# MANOHARBHAI PATEL COLLEGE OF ARTS & COMMERCE, DEORI DIST- GONDIA (M.S) PIN-441901

# Annual Quality Assurance Report (AQAR)
# 2017-18

*Submitted To*

**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

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

## 1. Details of the Institution

1.1 Name of the Institution

> MANOHARBHAI PATEL COLLEGE OF ARTS & COMMERCE DEORI

1.2 Address Line 1

> AT AMGAON ROAD DEORI

Address Line 2

> DIST. GONDIA 441901

City/Town

> DEORI

State

> MAHARASHTRA

Pin Code

> 441901

Institution e-mail address

> mbpcdeori@gmail.com

Contact Nos.

> 07199-225110

Name of the Head of the Institution:

> Dr. Arun Kewalram Zingare

Tel. No. with STD Code:

> 07199-225110

Mobile:

> 9422134578

Name of the IQAC Co-ordinator:

> Dr. A. G. Pakhmode

Mobile:

8149691299

IQAC e-mail address:

abhiponly@gmail.com

1.3. **NAAC Track ID :**      **MHCOGN 11607**

1.4. **NAAC EXECUTIVE COUNCIL NUMBER : EC/33/173**

1.4.a Website address:

www.mbpcdeori.com

Web-link of the AQAR:

http://www.mbpcdeori.com/AQAR201718.doc

1.5 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-------|-------|------|----------------------|-----------------|
| 1 | 1st Cycle | C | 57.25 | 2004 | Five Years |
| 2 | 2nd Cycle | | | | |
| 3 | 3rd Cycle | | | | |
| 4 | 4th Cycle | | | | |

1.6 Date of Establishment of IQAC :     DD/MM/YYYY   02/08/2005

**1.7 AQAR for the year** *(for example 2010-11)*    **2017-2018**

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

> *AQAR of 2016-17 submitted to NAAC on 08-03- 2018*
>
> *AQAR of 2015-16 submitted to NAAC on 16-03- 2017*
>
> *AQAR of 2014-15 submitted to NAAC on 16-03- 2017*
>
> *AQAR of 2013-14 submitted to NAAC on 16-03- 2017*
>
> *AQAR of 2012-13 submitted to NAAC on 16-03- 2017*

1.9 Institutional Status

University            State √   Central ☐  Deemed ☐  Private ☐

Affiliated College        Yes √     No ☐

Constituent College      Yes ☐     No √

Autonomous college of UGC   Yes ☐     No √

Regulatory Agency approved Institution    Yes ☐   No √

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution    Co-education √    Men ☐   Women ☐

                      Urban ☐   Rural ☐  Tribal √

Financial Status    Grant-in-aid √     UGC 2(f) √    UGC 12B √

         Grant-in-aid + Self Financing ☐  Totally Self-financing ☐

1.10 Type of Faculty/Programme

     Arts √      Science √    Commerce √  Law ☐     PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐    Health Science ☐    Management ☐

Others   (Specify)    ·

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

Rashtrasant Tukadoji Maharaj Nagpur University Nagpur

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

Autonomy by State/Central Govt. / University    NO

University with Potential for Excellence    NO    UGC-CPE    NO

| | | | |
|---|---|---|---|
| DST Star Scheme | NO | UGC-CE | NO |
| UGC-Special Assistance Programme | NO | DST-FIST | NO |
| UGC-Innovative PG programmes | NO | Any other (*Specify*) | NO |
| UGC-COP Programmes | NO | | |

## 2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2. 6  No. of any other stakeholder and

   Community representatives

0

2.7 No. of Employers/ Industrialists

0

2.8  No. of other External Experts

0

2.9 Total No. of members

11

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders:     No.   4     Faculty   02

   Non-Teaching Staff Students   01     Alumni   01     Others   00

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

   If yes, mention the amount     NIL

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | NIL | International | NIL | National | NIL | State | NIL | Institution Level | NIL

(ii) Themes | N.A.

2.14 Significant Activities and contributions made by IQAC

- IQAC looks after academic activities.
- Creation of a database of students.
- Use of ICT
- Examination reforms executed.
- Enhancement in teaching-learning process and research work
- IQAC looks after academic activities / teaching learning evaluations. The IQAC was actively involved.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

| Plan of Action | Achievements |
|---|---|
| • Use of ICT | • Browsing speed enhanced |
| • Subscription of e-journals | • Availability of e-journals |
| • Continue evaluation of students | • Evaluation in regular intervals |
| • Efforts for students' overall development | • Guidance for competitive exams |
| • Participation in extension activities | • NSS activities |
| • To make efforts for campus beautification | • Plantation of saplings, trees, etc. |
| • Environment protection | • Focus on environment awareness subject |

*Attach the Academic Calendar of the year as Annexure.*
**Academic Calendar of 2017-18 has been attached.**

2.15 Whether the AQAR was placed in statutory body    Yes [  ]  No [ √ ]

Management [  ]    Syndicate [  ]    Any other body [ √ ]

**Provide the details of the action taken**

Nil

# Part – B

## Criterion – I

## 1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|---|---|---|---|---|
| PhD | - | - | - | - |
| PG | - | - | - | - |
| UG | **3** | - | - | - |
| PG Diploma | - | - | - | - |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | - | - | - | - |
| Others | - | - | - | - |
| **Total** | **3** | - | - | - |
| Interdisciplinary | - | - | - | - |
| Innovative | - | - | - | - |

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

| Pattern | Number of programmes |
|---|---|
| Semester | 3 |
| Trimester | - |
| Annual | 2* |

. *B.A. (final Year) & B.Com (final Year) with Annual Pattern.*

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***

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

> Syllabi are revised by RTMNU Nagpur. Syllabi are updated by the University authorities (B.O.S.) and same will be implemented in affiliated colleges/institutions.

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

> None in the year 2017-18

# Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|---|---|---|---|---|
| 16 | 10 | 05 | | 1 |

2.2 No. of permanent faculty with Ph.D.

| 09 |
|---|

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 |
| 10 | 7 | 05 | 0 | 0 | 0 | 1 | 0 | 16 | 7 |

2.4 No. of Guest and Visiting faculty and Temporary faculty 

| 12 | 0 | 0 |
|---|---|---|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended Seminars/ Workshops | 7 | 5 | 0 |
| Presented papers | 7 | 5 | 0 |
| Resource Persons | - | - | - |

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

> All the innovative processes initiated in the last three years have been continued. In particular
> 1. Use of the ICT in teaching-learning has been made more extensive.
> 2. The library resources have been enhanced with the subscription e-journals.
> 3. Conducted debate, elocution, quiz, group discussion competitions.

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

| 220 |
|---|

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

| NA |
|---|

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

| 01 | 00 | 00 |
|---|---|---|

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. | 382 | 0.26% | 3.66 % | 13.09% | 6.02%` | 23.03`%` |
| B.Com | 100 | - | 5% | 3 % | 06% | 14% |
| B.Sc | 308 | 1.62% | 7.14% | 13.96% | 0.97% | 23.70% |

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

by means of the analysis of student feedback

by means of the report of Staff meeting.

by means of the analysis of performance of students in examinations.

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | 2 |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |
| Orientation programmes | - |
| Faculty exchange programme | - |
| Staff training conducted by the university | - |
| Staff training conducted by other institutions | - |
| Summer / Winter schools, Workshops, etc. | 1 |
| 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 | 08 | 03 | 00 | 00 |
| Technical Staff | NIL | NIL | NIL | NIL |

# Criterion – III

## 3. Research, Consultancy and Extension

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

- o IQAC regularly informs and encourages the faculty member to apply for research grants to UGC, DST etc.
- o The college authority provides all necessary infrastructural support.
- o Exhibition of research posters by students.
- o IQAC encourage the teachers to write/present papers in seminars and conferences.
- o IQAC also stimulate the teachers to for paper publication and book writing.
- o Special leaves are sanctioned for course work, conferences and seminars.

3.2    Details regarding major projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 0 | 0 | 0 | 0 |
| Outlay in Rs. Lakhs | 0 | 0 | 0 | 0 |

3.3    Details regarding minor projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 0 | 0 | 0 | 0 |
| Outlay in Rs. Lakhs | 0 | 0 | 0 | 0 |

3.4    Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 24 | 5 | 0 |
| Non-Peer Review Journals | 00 | 0 | 0 |
| e-Journals | 0 | 0 | 0 |
| Conference proceedings | 7 | 18 | 0 |

3.5 Details on Impact factor of publications:

Range(0-6.04)  10    Average  0    h-index  0    Nos. in SCOPUS  36

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---|---|---|---|
| Major projects | - | - | - | - |
| Minor Projects | - | - | - | - |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects *(other than compulsory by the University)* | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | - | - | - | - |

3.7 No. of books published    i) With ISBN No. [ 07 ]    Chapters in Edited Books [ 0 ]

ii) Without ISBN No. [ 00 ]

3.8 No. of University Departments receiving funds from

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

DPE [ NIL ]    DBT Scheme/funds [ NIL ]

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

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

3.10 Revenue generated through consultancy [ NIL ]

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | 0 | 0 | 0 | 0 | 0 |
| Sponsoring agencies | N.A. | N.A. | N.A. | N.A. | N.A. |

3.12 No. of faculty served as experts, chairpersons or resource persons [ 03 ]

3.13 No. of collaborations    International [ 0 ]    National [ 0 ]    Any other [ 0 ]

3.14 No. of linkages created during this year [ None ]

3.15 Total budget for research for current year in lakhs :

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

Total [ Nil ]

3.16 No. of patents received this year

| Type of Patent | | Number |
|---|---|---|
| National | Applied | 0 |
| | Granted | 0 |
| International | Applied | 0 |
| | Granted | 0 |
| Commercialised | Applied | 0 |
| | Granted | 0 |

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year 2016-17

| Total | International | National | State | University | Dist | College |
|---|---|---|---|---|---|---|
| 0 | 01 | 01 | 0 | 0 | 0 | 00 |
| | | | | | | |

3.18 No. of faculty from the Institution [ 02 ]

 who are Ph. D. Guides

 and students registered under them [ 04 ]

3.19 No. of Ph.D. awarded by faculty from the Institution [ 0 ]

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

JRF [ 0 ]    SRF [ 0 ]    Project Fellows [ 0 ]    Any other [ 0 ]

3.21 No. of students Participated in NSS events:

University level [ 00 ]    State level [ 00 ]

National level [ 00 ]    International level [ 00 ]

3.22 No. of students participated in NCC events:

University level [ 0 ]    State level [ 0 ]

National level [ 0 ]    International level [ 0 ]

3.23 No. of Awards won in NSS:

University level [ 0 ]    State level [ 0 ]

National level [ 0 ]    International level [ 0 ]

3.24 No. of Awards won in NCC:

University level [ 0 ]    State level [ 0 ]

National level [ 0 ]    International level [ 0 ]

3.25 No. of Extension activities organized

University forum [ 0 ]    College forum [ 1 ]

NCC [ 0 ]    NSS [ 04 ]    Any other [ 0 ]

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

- The NSS unit of the college has arranged to provide minor programmes as per schedule.
- Tree plantation programme held by NSS and Geography Department.
- NSS unit organized AIDS awareness and Road Safety awareness programmes.
- As the process of developing the skill among the students, college takes special initiative for holding Quiz competition, discussion group activities, various cultural programmes etc.
- In adopted village we conduct various community activities such as adult education,
- Aids awareness programs, save girl child, cleaning campaign, campus Beautification, etc.
- Volunteers spread the awareness related to use of digital money
- Women health and social awareness programs

# 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 | 6 acres | - | - | 06 acres |
| Class rooms | 9 | - | - | 9 |
| Laboratories | 4 | - | - | 4 |
| Seminar Halls | - | - | - | - |
| No. of important equipments purchased (≥ 1-0 lakh)  during the current year. | - | - | - | - |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | - | - | - |
| Others | - | - | - | - |

4.2 Computerization of administration and library

The Library of the college has been fully computerized and managed with Lib-man software.

4.3  Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 6698 | 1201625 | 172 | 47421 | 6870 | 1249046 |
| Reference Books | 2761 | 1450703 | 0 | 0 | 2761 | 1450703 |
| e-Books | 0 | 0 | 0 | 0 | 0 | 0 |
| Journals | 0 | 0 | 0 | 0 | 0 | 0 |
| e-Journals | 0 | 0 | 0 | 0 | 0 | 0 |
| Digital Database | 0 | 0 | 0 | 0 | 0 | 0 |
| CD & Video | 0 | 0 | 0 | 0 | 0 | 0 |
| 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 | 14 | 5 | 1 | 1 | 1 | 3 | 6 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 14 | 5 | 1 | 1 | 1 | 3 | 6 | 0 |

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

NIL

4.6 Amount spent on maintenance in lakhs :

i)   ICT

5900

ii)  Campus Infrastructure and facilities

39514

iii) Equipments

92425

iv) Others(Repair and maintenance)

47954

**Total :**

185793

# Criterion – V
# 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> As suggested by IQAC the college maintains the disciplinary committee, Anti-ragging committee and committee against sexual harassment of women. The college has also arranged for providing remedial coaching in different subjects for financially backward and SC/ST/OBC students. The IQAC has also suggested that the college introduces the system of notifying the students of their entire academic and college affairs through notices circulated in the class rooms.

5.2 Efforts made by the institution for tracking the progression

- Department level records are maintained.
- Feedback from students.
- Feedback is evaluated and teachers are instructed accordingly.
- Suggestion box is placed
- Result analysis and evaluation

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|-----|-----|--------|--------|
| 790 |     |        |        |

(b) No. of students outside the state

| NIL |
|-----|

(c) No. of international students

| NIL |
|-----|

Men

| No | % |
|----|---|
|    |   |

Women ———

| No | % |
|----|---|
|    |   |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|-----|-----|-----------------------|-------|-----------|-----|-----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 122 | 82 | 326 | 158 | 03 | 691 | 32 | 103 | 367 | 225 | 02 | 790 |

Demand ratio   1:1          Dropout % - **80 %**

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

> For any assistance placement cell and students counseling committee provides help. Guest lectures and Quiz competitions, written exams etc. are conducted.

No. of students beneficiaries

| 00 |
|----|

5.5 No. of students qualified in these examinations

| NET | 0 | SET/SLET | 0 | GATE | 0 | CAT | 0 |
|---|---|---|---|---|---|---|---|
| IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | 0 |

5.6 Details of student counseling and career guidance

1. Preadmission counseling for subject choice by Admission Committee of senior faculty
2. Post admission counseling: faculty and dept wise
3. Dept. wise counseling for regular attendance, and further studies
4. Programmes arranged by Career guidance and Placement Cell.
5. Guest lectures on career guidance are conducted during the year.

No. of students benefitted:    All last year students were benefited.

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 |
| NIL | NIL | NIL | NIL |

5.8 Details of gender sensitization programmes

Health check up camps organized for health prevention. Awareness programs are conducted.

5.9 Students Activities

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

State/ University level [ 24 ]    National level [ 0 ]    International level [ 0 ]

No. of students participated in cultural events

State/ University level [ 0 ]    National level [ 0 ]    International level [ 0 ]

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

Sports  : State/ University level  [ 0 ]    National level  [ 0 ]    International level  [ 0 ]

Cultural: State/ University level  [ 0 ]    National level  [ 0 ]    International level  [ 0 ]

5.10 Scholarships and Financial Support

|  | Number of students | Amount |
|---|---|---|
| Financial support from institution | - | - |
| Financial support from government | 59 | 148717/- |
| Financial support from other sources | - | - |
| Number of students who received International/ National recognitions | - | - |

5.11    Student organised / initiatives

Fairs      : State/ University level  [ NIL ]    National level  [ NIL ]    International level  [ NIL ]

Exhibition: State/ University level  [ NIL ]    National level  [ NIL ]    International level  [ NIL ]

5.12    No. of social initiatives undertaken by the students  [ NIL ]

5.13 Major grievances of students (if any) redressed:  No major issue/grievance had happened. Students having problem are counseled or guided by the teachers time to time.

# Criterion – VI

## 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> 1. To impart higher education to the inhabitants of Deori Tahsil in general and to inculcate the value of higher education to the tribal community in particular.
>
> 2. To ensure &inculcate perfect discipline in terms of regularity, sincerity and punctuality amongst the student so that they contribute to society and nation as most conscious, responsible and respectable citizens.
>
> 3. To aim at overall personality development of the students and to provide a platform to them to face all the challenges of today's competitive world with utmost utilization of their potential though extracurricular activities like NSS, Sports and cultural programs.

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

> The R.T.M. Nagpur University designs and implements the curriculum. However, some teachers of this college has been members of board of studies of University. They play important roles in augmenting/upgrading/ correcting in the curriculum and the syllabi.

### 6.3.2 Teaching and Learning

> Although the syllabus is framed not by the college but by the university to which it is affiliated, still Manoharbhai Patel College tries to provide best possible class room teaching and learning facilities for the students.
>
> 1. The faculties of each department meet at the beginning of each academic session for term wise allocation of syllabus assignments etc.
>
> 2. The departments organise students' seminar, quiz contest etc.
>
> 3. Excursion tours are carried out by Botany and Zoology Depts. And socio-economic survey is carried out by Geography Department.
>
> 4. The college authority observes successful implementation of ICT.

### 6.3.3 Examination and Evaluation

Examination and evaluation strategies are governed by the R.T.M. Nagpur University. Manoharbhai Patel College actively participates in all such activities under the university.

### 6.3.4 Research and Development

Manoharbhai Patel College encourages active research by its faculty members. Facilities for R&D work by the faculty members as well as for the PhD students have been gradually improved.

Journals and periodicals are subscribed by the College library.

Subscription to e-resources has done.

Teachers are kept updated about available scopes for applying for research grants.

Space and necessary infrastructural support is provided for research work.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The College library of Manoharbhai Patel College has a large collection of text and reference books. Fresh collection/addition is a continuous affair. The college plans to incorporate ICT into its teaching programme. The following facilities are being provided:-

- LAN & WIFI in the entire campus

- High quality Computer facilities

- Internet facility for faculty & students.

- College introduce ICT, for which college utilized Additional Grant (Equipment, teaching & learning aids) of UGC XIIth Plan.

- Latest books and journals are purchased and subscribed to every year.

- Total automation of the library service has been initiated.

- Each department is asked for requirement regarding text and reference books each year.

### 6.3.6 Human Resource Management

Manoharbhai College ensures friendly working environment for all of its faculty and staff and encourages active participation of all in every day to day activities. Staff Council (comprising of the Principal, Vice Principal and all of the teaching staff) meetings are organised by the college authority to ensure their participation in all these activities.

### 6.3.7 Faculty and Staff recruitment

Faculty members are recruited by Gondia Education Society, Gondia . Staffs are appointed by a Selection process conducted as per govt rules.

### 6.3.8 Industry Interaction / Collaboration

Presently we do not have any collaboration with any industry.

### 6.3.9 Admission of Students

Students are admitted on the basis of the marks obtained in the qualifying examination and strictly on the basis of merit. Quotas for SC, ST, OBC and PH are available as per the government rules.

6.4 Welfare schemes for

| Teaching | Nil |
|---|---|
| Non teaching | Nil |
| Students | Nil |

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done    Yes  √    No

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | | | YES | Chartered Accountant |
| Administrative | | | YES | Joint Director Office |

6.8 Does the University/ Autonomous College declare 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?

> Semester pattern is introduced. University reforms the examination process whenever needed. Examination process is already made online; University sends online question papers with protected password. Special computer systems are engaged for the same. University facilitates the college with material like fast Photo copier, black cover stickers, papers, etc.

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

> Nil

6.11 Activities and support from the Alumni Association

> The College organizes alumni meet, which provide a forum for Exchange of ideas of the alumni to the faculty and the present students.
> .

6.12 Activities and support from the Parent – Teacher Association

> The College has active parent-teacher association.
> The parents helped the institution by interacting with faculty members, and giving valuable suggestions for improvement of the institution.

6.13 Development programmes for support staff

> Nil

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

> College campus is eco-friendly. We are having Green campus. Reduction of wastage of paper in printing related to exams. Regular testing of drinking water is done by the college authority.

# 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.

> o The college administration proposed that, if needed, the Waiting List of Candidates for each department, along with the Merit List, will be put up to further the transparency of the Admission Process.
> o Digitalisation of library has been initiated for smooth functioning of Library.
> o Providing of internet facility to office, library, departments has helped in teaching learning and computerisation of library and administration.

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

> • At present our College Library is computerised with Lib-man Software.
> • Central internet facility made available to all staff.
> • Career Counselling Cell Opened.
> • To overcome shortage of teachers, Guest Lecturers hired by the college.

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

> i. "Physical Training for entry in Defense and Police Services", in the college premises.
> ii. Regular test series to enhance performance at University Examination.

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

> • To generate environmental awareness among the students, the college has arranged programmes related to environment.
> • It also enlists the support and co-operation of its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.
> • The college conducted National Environmental Awareness Campaigning collaboration with forest department Deori.
> • Environmental studies: subject is compulsory for the second year students. Projects on Environmental study are given to the students.

7.5 Whether environmental audit was conducted?    Yes [  ]   No [ √ ]

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

❖ **STRENGTH**
- Good academic excellence.
- Faculties involved in Paper Publication in National/International conferences.
- Well Qualified Staff.
- Excellent environment/infrastructure

❖ **WEAKNESS**
- Far from city area,
- Lack of connectivity due to forest and Tribal Area
- Due to far distance drop-out rate generated
- Distance becomes the obstacle for the placement industries

❖ **OPPORTUNITIES**
- To create awareness amongst illiterate rural peoples for education
- To uplift rural students socio-economically
- To create efficient administrators, politicians, powerful youth and strong Indians for health,
- wealth and characters of the nation
- Development of overall personality of the students to prepare them against new challenges

❖ **CHALLENGES**
- Student admission
- To improve response of Alumni and Parent-teacher Association

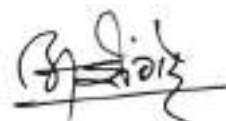## 8. Plans of institution for next year

- To advise the faculties to increase their participation in research-oriented activities and organize students" seminars, quiz contests, excursions/educational tours;
- To renovate the existing Science Departments for effective implementation of teaching-learning process.
- Plan to improve infrastructure facility
- To enrich the library by new periodicals, journals and reference books
- Beautification of the college campus
- Re-Accreditation process
- Planning to arrange Conference for the students
- More seminars and guest lecturers for the students

*Name:- Dr.A.G.Pakhmode*

*Signature of the Coordinator, IQAC*

*Name:- Dr. A.K. Zingare*

*Signature of the Chairperson, IQAC*

\*\*\*

# Best Practice-1

**I. Title of the Practice**

"**Physical Training for entry in Defense and Police Services**", in the college premises.

**1. Goal**
- To provide an opportunity of employment to the students.
- To enhance the sporting activity in the institution.
- As an initiative towards services to the Nation and building National character of students.

**2. The Context**

The college is situated in tribal and naxal affected area and students of the institution belong by and large to socially weaker sections of the society. Exposure to information and opportunities is rare. The college could be a evocative resource in bridging the gaps. The services offer a very good opportunity of employment. Such an initiative in campus is certainly to bring health awareness through exercise and naturally augment the sporting activity in the Institution. In this context the institution decided to take up this activity.

**3. The Practice**

**The physical Training given includes:** Running (Short and Sprint), Shot put, Long Jump, Pull-ups including walking in place of pull-ups for women students. These are the main components during selection trials.

**Supplementary Exercise as warm-up:** Shuttle run, sprints, hurdles run, deeps, stepping, skipping and Surya Namaskars. In addition these cadets also avail the Gym facility.

**Available Physical Facilities:** The ground, the skipping ropes, shot put, hurdles, time watches, measurement tapes and other allied material.

**Role of Physical Education Director:** The Director trains, Monitors and organizes practice sessions of the cadets. Being in-charge of the Department, he looks after the requirements and provision of appropriate facility. He plans the training sessions in the morning as well as evening hours so that routine of college activity does not suffer. The two sessions provide flexibility to participate as per the convenience of the aspirants.

**Information of Selection Trials:** The department keeps a track of selection trials at regional, state and national levels and informs the cadets of the same.

**The physical Test:** The department organizes physical tests at times.

**Participants:** Around 50 to 60 students participate in the training programme every year.

**Selection**: Every year 7-8 cadets are selected in the defense and police services.

**Constraints/Limitations:** The department has single male faculty that puts a limitation on maximum number of students that could be accommodated. Secondly due to lack of female instructor limited participation of women students observed.

**4. Evidence of Success:**

About 30 to 40 students have been selected in defense and Police services during the last five years. The evidence at the department is in terms of list of selected candidates after gathering correct information. Though cadets are selected every year, the benchmark of 15 selections is yet to be achieved. The efforts are centered upon achieving the benchmark. However, more efforts and innovations in this direction would ensure the attainment of benchmark.

**5. Problems Encountered and Resources Required**

Finance and other resources such as Ground and equipments are sufficient to cater to the need of even 70 to 80 cadets. The major problem encountered is availability of skilled personnel in sufficient number. At present there is only one person (Physical Education Director). Secondly, Woman instructor shall prove to be of real help.

As students belong to socially weaker section, the nutritional diet needed for such physical training is seldom found in the students. As a result, many cadets fall short of Stamina.

Strong resolve, which would surely help focused efforts, has been observed to be scarce commodity.

# Best practice -2

**II. Title of the Practice**

**Regular test series to enhance performance at University Examination.**

**1. Goal**

        The main goal of the college is to transform the student into well meaning citizens through the committed pattern of instructions based on carefully prepared and well designed curriculum of the university, to meet the changing needs of the time are the basis while building a rich corpus of talent, to bring enormous changes in the perceptions of the students toward examination which the traditional only one examination in a year method changed in to periodical and semester wise, To train the students to appear for examination with confidence and to improve the students performance at University Examination.

**2. Context**

        The test series is believed to help to reduce the pressure on the students during /before examinations, as the student will have to sit for multiple numbers of tests throughout the year hereby decreases the accumulated stress of University examination in the students. Still the college was facing certain challenges which were of at most importance. The first challenge the college was facing of administrative nature of conducting the examinations.

        The College in the academic world introduced the technique of remedial classes and preparing question banks keeping, free of cost by addressing their problems. Their skills are sharpened and chiseled keeping in view the patterns of the final examinations, they are given question bank prepared by the expert faculty. This has helped them to attain their targets in a better way. Over the years, the college has provided increased access to education and opportunity for skill development To sustain the quality of education, it is imperative to have an objective, consistent and reliable assessment tool. Assessment through multiple choice questions is one such reliable method.

**3. The Practice**

        The test series is implemented to evaluate the skills of a student in a subject and to make the student know how much he/she has been through.

        The students get wealth of valuable guidance and feedback from the teachers every time immediately after the examination and they are given extra guidance in the core subjects of their respective specialization in particular. The college ensures that the students are provided with the questions framed by the experienced faculty at the college. This action has resulted in a step fall in the incidences of failure.

**4. Evidence Of Success**

        The pass percentage has increased to a great extent. Students learn through a process at trial and error and examinations which are an important part of learning process for students, the feedback on their performance has greatly contributed to their progress down the line. The question bank of all courses consists of all the units of syllabus at the three cognitive levels of learning via, knowledge, understanding and higher ability serve as a valuable asset to the institution. The drop-out rate and the failure rate have scaled low, down the line. The students are given extra coaching free of cost, in all the subjects in general and they are given extra guidance in the core subjects of their respective specialization in particular. The college ensures that the students are provided with the question framed by the experienced faculty at the college. This action has resulted in a step in the failure and the question banks have facilitated the students in such a way that their efforts in the final examinations have started bearing fruits which reflects in their results.

**5. Problems Encountered And Resources Required**.

        Teachers identify students who may need extra support during their examinations. Setting and publishing internal deadlines well in advance so that there will be enough time to declare the results in time. Managing examination stationery, key administrative document, attendance registers for recording the presence of each candidate in the examination. Completion of syllabus since the teaching faculty gets engaged in the examinations. Similarly the students also face a lot of problems in studies. The remedial classes came as a boon for such students. The students are now finding easy to face the problems. The college required the infrastructure in the shape of computer systems.

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

(Established by Government o Central Provinces Education Department by Notification No. 513, dated 1ˢᵗ of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016(Maharashtra Act No.VI of 2017)

(Academic Section)

Shri Chatrapati Shivaji Maharaj Administrative Premises, Maharajbagh Chowk, Civil Lines, Nagpur -01

Tel No : 0712- 2532063                                                   Fax No. 0712- 2532841, 2561367

No. Acad. /Acad .Cale. /2017/18                          Date: 15 April, 2017

# NOTIFICATION

It is notified for general information of all the University conducted/ constituent/ affiliated colleges and Post-Graduate Teaching Departments of the University that the Academic Calendar for the session 2017-18 will be as under:

### A] ACADEMIC CALENDAR FOR THE COURSES CONDUCTED AS PER ANNUAL PATTERN FOR SESSION 2017-18.

**1. Terms & Vacation**

| | | |
|---|---|---|
| First Term : | : | **15.06.2017 to 15 .10.2017** |
| Winter Vacation | : | 16.10.2017 to 14.11.2017 |
| Second Term | : | 15.11.2017 to 30.04.2018 |
| Summer Vacation | : | 01.05.2018 to **14.06.2018** |

**2. Admissions**

a) Last date of Admission : **7ᵗʰ August, 2017**

b) Last date for Admission with prior permission of the Vice-Chancellor : **7ᵗʰ September, 2017**

**3. Last date of submission of Enrolment forms to the university** : Within fifteen days from the last notified date of Admission.

**4. Examination**
**Winter Examinations.**

1. Commencement of Exam. : 03.10.2017
2. **Last date for receipt of exams. forms**

a) Regular Students * : 15.07.2017

b) External Students : 15.05.2017

c) Old Ex-Students : 15.05.2017

d) Ex-Students of immediately previous examination : Within 15 days from the date of declaration of the result of summer exam

**Summer Exams.**

1. Commencement of Exams. : 20.02.2018
2. **Last date for receipt of exams. forms**

a) Regular Students * : 01.12.2017

b) Old Ex-Students : 15.10.2017

c) External Students : 15.10.2017

d) Ex-Students of immediately previous exam. : Within 15 days from the date of declaration of the result of winter exam

**5. Declaration of Results** : As per governing provisions of the Act.

### B] ACADEMIC CALENDAR FOR THE COURSES CONDUCTED AS PER SEMESTER PATTERN FOR SESSION 2017-18.

**1. Terms & Vacation**

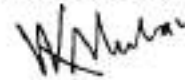| | | |
|---|---|---|
| First Term (Odd semesters) | : | **15.06.2017 to 15 .10.2017** |
| Diwali Holidays / Winter Vacation | : | 16.10.2017 to 14.11.2017 |
| Second Term (Even semesters) | : | 15.11.2017 to 30.04.2018 |
| Summer Vacation | : | 01.05.2018 to **14.06.2018** |

**2. Admissions**

a) Last date of Admission (First term odd sem) : **7ᵗʰ August, 2017**

b) Last date for Admission with prior permission of the Vice-Chancellor : **7ᵗʰ September, 2017**

3. **Last date of submission of Enrolment forms** : Within fifteen days from the last
   **to the university** notified date of Admission

4. **Examination**
   **1. Winter Examinations.**
   Commencement of Exam.
   a) Regular students in odd semesters : 24.10.2017
   b) Failure Student in even semesters : 03.10.2017

   **2. Last date for receipt of exams. Forms**
   a) Regular students : 31.8.2017
   **(for admissions other than Ist year)**

   b) Old Ex-Students & External Students : 15.5.2017

   c) Ex-Students of immediately previous : Within 15 days from the date of
      examination declaration of the result of summer
      Exams.

   **1. Summer Exams.**
   Commencement of Exams.
   a) Regular Even semester : 13.03.2018
   b) Failure of odd semester : 20.02.2018

   **2. Last date for receipt of exams. Forms**
   a) Regular Students : 15.1.2018

   b) Old Ex-Students & External Students : 15.10.2017

   c) Ex-Students of immediately previous exam : Within 15 days from the date of
      declaration of the result of winter
      Exams.

5. **Declaration of Results** : As per governing provisions of the
   Act.

### Special Instructions :

1) The Principals/Heads of the institutions should communicate the list of students admitted in their colleges/ institutions to the university within 15 days from the last date of admission as notified by the university.
2) Students admitted after the last date as specified above shall not be considered for enrolment in the University and therefore, shall not be permitted to appear at the university examinations.
3) All government & other holidays are calculated on the basis of last year's statistics. It is likely to be same except small variations after the declaration by the Government/authorities. The schedule of such holidays will be separately notified by the university at the beginning of Calendar Year.
4) Theory and Practical examinations may be held on Sunday with prior permission and intimation.
5) M. Card (Machine Card) must be sent by the Principal/University Heads of the Department, within 30 days from the last date of admission as notified by the university, strictly in MS Excel software.
6) It is necessary by the Principals/Head of the Department to certify the number of actual teaching days conducted during the academic session.
7) All efforts should be made to achieve more than 180 teaching days in Annual Pattern and 90 days per Semester in Semester Pattern.
* Applicable where the academic terms is of 1 ½ Year as Per the Guidelines of apical body & notified by University
8) The Last Date of examination forms for CAP round admission will be 15 days from the last date of admissions.
9) Admission governed by **Conditional Eligibility** the last date of submitted of examinations form will be within fifteen days of declaration of its qualifying examinations provided such students should have been admitted provisionally for its next higher academic session in second term (even semester) & their admissions are getting confirmed on the declaration of such qualifying exams.

By Order of the Hon'ble Vice- Chancellor

(Puranchandra Meshram)
Registrar

### Copy forwarded for information and necessary action to :-

1. P.A. to Hon'ble Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
2. P.A. to Hon'ble Pro-Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
3. P.A. to Registrar, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
4. The Principals of all Colleges / Head of the Post- Graduate Teaching Departments of the Rashtrasant Tukadoji Maharaj, Nagpur University, Nagpur.
5. All Officers of the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
6. The Registrar of All Universities in the Maharashtra State.
7. Smt. Veena Prakashe, Information Scientist, University Campus Library, RTMNU, Nagpur
8. The Editor, All local News Papers. They are requested to kindly publish the above Notification in their esteemed News Paper as a News Item.

(Dr. Anil Hirekhan)
Deputy Registrar (Acad.)