

*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*

## Contents

	Page Nos.
1. Introduction	..... 4
2. Objective	..... 4
3. Strategies	..... 4
4. Functions	..... 5
5. Benefits	..... 5
6. <i>Composition of the IQAC</i>	..... 5
7. The role of coordinator	..... 6
8. Operational Features of the IQAC	..... 6
9. Monitoring Mechanism	..... 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC	..... 8
<b>Part – A</b>	
11. Details of the Institution	..... 9
12. IQAC Composition and Activities	..... 12
<b>Part – B</b>	
13. Criterion – I: Curricular Aspects	..... 14
14. Criterion – II: Teaching, Learning and Evaluation	..... 15
15. Criterion – III: Research, Consultancy and Extension	..... 17
16. Criterion – IV: Infrastructure and Learning Resources	..... 20
17. Criterion – V: Student Support and Progression	..... 21
18. Criterion – VI: Governance, Leadership and Management	..... 24
19. Criterion – VII: Innovations and Best Practices	..... 27
20. Abbreviations	..... 29

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



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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2015 to June 30, 2016)

## 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 <sup>st</sup> Cycle	C++		2004	5 years
2	2 <sup>nd</sup> Cycle	B	2.65	2013	5 years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_2015-16\_\_ Submitted to NAAC on \_\_13/10/2016\_\_\_\_\_
- 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

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

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 community representatives	<input type="text" value="3"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="20"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="8"/> Faculty <input type="text" value="4"/>
	Non-Teaching Staff <input type="text" value="2"/> Students <input type="text" value="2"/> Alumni <input type="text" value="2"/> Others <input type="text" value="Parents-Teachers=2"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text"/> International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input checked="" type="checkbox"/>
(ii) Themes	<input type="text" value="Developing Quality culture in the Colleges"/>

## 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) 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

Management  LMC    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	
<b>Total</b>	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\* (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.

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## 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.

5

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			

2.4 No. of Guest and Visiting faculty and Temporary faculty

62

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

193

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

4

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.III	102		9.8	24.5	8.82	74.51%
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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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 Permanent Employees	Number of Vacant Positions	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

#### 3.2 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	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	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					1
Sponsoring agencies					Management

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
				1 Ph.D. Awarded		

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" value="4"/>	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="21"/>
NCC	<input type="text" value="NIL"/>	NSS	<input type="text" value="12"/>
		Any other	<input type="text" value="27"/>

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 26<sup>th</sup> June 2015
- World Population Day was organized on 11<sup>th</sup> July, 2015
- August Kranti Diwas was celebrated on 9<sup>th</sup> August,2015
- Celebration of Independence Day on 15<sup>th</sup> August 2015
- Felicitation Programme of Meritorious students was organized on 10<sup>th</sup> Sept., 2015
- Teachers Day was celebrated on 5<sup>th</sup> Sep, 2015
- Anti-Ragging Programme was organized on 12<sup>th</sup> Aug. 2015 & 16<sup>th</sup> Feb.2016
- Inauguration of Literary Association on 3<sup>rd</sup> Sept 2015
- International Literacy day was organized on 8<sup>th</sup> sep,2015

- Inauguration of Social Science Association on 9<sup>th</sup> Sept 2015
- Inauguration of Science Study Association on 30<sup>th</sup> Sept 2015
- Guidance of Law was given by Adv.Archana Kamble on 28<sup>th</sup> Sept 2015
- Competitive Exam Guidance programme was organized, 85 students of the college participated in the programme.
- N.S.S day was celebrated on 24<sup>th</sup> Sep,2015 and Tree Plantation was done in the college premises
- Birth Anniversary of Founder President Barr. Rajabhau Khobragade was Celebrated on 25<sup>th</sup> Sep,2015
- Birth Anniversary of Mahatma Gandhi and Lal Bahadur shashtry was Celebrated on 2<sup>nd</sup> Oct,2015 and Swachhata Abhiyan was done in the college.
- Sardar Vallabhai Patel's Birth anniversary was celebrated on 31<sup>st</sup> Oct,2015
- Constitution Day Programme was organized on 26<sup>th</sup> Nov,2015
- Mahatma Jyotiba Fule's Death Anniversary was organized on 28<sup>th</sup> Nov,2015
- AIDS Awareness Day Programme was organized on 1<sup>st</sup> Dec,2015
- Lecture series was organized from 3<sup>rd</sup> Dec to 5<sup>th</sup> Dec, 2015
- Death Anniversary of Dr. Babasaheb Ambedkar was organized on 6<sup>th</sup> Dec, 2015. "Shram Dan" was done by the N.S.S students
- Savitribai Fule Jayanti was celebrated on 3<sup>rd</sup> Jan,2016
- NSS Camp was organized at Saigata from 18<sup>th</sup> Jan to 24<sup>st</sup> Jan,2016
- Medical Camp was held for citizens of Sigata.
- Annual Sports competition was organized from 6<sup>th</sup> Jan to 10<sup>th</sup> Jan, 2016
- Various Competitions and Cultural Programmes were organized to mark the College Day from 11<sup>th</sup> Jan to 13<sup>st</sup> Jan,2016
- IQAC Seminar was held in the college
- Republic Day was celebrated on 26<sup>th</sup> Jan,2016
- Economic Literacy Guidance Shibir organized on 8<sup>th</sup> Feb 2016



- The team of DMIMS guided students for employment opportunities in the Mihaan on 12<sup>th</sup> Feb 2016
- Meetings of Parent-teachers Association were held on 27<sup>th</sup> Feb,2016
- World Womens Day was organized on 8<sup>th</sup> March 2016
- On Savitribai Fule Death Anniversary, Speech, Poems were given by the Students on 10<sup>th</sup> March 2016
- Meetings of Alumni were held on 2<sup>nd</sup> Apr. 2016
- Jotiba Fule Jayanti was organized 11<sup>th</sup> April 2016
- Dr. Babasaheb Ambedkar Jayanti was celebrate on 14<sup>th</sup> April 2016
- Dr. Gangadhar Pantawane, a Renowned Ambedkari Thinker delivered a lecture on 10<sup>th</sup> 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 ( $\geq$ 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	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	INFLIB NET		INFLIB NET		INFLIB NET	
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	Departments	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 :

i) ICT	3.58
ii) Campus Infrastructure and facilities	2.14
iii) Equipments	2.15
iv) Others	
<b>Total :</b>	7.87

## 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

5.3 (a) Total Number of students

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

(b) No. of students outside the state

Nil
-----

(c) No. of international students

Nil
-----

Men	No	%
	569	44.45%

Women	No	%
	711	55.55%

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

No. of students beneficiaries

29

5.5 No. of students qualified in these examinations

NET	<input type="text" value="2"/>	SET/SLET	<input type="text" value="2"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text" value="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

No. of students benefitted

85 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	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 10<sup>th</sup> Jul 2015.
- Information regarding guidance of law for girls students was given by Adv.Archana Kamble on 28<sup>th</sup> Sept 2015
- On Birth Anniversary of Krantijyoti Savitribai Fule "Mukti Din" programme was organized under the chairmanship of Principal Dr. Azizul Haque on 4<sup>th</sup> Jan 2016
- Jijamata Jayanti programme was organized on 23<sup>rd</sup> January 2016 under the Guidance of Prof.Snigdha Kamble
- World Women's Day and Krantijyoti Savitribai Fule death Anniversary programme was conducted on 10<sup>th</sup> March 2016
- World Women's Day was organized on 8<sup>th</sup> 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

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	513	2368768
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. 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.

### 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 Agency		Internal Authority
Academic	yes	University	yes	LMC/IQAC/ Head of the Institution
Administrative	yes	Joint Director Office/Governm ent 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

#### 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 diary by all teachers
- Preparing Academic Calendar
- Strengthening Feedback system of various stakeholders
- To encourage teachers for participating in Conferences, Symposia and Faculty/Staff

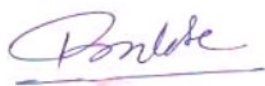


#### Development Programmes

- 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 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

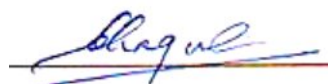
- Increasing Library resources
- Increasing the number of Computers
- Conducting programme on technology up gradation
- Purchasing ICT related equipments
- Organising awareness programme about student support services
- Encouraging students to write articles in College magazine
- Organizing placement 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



Signature of the Coordinator, IQAC

Name Dr.Azizul Haque



Signature of the Chairperson, IQAC

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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	Done

services	
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	16 <sup>th</sup> 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 11 <sup>th</sup> April 2016
Declaration of Result	As per University Act
World Environment day	5 <sup>th</sup> June 2015
Chatrapati Shahu Maharaj Jayanti (Social Justice Day)	26 <sup>th</sup> June,2015
World Population day	11 <sup>th</sup> July,2015
Inauguration of Literary and Social Science Association	1 <sup>st</sup> week of Sep,2015
Independence Day	15 <sup>th</sup> Aug,2015
Felicitations of Meritorious students	Last week of Aug,2015
Teachers Day	5 <sup>th</sup> Sep,2015

International Literacy Day	8 <sup>th</sup> Sep,2015
NSS day	24 <sup>th</sup> Sep,2015
Birth Anniversary of Founder President Bar.Rajabhau Khobragade	25 <sup>th</sup> ,Sep,2015
Birth Anniversary of Mahatma Gadhi and Lal Bahadur Shastri	2 <sup>nd</sup> Oct,2015
Constitutional Day	26 <sup>th</sup> Nov,2015
Death Anniversary of Mahatma Fule	28 <sup>th</sup> Nov,2015
Parents-Teachers Meeting	Third week of Nov, 2015
Lecture series	3 <sup>rd</sup> Dec to 5 <sup>th</sup> Dec,2015
World AIDS day	1 <sup>st</sup> Dec,2015
Death Anniversary of Dr. Babasaheb Ambedkar	6 <sup>th</sup> Dec,2015
Medical Test	4 <sup>th</sup> week of Dec
Vocational Guidance Workshop	2 <sup>nd</sup> week of Dec,2015
NSS camp	Third week of Jan,2015
Savitribai Fule Jayanti	3 <sup>rd</sup> Jan,2016
Sports week	4 <sup>th</sup> week of Jan,2016
Annual Function Day and Prize Distribution	4 <sup>th</sup> week of Jan,2016
Physical Efficiency Test and Meeting of Alumni Association	First week of Feb 2016
Republic Day	26 <sup>th</sup> Jan 2016
Death Anniversary of Bar.Rajabhau Khobragade	9 <sup>th</sup> April,2016
Birth Anniversary of Mahatma Jyotiba Fule	10 <sup>th</sup> Apri,2016
Birth Anniversary of Dr.Babasaheb Ambedkar	14 <sup>th</sup> April,2016
Summer Semester Exam (Gondwana University)	Third week of March 2016
Summer Annual Exam (RTM, Nagpur University)	From 3 <sup>rd</sup> week of March,2016
Summer Vacation	From 1 <sup>st</sup> May to 13 <sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> to 4<sup>th</sup>std. 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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