

## The Annual Quality Assurance Report (AQAR) of the IQAC (2014-15)

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: [varshakarmarkar2012@rediffmail.com](mailto:varshakarmarkar2012@rediffmail.com)

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

2014-15

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 2013-14 submitted to NAAC on 7<sup>th</sup> March 2015
- 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-financing ☐

### 1.11 Type of Faculty/Programme

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

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

Others (Specify)

-----

Rashtrasant Tukdoji Maharaj  
Nagpur University, Nagpur

### 1.12 Name of the Affiliating University (*for the Colleges*)

### 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

### 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 :

- IQAC organized a Students' Orientation programme on 15<sup>th</sup> September 2014.
- IQAC organized a guest lecture on "Indian Democracy and Human Rights" on 17<sup>th</sup> September 2014.
- It organized a Workshop on 'Role of ICT in teaching-Learning Process' on 30<sup>th</sup> January 2015.
- It organized a personality development camp on 6<sup>th</sup> Feb. 2015.

## 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	Outcome
<ul style="list-style-type: none"><li>• A short term course on 'General English' would be introduced under 'Jivan Shikshan Abhiyan' of R. T.M. Nagpur University.</li><li>• UGC sponsored career oriented certificate course in 'Taxation Accounting' would be started from 2014-15.</li><li>• Guest lecture on 'Human Rights and Duties' would be organized.</li><li>• A book exhibition would be organized by the library.</li><li>• Population Education Programme shall be continued.</li><li>• A workshop on "Use of ICT in Teaching-Learning Process" would be organized.</li><li>• A personality development workshop would be organized by Career and Counselling Cell.</li><li>• A research seminar competition would be organized.</li><li>• Regular NSS activities and a special residential camp would be organized.</li></ul>	<ul style="list-style-type: none"><li>• A short term course on 'General English' was introduced under 'Jivan Shikshan Abhiyan' of R. T.M. Nagpur University.</li><li>• UGC sponsored career oriented certificate course in 'Taxation Accounting' was started from 2014-15.</li><li>• Guest lecture on 'Human Rights and Duties' was organized.</li><li>• A book exhibition was organized by the library.</li><li>• Population Education Programme was continued.</li><li>• A workshop on "Use of ICT in Teaching-Learning Process" was organized.</li><li>• A personality development workshop was organized by Career and Counselling Cell.</li><li>• A research seminar competition was organized.</li><li>• Regular NSS activities and a special residential camp was organized.</li></ul>

\* 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 recommended that the college should prepare SWOT analysis. It would be helpful for further development.
- It also suggested that college library should purchase various reports published by Central Government, World Bank and other agencies.

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

##### 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. 06

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
	08	01	04	--	--	--	--	--	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	06	13	01
Paper Presented	03	07	--
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.

190

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

50%

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.	236	--	0.42	8.47	5.5	14.40
B.Com	204	--	3.43	15.68	3.92	23.52

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	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	01
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	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 advised the faculty to complete their Ph.D. research projects at the earliest.
- 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	--	--	01
e-Journals	--	--	--
Conference proceedings	--		

#### 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 organizations

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.  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

02

04

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

--



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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
International level  National level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- The N.S.S. unit organized a programme at Shahid Smarak, Khadki on 9<sup>th</sup> August 2014.
- A poster display on 'Save Girl Child Mission' was organized on 18<sup>th</sup> August 2014.
- World Literacy Day was celebrated on 8<sup>th</sup> September 2014.
- Communal Harmony Week was organized from 24<sup>th</sup> Sept. To 2<sup>nd</sup> Oct.2014.
- A programme to create awareness about organ donation was organized on 13<sup>th</sup> Oct. 2014.
- A Programme to celebrate 'Constitution Day' was organized on 26<sup>th</sup> Nov.2014.
- World AIDS week was celebrated from 1<sup>st</sup> to 7<sup>th</sup> Dec. 2014.
- Youth Parliament was organized on 8<sup>th</sup> March 2014 in collaboration with Nehru Yuva Kendra, Ashti.
- A survey on expenditure on liquor consumption in villages was conducted on 11-12<sup>th</sup> March 2015.It was conducted in collaboration with SEARCH foundation, Gadchiroli and RTM Nagpur University.

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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.	48	11	UGC	59
Value of the equipment purchased during the year (Rs. in Lakhs)	950966	274750	UGC	1225716
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	2058	269588	146	50360	2204	319948
Reference Books	281	210246	15	14345	296	224591
e-Books	--	--	--	--	--	--
Journals	12	34855	--	--	12	34855
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	03	297	--	--	03	297
Others (Novels, biographies, General knowledge books, etc.)	3344	662210	176	59367	3520	721577

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	33	20	06	--	--	06	--	1
Added	09	09	--	--	--	--	--	--
Total	42	29	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.

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

i) ICT	--
ii) Campus Infrastructure and facilities	2500/-
iii) Equipments	29722/-
iv) Others	--
<b>Total :</b>	<b>32222/-</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 recommended to conduct a short term certificate course in under *Jeevan Shikshan Abhiyan* of R.T.M. Nagpur University.
- IQAC organized an orientation programme for students on 15<sup>th</sup> September 2014.
- A book exhibition by college library on 29<sup>th</sup> January 2015.

#### 5.2 Efforts made by the institution for tracking the progression

- Career and counselling cell helped 16 students to register under District Self Employment Bureau, Wardha .
- A record of 15 students to appear for selection in Army was maintained.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
438	--	--	--

(b) No. of students outside the state

--

(c) No. of international students

--

Men

No	%
225	51

Women

No	%
213	49

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
89	62	23	226	--	400	112	61	29	236	--	438

Demand ratio- 1: 0.86

Dropout % - 50%

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

- Career and counselling cell conducted general ability test to create awareness about competitive examinations.
- Magazines on competitive examinations were subscribed in college library.
- Career and counselling cell conducted a short term certificate course in 'General English' under *Jeevan Shikshan Abhiyan* of R.T.M. Nagpur University.

No. of students beneficiaries

21

#### 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.
- Career and Counseling Cell has conducted General Knowledge test to create awareness among students.
- The Cell has conducted short term certificate course in 'General English' under *Jivan Shikshan Abhiyan*.
- A workshop on personality development was organized by the Cell on 6<sup>th</sup> February 2015.

No. of students benefitted

60

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	--

### 5.8 Details of gender sensitization programmes

- A flex was displayed by N.S.S. on 'Save Girl Child Mission'.
- A guest lecture on 'Human Rights and Education' was organized. It focussed on women's rights and empowerment.
- Birth Anniversary of Savitribai Phuley was celebrated.

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount (in Rs.)
Financial support from institution	--	--
Financial support from government	288	1099126
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

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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 strengthen the process of women empowerment.
- To serve the community through extension activities.

#### 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 on 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 number of reference books from UGC Grants. 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 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 steel stacks for keeping books. The library has an advisory committee to look after smooth functioning of the library.

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

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

#### **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 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

- Recruitment in the college for all posts is 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 teacher guides 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. 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.

- A student's orientation programme has been introduced from this session. It is organized to inform and guide the students about various activities that would be conducted throughout the year. This helps in making the newcomers familiar with ambience in the college.

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

- A short term course on 'General English' was introduced.
- A guest lecture on 'Human Rights' was organized.
- A book exhibition was organized by college library.
- Population Education Programme was continued .
- A workshop on "Use of ICT in Teaching – Learning Process" was organized.
- A personality development workshop was organized by Career and Counseling Cell.
- A career oriented course in " Taxation Accounting" was introduced.
- A research seminar competition was organized.
- Regular N.S.S. activities and residential camp was organized.

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

- N.S.S. unit of the college organizes blood donation with help of Dr. Hedgewar Blood Bank every year. The camp is held in rural area.
- The college looks after the maintenance of Shahid Smarak at village Khadki.

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)

### SWOT Analysis of the Institution

<b>Strength</b> <ul style="list-style-type: none"><li>• Strong support from management</li><li>• Qualified &amp; permanent teaching staff.</li><li>• Conducting career oriented certificate courses.</li><li>• Availability of good reference books and journals in library.</li><li>• Extension activity through N.S.S. and Population education programme.</li><li>• Spacious playground for sports.</li><li>• Distance education through YCMOU, Nasik.</li></ul>	<b>Weakness</b> <ul style="list-style-type: none"><li>• Low passing percentage.</li><li>• Significant drop-out rate.</li><li>• Low attendance of students.</li><li>• Inadequate utilization of resources by students.</li><li>• Inadequate sports infrastructure.</li><li>• Low response from alumni and parents</li><li>• No new programme introduced</li></ul>
<b>Opportunity</b> <ul style="list-style-type: none"><li>• Promoting Student centric learning.</li><li>• Reducing Drop-out rate.</li><li>• Promotion to skill based education.</li><li>• Developing research temperament.</li><li>• Developing sport facility.</li></ul>	<b>Threat</b> <ul style="list-style-type: none"><li>• Diversion of students to professional courses.</li></ul>



8. **Plans of institution for next year (2015-16)**

- (1) A workshop on Pedagogy for teachers would be organized.
- (2) A language laboratory would be set for Department of English.
- (3) A workshop to guide the students for preparation of competitive examinations would be organized.
- (4) A special issue of college magazine “Zep” on the occasion of 125<sup>th</sup> birth anniversary of Dr. Babasaheb Ambedkar would be published.
- (5) A book exhibition would be organized by the library. It would focus on Dr. Ambedkar’s literature.
- (6) A village survey would be conducted under population education programme.
- (7) The college would adopt a village under Swachh Bharat Abhiyan.
- (8) Teachers would maintain student’s profile.
- (9) Students’ feedback on teachers’ evaluation would be conducted.
- (10) A research competition for students would be organized.
- (11) Regular N.S.S. activities and residential camp would be organized.

**Name :** Mrs .V.V.Karmarkar

**Name :**Dr. Hemant M .Khanzode

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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*Annexure I*

**Academic Calendar of the College : 2014-15**

<b>June 2014</b>		
17 <sup>th</sup> June	Opening of Academic Session	
20 <sup>th</sup> June	Distribution of various committees	
25 <sup>th</sup> June	Meeting of Jeevan Shikshan Abhiyaan	Career and Counseling Cell
<b>July</b>		
6-10 July	Preparation of Teaching Plans by Teachers	
11 <sup>th</sup> July	World Population Day	Population Education Committee
18 <sup>th</sup> July	Meeting of NSS Advisory committee	NSS
30 <sup>th</sup> July	Submission of entries in University Sports Events	Physical Education Department
25-30 July	University Result Analysis by Teachers	
<b>August</b>		
1 <sup>st</sup> August	Annabhau Sathe Birth Anniversary	NSS
5-10 <sup>th</sup> August	Enrolment in NSS and Population Education Programme .	NSS & Population Education Committee
10 <sup>th</sup> August	Selection Trials for Games and Sports	Physical Education Department
	August Kranti Din	NSS
15 <sup>th</sup> August	Independence Day Programme Save Girl Child Mission	NSS
20-30 August	First Unit Test of all subjects	
22 August	Inaugural Programme of NSS Unit	NSS
28 <sup>th</sup> August	IQAC Meeting	IQAC
<b>September</b>		
5 <sup>th</sup> Sept	Teachers' Day	Cultural Committee
6 <sup>th</sup> Sept.	Commencement of Short Term Certificate Course	Jeevan Shikshan Abhiyan
8 <sup>th</sup> Sept.	World Literacy day	Population Education Committee
15 <sup>th</sup> Sept.	Students' Orientation Programme	IQAC
17 <sup>th</sup> Sept.	Guest Lecture on Human Rights	IQAC
21-25 <sup>th</sup> Sept.	Second Unit Test	
24 Sept-2 <sup>nd</sup> Oct.	Communal Harmony Week	NSS
21 <sup>st</sup> to 25 <sup>th</sup> Sept.	Preparation of first part of College Magazine	Magazine Committee

<b>October</b>		
2 <sup>nd</sup> Oct.	Mahatma Gandhi Birth Anniversary	Cultural Committee
5 <sup>th</sup> Oct.	Selection of students for Intercollegiate Sports Events	Physical Education Department
8 <sup>th</sup> Oct.	Programme on Organ Donation Awareness	NSS
20 <sup>th</sup> Oct.	Flag day Collection	NSS
28 <sup>th</sup> Oct.	Preparation of second part of College magazine	Magazine committee
<b>November</b>		
4 <sup>th</sup> Nov.	General Awareness Test	Career and Counseling Cell
	<b>21<sup>st</sup> October to 20<sup>th</sup> November 2014</b>	<b>Winter Vacation</b>
24 <sup>th</sup> Nov.	Meeting of College Magazine Committee	
25 <sup>th</sup> Nov.	Flag Day Collection	N.S.S
26 <sup>th</sup> Nov.	Constitution Awareness Test	Deptt. of Political Science
<b>December</b>		
28 <sup>th</sup> Nov. to 4 <sup>th</sup> Dec	Residential Camp	NSS
1 <sup>st</sup> Dec.	World AIDS Day	NSS
6 <sup>th</sup> Dec.	Dr. Babasaheb Ambedkar Mahaprinirvana Din	Cultural Deptt.
15-22 Dec.	Third Unit Test of all Subjects	
19 <sup>th</sup> Dec	Sant Gadgebaba Swacchata Abhiyan	NSS
<b>January 2015</b>		
1-7 Jan	Preparation of Question Papers for Annual Test Examination	College Examination Committee
3 <sup>th</sup> Jan	Savitribai Phuley Birth Anniversary	Cultural Committee
11-13 <sup>th</sup> Jan	Medical Test of Students	Physical Education Department
12 <sup>th</sup> Jan	Yuva Din- Swami Vivekanand	Cultural Committee
14 <sup>th</sup> Jan	Road Safety Mission	NSS
23-25 <sup>th</sup> Jan	Cultural and Sports Festival	Physical Education Department and Cultural Committee
26 <sup>th</sup> Jan.	Republic Day Programme Prize Distribution Ceremony	Cultural Committee
29 <sup>th</sup> Jan.	Book Exhibition	Library Department
27 <sup>th</sup> Jan -1 <sup>st</sup> Feb.	Fourth Unit Test of all Subjects	

<b>February</b>		
3 <sup>rd</sup> Feb.	Parent's and Alumni Meet	Alumni Committee
10 <sup>th</sup> Feb.	Guest lecture on Personality Development	Career and Counseling Cell
13 <sup>th</sup> Feb.	Final Examination of Short Term Certificate Course	Jeevan Shikshan Abhiyan
16-17 <sup>th</sup> Feb.	Students' Feedback	IQAC
20 <sup>th</sup> Feb.	Field Visit on Environmental Education	Environmental Education Committee
27 <sup>th</sup> Feb.	Research Paper Presentation Competition	Research Committee
<b>March</b>		
2 <sup>nd</sup> to 10 <sup>th</sup> March	Annual Test Examination	College Examination Committee
10 <sup>th</sup> March	Farewell Function and publication of College Magazine	Physical Education Deptt.
11 <sup>th</sup> March	Declaring Results of Annual Test Examination	College Examination Committee
15 <sup>th</sup> March	Commencement of University Examination	
30 <sup>th</sup> March	IQAC Meeting	
<b>April</b>		
15 <sup>th</sup> April	Submission of Reports by Various Departments	
30 <sup>th</sup> April	Last Working Day of academic session	

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