
The Annual Quality Assurance Report (AQAR) of the IQAC (2015-16)

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

City/Town

P.O. : Ashti , Distt : Wardha

State

Maharashtra

Pin Code

442 202

Institution e-mail address

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

1.3 NAAC Track ID :

MHCOGN 10942

1.4 NAAC Executive Committee No. & Date:

*(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)*

EC(SC)/12/A&A/40.2

dated February 19,2016

1.5 Website address:

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 st Cycle	C+		2004	Five years
2	2 nd Cycle	C	1.81	2016	February 18,2021
3	3 rd Cycle				
4	4 th Cycle				

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

22th July 2004

1.8 AQAR for the year

2015-16

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 _____ (DD/MM/YYYY)
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)

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

03

2.11 No. of meetings with various stakeholders:

No.

12

Faculty

08

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

01

(ii) Themes

Union Budget- 2016-17

2.14 Significant Activities and contributions made by IQAC :

IQAC made following activities :

- IQAC conducted a programme on Digital India Week in the college.
- IQAC conducted a block level symposium on National Education Policy on 28/10/2015 as per directives from the Maharashtra State Government.
- IQAC organized students' orientation programme for newcomers on 23/9/2017.
- A short term certificate course in General English was introduced under *Jeevan Shikshan Abhiyan*, RTM Nagpur University, Nagpur.
- Common ability test was conducted for the preparation of competitive examination.
- Two students carried out field based survey at village level under Population Education Programme. The activity was conducted under the guidance of Deptt. of Economics.
- IQAC conducted a workshop for faculty development on the theme-“New Trends in Teaching –Learning”.
- Deptt. of Economics prepared students' presentations on Union Budget -2016-17 on 5th March 2016. Three students of B.A.II participated in the activity.
- Deptt. of Economics presented a lecture on “Changing Scenario in Vidarbha Region's Population ”on eve of World Population on 11th July 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"> • A short term course on ‘General English ’would be conducted under ‘<i>Jivan Shikshan Abhiyan</i> ’ of R. T.M. Nagpur University. • An orientation programme for newcomers would be organized . • Guest lecture on ‘Human Rights and Duties’ would be organized. • A book exhibition would be organized by the library. • Population Education Programme shall be continued. • A workshop on “Pedagogy in Teaching - Learning” for teachers would be organized. • A research seminar competition for students would be organized. • Field based activity would be introduced for Project preparation . • Students’ seminar would be organized. • Regular NSS activities and a special residential camp would be organized. 	<ul style="list-style-type: none"> • A short term course on ‘General English ’was conducted under ‘<i>Jivan Shikshan Abhiyan</i> ’ of R. T.M. Nagpur University. • An orientation programme for newcomers was organized . • Guest lecture on ‘Human Rights and Duties’ was organized. • A book exhibition was organized by the library. • Population Education Programme was continued. • A workshop on “New trends in Teaching – Learning ” for teachers was organized. • A research seminar competition for students was organized. • Field based activity was conducted at village level for Project preparation . • Regular NSS activities and a special residential camp were organized. • Students of Deptt. of Economics presented seminars on ‘Union Budget : 2016-17’.

* 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

Suggestions :

- Shri M.G.Deshpande, Secretary of parent society suggested that every teacher should maintain subject wise students' profile for their assessment.
- Shri Sunil Rajkarne , member of parent society suggested that Department of Economics and Sociology should work together to conduct survey on socio-economic issues at field level.
- Shri.M.G.Deshpande suggested that the college should celebrate 125th Birth Anniversary of Dr.B.R.Ambedkar.
- He also suggested that college should introduce Yoga activity regularly.The college should tie up with Hanuman Vyayan Prasarak Mandal ,Amravati to conduct Yoga practices.
- Shri Sunil Rajkarne advised that teachers should work as mentors for promising and hard working students for academic performance.
- Shri S.M.Gupta ,President of parent society suggested that Deptt. of Commerce should take initiative and prepare students to make presentation on Union Budget.
- Shri.M.G.Deshpande suggested that NSS should undertake massive tree plantation within college premises.

Action Taken :

- All teachers in the college have maintained subject wise students' profile to assess students' performance.
- Department of Economics conducted socio-economic survey at village level.
- Department of Physical Education conducted Yoga practice for students in the college.
- The College dedicated ' Zep'(college magazine) to commemorate 125th Birth Anniversary of Dr.B.R. Ambedkar. Cultural Deptt .organized a Symposium on life and work of Dr.B.R. Ambedkar. The Department of History and Marathi jointly organized an educational tour to visit Dikshabhumi ,Nagpur and Dr.Ambedkar Museum at Chincholi (Distt : Nagpur).
- NSS Unit organized tree plantation within campus premises.

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
Total	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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	07	04	--	--

2.2 No. of permanent faculty with Ph.D.

07

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
07	01	04	--	--	--	--	--	11	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	04	08	02
Paper Presented	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

234

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

--	--	02
----	----	----

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.	37	--	00	29.72	8.10	38.89
B.Com	47	--	4.25	55.31	17.02	76.59

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	--
UGC – Faculty Improvement Programme	--
HRD Programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others (Short term course by UGC-HRDC)	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	1	--
Technical Staff	--	--	--	--

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

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

Activities by NSS :

- A residential camp of NSS was organized at village Lahan Arvi from 27/12/15 to 2/1/2016.
- Blood donation and Haemoglobin check up camp was organized in the residential camp on 1st Jan. 2016.
- Livestock diagnostic camp was organized in the residential camp on 30th Dec.2016.
- Sickle cell check up camp was organized 1st Jan.2016.
- Pulse polio mission was organized 17th Jan. and 21st Feb.2016.
- Flag Day collection was organized 10th Dec.2015.
- Voters' Awareness campaign was organized 25th Jan.2016.
- Road Safety campaign was organized 2nd Feb.2016.
- A Programme to celebrate 'Constitution Day' was organized on 26th Nov.2015.
- World AIDS week was celebrated from 1st to 7th Dec. 2016.
- Environment Awareness poster display was organized on 8/9/2015.

Activities by Population Education Programme :

- World Population day was organized on 11th July 2015.
- International Literacy Day was organized on 8th Sept. 2015.
- A case study was conducted by two students at village level .

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.	59	23	UGC	82
Value of the equipment purchased during the year (Rs. in Lakhs)	1225716	577125	UGC	1802841
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	2204	319948	167	60110	2371	380058.75
Reference Books	296	224591	20	14704	316	239295.30
e-Books	--	--	--	--	--	--
Journals	12	34855	--	--	12	34855
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	03	297	01	2000	04	2297
Others (Novels, biographies, General knowledge books, etc.)	3520	721577	71	24830	3591	746407

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	42	30	06	--	--	06	--	--
Added	13	6	04	--	--	--	--	03
Total	55	36	10	--	--	06	--	03

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

13990/-

ii) Campus Infrastructure and facilities

iii) Equipments

Rs. 11500/-

iv) Others

--

Total :

Rs.25490/-

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 organized an orientation programme for students on 23rd September 2015.
- A short term certificate course in General English was conducted under *Jeevan Shikshan Abhiyan* of R.T.M. Nagpur University from October to March 2016.
- IQAC organized a programme on ‘Digital India’ on 7th August 2015. The activity focussed on acquainting the students to various E-resources in higher education institutions.
- New reference books and journals are purchased in library as per students’ needs.
- A book exhibition by college library on 20th February 2016.
- The teachers sponsor prizes for students for their good performance in University examination.
- The students regularly contribute articles for publication of college magazine titled as – ‘Zep’.
- The college library provides cuttings of newspaper articles for preparation of data collection projects in the college.
- The college provides photostat copies of study material to students, if needed.

5.2 Efforts made by the institution for tracking the progression

- The teachers maintain students’ profile to keep an updated record of their performance in internal and university examination.
- 62 students appeared for common ability test conducted by the college. The activity aims at preparing them for competitive examinations.
- 23 students have participated in Short term certificate course in General English.
- The Deptt. of Economics took initiative for data collection by students at village level. The activity gives an opportunity to students to learn the technique of data analysis.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
433	--	--	--

(b) No. of students outside the state

(c) No. of international students

Men

No	%
224	52

Women

No	%
209	48

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
112	61	29	236	--	438	117	61	45	210	--	433

Demand ratio- 1: 0.93

Dropout % - 50

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

- 62 students appeared for common ability test conducted by the college. The activity aims at preparing them for competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

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.

No. of students benefitted

23

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'.
- 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

05

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	412	1485199/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12. No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

No

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.

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.
- 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 facility for the faculty is available under the scheme of UGC Network Resource Centre.
- Research seminar for students was held on 4 March 2016.

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 four Associate Professors and seven 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 students 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.

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.
- Deptt. of Economics conducted Students' presentation on Union Budget 2016-17.

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

- Students' Orientation programme was organized for newcomers at the beginning of the academic session.
- A short term course on 'General English' was introduced.
- A guest lecture on 'Human Rights' was organized.
- College magazine dedicated to 125th Birth Anniversary of Dr.B .R. Ambedkar was published.
- A book exhibition was organized by college library.
- Research seminar competition was organized for students.
- A workshop on Pedagogy in teaching –learning was organized.
- Regular N.S.S. activities and residential camp was organized.
- General ability test was conducted by Career and counselling cell.
- A lecture on “Changing demographic scenario in Vidarbha region ”was organized by Population Education Programme.
- Field based activity was conducted at village level for project preparation under Population Education Programme.
- Deptt. of Economics organized Students' seminar on “Union Budget-2016-17 ”

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

- The NSS has adopted village Lahan Arvi for community engagement .
- Population education programme conducted village survey in Ashti Taluka.
- The college publishes –Zep magazine every year.

**Annexure attached in Self Study Report.*

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

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

8. **Plans of institution for next year (2016-17)**

- (1) Students' orientation would be organized for newcomers.
- (2) A guest lecture would be organized on 'Human Rights'.
- (3) A workshop to guide the students for preparation of competitive examinations would be organized.
- (4) College magazine "Zep" would be published.
- (5) A book exhibition would be organized by the library.
- (6) A village survey would be conducted under population education programme.
- (7) A workshop on Project Preparation under population education programme would be conducted.
- (8) Students' seminar on 'Union Budget : 2017-18' would be organized.
- (9) Regular N.S.S. activities and residential camp would be organized.
- (10) A lecture would be organized on World Population Day.

Name : Mrs .V.V.Karmarkar

Name :Dr. Hemant M .Khanzode

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

*Annexure I***Academic Calendar of the College : 2015-16**

Date and Month	Name of Activity	Name of Department /Committee
	June	
17 th June	Distribution of Various Committees	
	July	
6-10 July	Preparation of Teaching Plans by Teachers	
11 th July	World Population Day	Population Education Committee
22 nd July	Submission of entries in University Sports Events	Physical Education Department
25-30 July	University Result Analysis	
29 th July	Workshop for Teachers	IQAC
30 th July	IQAC Meeting	
	August	
1 st August	Annabhau Sathe Birth Anniversary	NSS
3 rd August	Selection Trials for Games and Sports	Physical Education Department
10 th August	August Kranti Din	NSS
5-10 th August	Enrolment in NSS and Population Education Programme .	NSS &Population Education Committee
15 th August	Independence Day Programme Save Girls Mission	NSS
20-30 th August	First Unit Test of all subjects	
22 nd August	Inaugural Programme of NSS Unit	NSS
28 th August	IQAC Meeting	IQAC
	September	
1 st Sept.	Students' Council Elections	Students' Council
5 th Sept	Teachers' Day	Cultural Committee
7 th September	Guest lecture on Human Rights	
8 th Sept.	World Literacy day	Population Education Committee
11 th Sept.	Commencement of Short Term Certificate Course	Jeevan Shikshan Abhiyan
15 th Sept.	Students' Orientation Programme	IQAC
21-25 th Sept.	Second Unit Test	
24 th Sept-2 nd Oct.	Communal Harmony Week	NSS
27 th Sept.	Preparation of first part of College Magazine	Magazine Committee
30 th Sept.	IQAC Meeting	IQAC Co-ordinator

	October	
2 nd Oct.	Mahatma Gandhi Birth Anniversary	Cultural Committee
5 th Oct.	Selection of students for Intercollegiate Sports Events	Physical Education Department
10 th Oct.	Guest Lecture on Competitive Examinations	Career and Counseling Cell
16 th Oct.	Flag day Collection	NSS
20 th Oct.	Industrial visit	Commerce Faculty
28 th Oct.	Preparation of second part of College magazine	Magazine committee
30 th Oct.	IQAC Meeting	IQAC
	November	
4 th Nov.	General Awareness Test	Career and Counseling Cell
	9th November to 8th December 2015	Winter Vacation
	December	
10 th Dec	Dr. Babasaheb Ambedkar Mahaparinirvan Din Constitution Knowledge Test	Cultural Committee
14 th Dec.	Participation in University level Games	Physical Education Department
15-22 Dec.	Third Unit Test of all Subjects	
19 th Dec	Sant Gadgebaba Swachhata Abhiyan	NSS
23 rd Dec.	IQAC Meeting	
26 th Dec.	College Tour	Tour Deptt.
29 th Dec- 4 th Jan	NSS Residential Camp	NSS
	January 2016	
1-7 Jan	Preparation of Question Papers for Annual Test Examination	College Examination Committee
4 th Jan	Savitribai Phuley Birth Anniversary	Cultural Committee
8 th Jan	Guest Lecture on Environmental Education	Environmental Education Committee
11-13 th Jan	Medical Test of Students	Physical Education Department
12 th Jan	Yuva Din- Swami Vivekanand	Cultural Committee
14 th Jan	Road Safety Mission	NSS
23-25 th Jan	Cultural and Sports Festival	Physical Education Department and Cultural Committee
26 th Jan.	Republic Day Programme Prize Distribution Ceremony	Cultural and Sports Committee

28 th Jan.	Book Exhibition	Library Department
29 th Jan.	Field Visit on Environmental Education	Environmental Education Committee
30 th Jan.	IQAC Meeting	IQAC
27 th Jan -1 st Feb.	Fourth Unit Test of all Subjects	
	February	
3 rd Feb.	Parent's and Alumni Meet	Alumni Committee
5-6 th Feb.	Research Paper Presentation Competition	Research Committee
10 th Feb.	Guest lecture on Personality Development	Career and Counseling Cell
13 th Feb.	Final Examination of Short Term Certificate Course	Jeevan Shikshan Abhiyan
16-17 th Feb.	Students' Feedback	IQAC
22-27 th Feb.	Annual Test Examination	College Examination Committee
29 th Feb.	IQAC Meeting	IQAC
	March	
4 th March	Declaring Results of Annual Test Examination	College Examination Committee
5 th March	Farewell Function and Publication of College Magazine	Physical Education Deptt.
5 th March	Union Budget Presentation :2016-17	Deptt. of Economics
10 th March	Submission of Reports by various Committees	
15 th March	Commencement of University Examination	
30 th March	IQAC Meeting	
April	April	
30 th April	Last Working Day	