Conferences/Seminars on various Subjects | Done |
| Organizing NSS camp in rural area |  Done |
| Organizing Blood Donation Camp | Not Done |
| Increasing infrastructural facilities and equipments | Done |
| Increasing Library resources  | Done |
| Increasing the number of Computers |  Done |
| Conducting programme on technology up gradation | Done |
| Purchasing ICT related equipments | Done |
| Organising awareness programme about student support services | Done |
| Encouraging students to write articles in College magazine | Done |
| Organizing Drawing Competition,  | 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 |
| Motivating 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 |
| Organizing awareness programme about students support services | Done |
| Organizing Inter-collegiate competitions in the college | Not Done  |
| Promoting students to participate in social activities | Done  |
| Promoting faculty members to work with various state and National Level organizations | Done |
| Creating linkages and collaboration with Industries and Organizations | Not Done |
| Motivating P.G. Students to participate in National/ State level Seminars and conferences | Done |
| Increasing welfare schemes for staff and students | Done |

**Academic Calendar 2015-16**

|  |  |
| --- | --- |
|  Programme/Activity |  Date |
| Admission Process | As per University notification |
| Beginning of College | 16th June,2015 |
| First Term exam | Before Diwali vacation |
| Diwali / Winter vacations | 22/10/2015 to 21/11/2015 |
| Winter/Semester Exam (Gondwana University) | 22/10/2015 |
| Summer/Semester exam | From 11th April 2016 |
| Declaration of Result | As per University Act |
| World Environment day | 5th June 2015 |
| Chatrapati Shahu Maharaj Jayanti (Social Justice Day) | 26th June,2015 |
| World Population day | 11th July,2015 |
| Inauguration of Literary and Social Science Association | 1st week of Sep,2015 |
| Independence Day | 15th Aug,2015 |
| Felicitation of Meritorious students | Last week of Aug,2015 |
| Teachers Day | 5th Sep,2015 |
| International Literacy Day | 8th Sep,2015 |
| NSS day | 24th Sep,2015 |
| Birth Anniversary of Founder President Bar.Rajabhau Khobragade | 25th,Sep,2015 |
| Birth Anniversary of Mahatma Gadhi and Lal Bahadur Shastri | 2nd Oct,2015 |
| Constitutional Day | 26th Nov,2015 |
| Death Anniversary of Mahatma Fule | 28th Nov,2015 |
| Parents-Teachers Meeting  | Third week of Nov, 2015 |
| Lecture series | 3rd Dec to 5th Dec,2015 |
| World AIDS day | 1st Dec,2015 |
| Death Anniversary of Dr. Babasaheb Ambedkar | 6th Dec,2015 |
| Medical Test | 4th week of Dec |
| Vocational Guidance Workshop | 2nd week of Dec,2015 |
| NSS camp | Third week of Jan,2015 |
| Savitribai Fule Jayanti | 3rd Jan,2016 |
| Sports week | 4th week of Jan,2016 |
| Annual Function Day and Prize Distribution | 4th week of Jan,2016 |
| Physical Efficiency Test and Meeting of Alumni Association | First week of Feb 2016 |
| Republic Day | 26th Jan 2016 |
| Death Anniversary of Bar.Rajabhau Khobragade | 9th April,2016 |
| Birth Anniversary of Mahatma Jyotiba Fule | 10th Apri,2016 |
| Birth Anniversary of Dr.Babasaheb Ambedkar | 14th April,2016 |
| Summer Semester Exam (Gondwana University) | Third week of March 2016 |
| Summer Annual Exam (RTM, Nagpur University) | From 3rd week of March,2016 |
| Summer Vacation  | From 1st May to 13th June,2016 |

**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.
* 90% of Alumnae appreciated the Teaching-Learning, Research Consultancy and extension, student support and progression, Governance leadership and Management.
* 95% of Alumni suggested to initiate new 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 learning resources and study material in the library
* 95% of Parents appreciated the performance of Teachers
* 90% of Parents appreciated the curricular and Extra-curricular activities of the Institution

 **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 as Co-curricular and Extra-curricular activities, social participation in various social events organized by Nagar Parishad, Police Department, Panchayat Samiti, etc.

**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 good 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 2015-16 revealed that teachers should use revision technique 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 25 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 20 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 2015-16, more than 200 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

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