

## The Annual Quality Assurance Report (AQAR) of the IQAC (2012-13)

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.

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

Shri Samarth Arts & Commerce College

1.2 Address Line 1

Morshi Road

Address Line 2

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City/Town

P.O. : Ashti , Distt : Wardha

State

Maharashtra

Pin Code

442 202

Institution e-mail address

[shrisamarthcollege\\_ashti@rediffmail.com](mailto:shrisamarthcollege_ashti@rediffmail.com)

Contact Nos.

07156-225966

Name of the Head of  
the Institution:

Dr. Hemant M. Khanzode

Tel. No. with STD Code:

07156-225966

Mobile:

9975477588

Name of the IQAC Co-ordinator:

Mrs. Varsha V.Karmarkar

Mobile:

9975363264

IQAC e-mail address:

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1.3 NAAC Track ID

MHCOGN 10942

1.4 NAAC Executive Committee No. & Date:

Not mentioned in certificate

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)*

1.5 Website address:

[www.samarthcollegeashti.ac.in](http://www.samarthcollegeashti.ac.in)

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C+	--	2004	Five years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

22<sup>th</sup> July 2004

**1.8 AQAR for the year**

**2012-13**

**1.9 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 of 2008 -09 submitted to NAAC on 4<sup>th</sup> May 2010 .
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

**1.10 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-financ

**1.11 Type of Faculty/Programme**

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*) Rashtrasant Tukdoji Maharaj  
Nagpur University, Nagpur

1.13 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 --

UGC-Innovative PG programmes -- Any other (*Specify*) --

UGC-COP Programmes --

**2. IQAC Composition and Activities**

2.1 No. of Teachers 07

2.2 No. of Administrative/Technical staff 01

2.3 No. of students ---

2.4 No. of Management representatives 03

2.5 No. of Alumni ----

2.6 No. of any other stakeholder and  
community representatives ---

2.7 No. of Employers/ Industrialists ---

2.8 No. of other External Experts

---

2.9 Total No. of members

11

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

No. 06

Faculty 02

Non-Teaching Staff/ Students 02

Alumni 01

Others 01

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

No

If yes, mention the amount

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2.13 Seminars and Conferences (only quality related)

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

Total Nos.

--

International

--

National

--

State

--

Institution Level

--

(ii) Themes

Nil

2.14 Significant Activities and contributions made by IQAC

IQAC made following recommendations:

- Proposal for Career Oriented Programme should be submitted to UGC.
- Remedial coaching classes should be continued.
- Certificate course under 'Jeevan Shikshan Abhiyan' should be continued in the college.
- Equal Opportunity Centre should be established under UGC scheme in the college.
- Population Education Programme should be continued.
- A workshop on career opportunities should be organized.

## 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 \*

<b>Plan</b>	<b>Outcome</b>
<ol style="list-style-type: none"><li>1. Various programmes would be organized to celebrate Swami Vivekanand's 150<sup>th</sup> Birth Anniversary.</li><li>2. A special issue of college magazine would also be published on this occasion</li><li>3. Proposal for career oriented programme should be submitted to UGC.</li><li>4. Certificate course under 'Jeevan Shikshan Abhiyan' of R.T.M. Nagpur University, Nagpur would be continued.</li><li>5. Guest lecture under Equal Opportunity Centre would be organized.</li><li>6. Population education programme would be continued.</li><li>7. New books and reference books in college library would be purchased.</li><li>8. Workshop on career opportunities shall be conducted.</li><li>9. Regular N.S.S. activities should be continued throughout the year.</li></ol>	<ol style="list-style-type: none"><li>1. Various programmes were organized by NSS and cultural department to celebrate Swami Vivekanand's 150<sup>th</sup> Birth Anniversary.</li><li>2. A special issue on Swami Vivekanand of college magazine 'Zep' was published.</li><li>3. Proposal for introducing career oriented programme was submitted to UGC.</li><li>4. Short term Certificate course under 'Jeevan Shikshan Abhiyan' of R.T.M. Nagpur University was continued.</li><li>5. Guest lecture under Equal opportunity Centre was organized in the college.</li><li>6. Population education programme was continued.</li><li>7. New books and reference books were purchased in college library.</li><li>8. Three days Workshop on 'Career Opportunities in Banking Sector' was Conducted .</li><li>9. Regular N.S.S. activities were conducted throughout the year . A special camp was also organized.</li></ol>

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

2.16 Whether the AQAR was placed in statutory body      Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

- The management suggested to co-operate the local people to open zero balance accounts in nationalized banks under “Direct Cash Benefit Transfer Scheme” of Central Govt. This would facilitate the local community. The N.S.S. unit of the college helped nearly 1500 persons to open these accounts.

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**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	--	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	One
Others	--	--	--	
<b>Total</b>	Two		--	One

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	--
Trimester	--
Annual	Two

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 Annexures***



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.

No

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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
	12	09	03	--	--

2.2 No. of permanent faculty with Ph.D.

02

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
09	01	03	--	--	--	--	--	12	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

--

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	09	08
Presented	--	06	04
Resource Persons	--	--	--

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

Nil

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

202

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

Nil

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

--

01

--

2.10 Average percentage of attendance of students

52%

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.	197	--	0.51	13.2	6.09	19.80
B.Com	123	--	1.63	18.70	3.25	23.58

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

- The IQAC reviews the teaching plans submitted by the teachers at beginning of the session and recommends necessary changes for compliance of syllabi.
- IQAC conducts feedback of teachers' evaluation by all students.
- IQAC conducts teachers' feedback on performance of students in annual test examination.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	--
Others(Workshop for Non teaching staff training)	01

#### 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	7	1	--	--
Technical Staff	--	--	--	--

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### Criterion – III

#### 3. Research, Consultancy and Extension

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

- IQAC recommended to continue research seminar competition for students to inculcate research temperament among them.
- IQAC suggested that faculty should participate in various short term courses on research methodology and related fields.
- IQAC also suggested the faculty to present research papers in various conferences.

##### 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	--	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings		01	--

##### 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	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

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	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

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

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

University level	<input type="text" value="01"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="--"/>		
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="20"/>	Any other	<input type="text" value="02"/>

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

- The N.S.S. unit actively participated in “Save Girl Child Mission”. A rally to create awareness on gender imbalance was organized in the town. A poster competition on this issue was also organized in the college.
- N.S.S. unit and Bank of Maharashtra, Talegaon Branch jointly collaborated to implement “Zero Balance Account Scheme” of Central Govt. The scheme aimed at opening accounts of villagers for direct cash transfers under various schemes. Students of Commerce faculty and NSS unit approached the villagers in the vicinity and informed them about benefits of the scheme. Nearly 1500 accounts were opened in Bank of Maharashtra, Talegaon Branch through these efforts.
- The NSS unit looks after the maintenance of Shahid Smarak at village, Khadki.
- A seven day residential camp was organized at village Khambit. It was based on the theme ‘Rural Upliftment’. A blood donation camp was organized

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## 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	1.21hectres	--	--	1.21 hectres
Class rooms	7	--	--	7
Laboratories	1	--	--	1
Seminar Halls	--	--	--	--
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	37	16	UGC	53
Value of the equipment purchased during the year (Rs. in Lakhs)	1172288	340800	UGC	1686803
Others	--	--	--	--

#### 4.2 Computerization of administration and library

- Office automation software has been installed in the office.
- Lib-man software has been installed in the library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (in Rs.)	No.	Value	No.	Value
Text Books	1976	246558	39	10895	2015	257453
Reference Books	273	206531	02	845	275	207376
e-Books	--	--	--	--	--	--
Journals	12	19020	--	--	12	19020
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	3	297	--	--	3	297
Others (Novels, General knowledge books, biographies, etc.)	2824	523798	103	30215	2927	554013

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	19	09	04	--	--	05	--	01
Added	12	09	02	--	--	01	--	--
Total	31	18	06	--	--	06	--	01

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

- LAN networking has been installed in the office to connect four computers.
- Internet facility has been provided to students through VPN connection.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	--
ii) Campus Infrastructure and facilities	28291/-
iii) Equipments	14640/-
iv) Others	--
<b>Total :</b>	<b>42931/-</b>

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**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC made following contribution for enhancing awareness about student support :

- IQAC observed that remedial coaching classes are conducted regularly.
- A short term certificate course in ‘Quantitative Aptitude’ was introduced under *Jeevan Shikshan Abhiyan* of R.T.M. Nagpur University.
- IQAC made efforts to see that Equal Opportunity Centre is functional.
- General ability test was conducted by career and counselling cell.

5.2 Efforts made by the institution for tracking the progression

- Three day workshop on “Employment Opportunities in Banking Sector ” was organized in collaboration with National Banking Education and Research Institute, Pune.
- One day workshop on “Self employment Opportunities” was organized in collaboration with Bank of India, Ashti branch .
- Career and counselling cell informed the final year students about forthcoming MPSC examinations. Four students appeared for preliminary examination of MPSC.
- Career and counselling cell conducted general ability test to create awareness about competitive examinations.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
361	--	--	--

(b) No. of students outside the state

(c) No. of international students

Men

No	%
158	44

Women

No	%
193	56

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
78	70	24	190	--	362	88	63	27	183	--	361

Demand ratio- 1: 0.82

Dropout % - 48%

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

- The college provided Internet facility to students for On-line submission of application forms of MPSC preliminary examination.
- Career and Counseling Cell provided study material and copies of question paper pattern of competitive examinations to students.
- Magazines related to competitive examinations were subscribed in college library.
- Career and counselling cell conducted short term certificate course in 'Quantitative Aptitude' under *Jeevan Shikshan Abhiyan* of R.T.M. Nagpur University.

No. of students beneficiaries

44

#### 5.5 No. of students qualified in these examinations

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

## 5.6 Details of student counseling and career guidance

- Students are informed about the advertisements for job opportunities in various Central and State government departments.

No. of students benefitted

45

## 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
--	--	--	03

## 5.8 Details of gender sensitization programmes

- The NSS unit participated in “Save Girl Child Mission”. It organized a poster competition and rally on issues of gender imbalance.
- Population Education Committee organized a programme on World Literacy Day . Students expressed their opinions over growing gender imbalance.
- Eight students prepared projects on the topic ‘Declining Sex Ratio’ under Population Education Programme.
- Birth anniversary of Savitribai Phuley was celebrated on 3<sup>th</sup> January 2012. The chief guest Shri. Subhash Gupta (President of Management) expressed concern over growing harassment of women in society.

## 5.9 Students Activities

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

State/ University level

01

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 (in Rs.)
Financial support from institution	--	--
Financial support from government	272	795413
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organized / 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

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## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **Vision**

- To inculcate sincerity, integrity and discipline.
- To achieve academic excellence.
- To train students for global competence.
- To impart education so as to prepare ideal citizens.

##### **Mission**

- To create ambience for healthy teaching learning process.
- To conduct career and skill oriented programmes.
- To promote research temperament among students and teachers.
- To create infrastructural facilities for students.
- To encourage sports and extra- curricular activities.
- To serve the community through extension activities.
- To strengthen the process of women empowerment.

#### 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

- Curricular design is drafted by Board of Studies which is a statutory body of R. T. M. Nagpur University. It is compulsory to follow the prescribed syllabus prepared by Board of studies.

##### 6.3.2 Teaching and Learning

- Academic calendar of the college is prepared at beginning of the session.
- Faculty of all subjects prepare and implement their own teaching plans.
- Faculty maintains abstracts and daily diaries of teaching. It helps to monitor regular teaching – learning process.
- Annual test examination is conducted on completion of the syllabus.

### 6.3.3 Examination and Evaluation

- The faculty informs the students about changes in syllabi and pattern of question paper from time to time.
- The university evaluates the students by conducting annual examination. The question paper pattern for B. A. and B. Com. is theoretical. There are internal assignments only for the optional subjects i.e. Marketing and Information Technology in Commerce faculty.
- The college is a recognized University examination centre.
- The college conducts two unit tests in the first as well as second session respectively. Annual test examination is also conducted after the completion of the syllabus.
- Spot valuation conducted by the university is transparent. If a student is not satisfied with evaluation, he can apply for revaluation through the college and can also demand photostat copy of the concerned answer sheet.

### 6.3.4 Research and Development

- The institution always encourages and promotes faculty participation in research. The faculty can avail duty leave to attend conferences/seminars/symposia. Travelling allowance for that purpose as per UGC guidelines is also granted to the faculty. The institution has purchased good volumes of reference books from UGC Grants.
- Twelve research journals have been subscribed. The institution has also enlisted itself for N-LIST Account under INFLIBNET. Internet facilities for the faculty are available under the scheme of UGC Network Resource Centre.



### 6.3.5 Library, ICT and physical Infrastructure/Instrumentation

#### **Library : Physical Infrastructure**

The total area of the library is 616 sq. Ft. The reading room can accommodate 20 students at a time. There is open access for the faculty. The reading room remains open from 7.30 a. m. to 2.30 p.m. on all working days and during vacation also. There is sufficient number of stacks for keeping books. The library has an advisory committee for smooth functioning.

#### **Details of ICT and other tools**

- Lib-man software has been installed in the library for automation.
- The library has six computers with Broadband Internet facility.
- The library has subscribed N-list account through INFLIBNET. Students and faculties get print outs of required data.

#### **Specialized Services**

- Xeroxing facility is available for students and faculties.
- Lists of newly purchased books and cover jackets are displayed on notice board in library.
- An exhibition of newly purchased books and other study materials is arranged every year. It creates awareness about the importance of books among the students.

#### **Support Facilities in the Library**

- The students of environmental science and the extension activities can have newspaper cuttings for preparing project reports.
- Book bank facility is available for students. They can borrow books from library during examination time also.
- Library staff is cooperative and ready to help students and teachers.

### 6.3.6 Human Resource Management

- The responsibility of carrying out curricular and co-curricular activities is entrusted to various committees. These committees are formed in staff council meeting at beginning of the session.
- The teachers are encouraged to participate in refresher, orientation and short-term courses. They are also encouraged to attend conferences and symposia.
- It is seen that their placements are done on time under Career Advancement Scheme of UGC.
- Non-teaching staff is encouraged to attend training workshops.

### 6.3.7 Faculty and Staff recruitment

- Recruitments in the college for all posts are made as per UGC and State Govt. norms.
- At present, there are three Associate Professors and nine Assistant Professors.
- There are seven non-teaching employees.
- One post in teaching and one post in non-teaching staff is vacant.
- Process of filling up these posts is going on.

### 6.3.8 Industry Interaction / Collaboration

- The college has not so far collaborated with any industry.

### 6.3.9 Admission of Students

- The prospectus of the college is published every year at the beginning of the session. It ensures wide publicity of the admission process.
- Our college is located in rural area and it runs traditional courses viz., B. A. and B. Com. The nature of admission process is not competitive. Hence, we have adopted first-cum first-serve policy to ensure transparency in the process.
- An admission committee is set up at the beginning of the session.
- Two teachers each from Arts as well as Commerce faculty are included in this committee.
- They verify the documents submitted by the students and assess their aptitude and inclination.
- The teachers guide in selecting proper optional subjects.

### 6.4 Welfare schemes for

Teaching	--
Non teaching	--
Students	√

### 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	No		No	
Administrative	No		No	

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?

- Since our college is affiliated to R.T.M. Nagpur University, annual examinations are conducted by the University.

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

N. A.

6.11 Activities and support from the Alumni Association

- Alumni meet is conducted every year.

6.12 Activities and support from the Parent – Teacher Association

- Parent-Teacher Association meet is organised every year. But the response of the parents to these meetings is low. There is a need to create awareness among parents.

6.13 Development programmes for support staff

Nil

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

- Tree plantation programme is conducted every year. The students take care of the saplings.
- N.S.S. volunteers clean the college premises regularly.

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## 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.

Nil

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

- Various programmes like lecture series, essay competition, rally were organized to celebrate Swami Vivekanand's 150<sup>th</sup> birth anniversary.
- Proposal for introducing career oriented programme was submitted to UGC.
- Short term Certificate course under 'Jeevan Shikshan Abhiyan' of R.T.M. Nagpur University was introduced.
- Guest lecture under Equal opportunity Centre was organized in the college.
- Population education programme was continued.
- New books and reference books were purchased in college library.
- Three day 'Workshop on career opportunities in Banking sector' was organized in collaboration with National Banking Education and Research Institute, Pune.
- One day workshop on self employment was organized in collaboration with Bank of India, Ashti Branch.
- Regular N.S.S. activities were conducted throughout the year. A special camp was also organized.

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

- NSS Unit of the college organizes Blood donation camp every year in association with Dr. Hedgewar Blood Bank, Nagpur.

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

7.4 Contribution to environmental awareness / protection

- Tree plantation programme is conducted every year. Students look after the conservation of saplings. NSS volunteers clean the college premises regularly.

7.5 Whether environmental audit was conducted? Yes  No

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

Nil

**8. Plans of institution for next year (2013-14)**

- Population Education Programme shall be continued.
- A short term course under 'Jivan Shikshan Abhiyan' of Rashtrasant Tukdoji Maharaj Nagpur University will be continued.
- Remedial coaching classes would be conducted .
- Equal Opportunity Centre shall conduct lecture series on various social issues.
- Regular NSS activities and a special camp would be organized.
- Books and reference books would be purchased for college library.

*Name : Mrs.Varsha V.Karmarkar*

*Name: Dr.H.M.Khazode*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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*Annexure*

Academic Calendar 2012-13

Event	Date
<b>June</b>	
Beginning of academic session	11 June, 2012
<b>July</b>	
Preparation of teaching plans	1 to 10 July
World population day programme	11 July
University result analysis	25 to 30 July
<b>August</b>	
Enrolment under N.S.S. and population education programme	5 to 10 August
Independence Day programme	15 August
Publication of college magazine “Zep”	22 August
First unit test	20 to 30 August
<b>September</b>	
World literacy day programme	8 September
Second unit test	20 to 25 September
Communal harmony week	24 Sept. to 2 October
<b>Winter vacation</b>	27 Oct. to 26 November
<b>December</b>	
World AIDS day programme	1 December
Third unit test	15 to 20 December
Residential N.S.S. camp	16 to 22 December
<b>January</b>	
Savitribai Phuley Jayanti	3 January, 2013
Celebration of 150 <sup>th</sup> birth anniversary of Swami Vivekanand	12 January
General knowledge test	18 January
Commencement of short term certificate course	19 January
Cultural and sports festival	23 to 26 January
Republic day programme and prize distribution to meritorious students	26 January
Fourth unit test	29 to 31 January

<b>February</b>	
Evaluation and submission of Population education programme	8 February
Research paper presentation competition	9 February
Students' feedback	22 to 24 February
Alumni and Parents meeting	27 February
Personality develop workshop	28 Feb. to 2 March
<b>March</b>	
Annual test examination	27 Feb. to 7 March
Evaluation of test examination	2 to 10 March
Farewell to final year students	8 March
Examination of short term certificate course	21 March
<b>April</b>	
Submission of reports by various committees	15 to 20 April,2013
End of session	30 April,2013
University examination	12 April To 5 July,2013

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