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

Annual Quality Assurance Report (AQAR) 2016-17

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. Devendra Kunjilal Bisen

Tel. No. with STD Code:

> 07199-225110

Mobile:

> 9422131440

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/AQAR201617.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*)   **2016-2017**

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 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   01   Alumni   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
- Computerization of the accounts of the college.

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 • Subscription of e-journals • Continue evaluation of students • Efforts for students' overall development • Participation in extension activities • To make efforts for campus beautification • Environment protection	• Browsing speed enhanced Availability of e-journals • Evaluation in regular intervals • Guest lectures by eminent personalities • Earn & learn scheme/NSS activities • Plantation of saplings, trees, etc. • Focus on environment awareness subject

Attach the Academic Calendar of the year as Annexure.

Academic Calendar of 2016-17 has been attached.

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

Management | | Syndicate | | Any other body | √ |

Committee of Heads of Departments, Manoharbhai Patel College.Deori

Provide the details of the action taken

The AQAR 2015-16 was placed before the Committee of HoDs, Manoharbhai Patel College Deori . However, the Committee of HoDs, Manoharbhai Patel College Deori   is not a statutory body.

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*

For B.A., B.Com (Only First Year) & B.Sc with Semester Pattern. B.A., B.Com (2nd & 3 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 2016-17

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	1	6	0
Presented papers	0	2	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.	410	-	1.09 %	04.50%	10.50%`	16.09`%`
B.Com	49	-	1.50%	3.50%	9.28%	14.28%
B.Sc	232	-	2.83%	11.20%	29.50%	43.53%

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	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	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	08	0	0
Non-Peer Review Journals	01	0	0
e-Journals	0	0	0
Conference proceedings	0	03	0

3.5 Details on Impact factor of publications:

Range(0-6.04) [2]   Average [0]   h-index [0]   Nos. in SCOPUS [6]

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. [01]   Chapters in Edited Books [0]

ii) Without ISBN No. [02]

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	0	01	0	0	0	01

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	6339	1111668	359	89957	6698	1201625
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	NIL
ii)	Campus Infrastructure and facilities	78173.00
iii)	Equipments	125099.00
iv)	Others(Repair and maintenance)	95596.00
	Total :	298868.00

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
691			

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men | No | % | Women ——— | No | % |

	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	80	103	287	166	0	636	122	82	326	158	03	691

(Last Year: General, SC, ST, OBC, Physically Challenged, Total — This Year: General, SC, ST, OBC, Physically Challenged, Total)

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	334	913498/-
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

We have signed an MoU with Aura Foundation Nagpur. Students are being benefitted with this collaboration

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 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.

> 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.
>
> Digitalisation of library has been initiated for smooth functioning of Library.
> 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)*

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

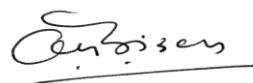## 8. **Plans of institution for next year**

- 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

Name:- Dr.D.K.Bisen

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

***

<u>**Annexure I**</u>

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.

<div align="center">**Best practice -2**</div>

II. Title of the Practice
TITLE OF THE PRACTICE
Regular test series to enhance performance at University Examination.
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.

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.

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.

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.

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 Universities Act, 1994)

(Academic Section)

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

Tel No.: 0712- 2532063   Fax No. 0712- 2532841, 2561347

No. Acad. /Acad .Cale. /2016/ 880   Date: 11ᵗʰ May, 2016

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 2016-17 will be as under:

A) ACADEMIC CALENDAR FOR THE COURSES CONDUCTED AS PER ANNUAL PATTERN FOR SESSION 2016-17.

1	**Terms & Vacation**		
	First Term	:	16.06.2016 to 27.10.2016
	Winter Vacation	:	28.10.2016 to 27.11.2016
	Second Term	:	28.11.2016 to 30.04.2017
	Summer Vacation	:	01.05.2017 to 15.06.2017
2	**Admissions**		
a)	**Last date of Admission**	:	1ˢᵗ August, 2016
b)	Last date for Admission with prior permission of the Hon'ble Vice-Chancellor	:	1ˢᵗ September, 2016
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.	:	19.10.2016
2.	**Last date for receipt of exams. forms**		
a)	Regular Students *	:	15.07.2016
b)	External Students	:	15.05.2016
c)	Old Ex-Students	:	15.05.2016
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.	:	5.03.2017
2.	**Last date for receipt of exams. forms**	:	
a)	Regular Students *	:	01.12.2016
b)	Old Ex-Students	:	15.10.2016
c)	External Students	:	15.10.2016
d)	Ex-Students of immediately previous examination	:	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 2016-17.

1	**Terms & Vacation**		
	First Term	:	**16.06.2016 to 27.10.2016**
	Diwali Holidays/ Winter Vacation	:	28.10.2016 to 27.11.2016
	Second Term	:	28.11.2016 to 30.04.2017
	Summer Vacation	:	01.05.2017 to **15.06.2017**
2	**Admissions**	:	
a)	**Last date of Admission (First term odd sem)**	:	1ˢᵗ **August, 2016**
b)	Last date for Admission with prior permission of the Hon'ble Vice-Chancellor	:	1ˢᵗ September, 2016

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.**

a)	Regular students in odd semesters	:	**21.10.2016**
b)	Failure Student in even semesters	:	05.10.2016

2 **Last date for receipt of exams. forms**

a)	Regular Students	:	**31.8.2016** **(for admissions other than Ist year)**
b)	Old Ex-Students & External Students	:	15.05. 2016
c)	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 :**

a)	Regular Even semester	:	**02.05.2017**
b)	Failure of odd semester	:	02.05.2017

2. **Last date for receipt of exams. forms** :

a)	Regular Students	:	15.1.2017
b)	Old Ex-Students & External Students	:	15.10.2016
c)	Ex-Students of immediately previous examination	:	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

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 submited 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

(Dr. 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 and conducted Colleges 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.

(Manish Zodpey)
Deputy Registrar (Acad.)