



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution	LATE DR. HARIBHAU ADMANE ARTS AND COMMERCE COLLEGE, SAONER
Name of the head of the Institution	Virendra Kesharao Jumde
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07113-232254
Mobile no.	9823047169
Registered Email	haribhauadmanecollege@gmail.com
Alternate Email	virendrajumde9077@gmail.com
Address	Kalmeshwar Road, Saoner, Dist. Nagpur
City/Town	Saoner
State/UT	Maharashtra
Pincode	441107

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. ARVIND MAHADEORAO PUNWATKAR			
Phone no/Alternate Phone no.		07113232255			
Mobile no.		9860178777			
Registered Email		arvindpunwatkar@gmail.com			
Alternate Email		arvindmahant3366@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://drharibhauadmanecollege.in/docs/PreviousAQAR.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://drharibhauadmanecollege.in/docs/AcademicCalendar.pdf			
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C	63.50	2004	03-May-2004	02-May-2009
6. Date of Establishment of IQAC			22-Aug-2019		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

Restructuring of IQAC	10-Aug-2015 365	18
Arrangement of FDP-Teaching	07-Nov-2016 1	6
Arrangement of FDP- Non-Teaching	14-Nov-2016 1	5
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institute	NA	UGC	2016 365	0
Department	NA	UGC	2016 365	0
Faculty	NA	UGC	2016 365	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Conduction of FDPs 2. Conduction of IPR Workshop 3. Green Initiatives 4. ICT Facility Usage 5. Restructuring IQAC

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Conduction of FDP Teaching	Conducted
Conduction of FDP Non- Teaching	Conducted
Conduction of IPR workshop	Conducted
Revision of IQAC Committee	Revised
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2016
Date of Submission	11-Apr-2016
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum is designed by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur to which this institution is affiliated. Naturally we follow the syllabus prescribed by it in all the subjects. Ensuring effective curriculum delivery through a well planned and documented process is the primary concern of the institution for which the following initiatives are taken:- 1. An informal staff meeting is convened by the Principal at the beginning of every academic year to devise strategies for effective implementation of the curriculum. An academic calendar of the college is prepared in accordance with the one given by the university. Workload is distributed among teachers as per the existing norms, and time table for the year is prepared. 2. Every teacher devotes some teaching periods to appraise the students about the syllabus, unitization, distribution of marks, question paper pattern, etc. in the beginning of every academic year before starting actual teaching work. 3. The Principal ensures that the teachers prepare annual teaching plan, maintain a daily diary and strictly adhere to the academic calendar prepared by the Institution and curriculum is completed well within time. 4. Audio-visual aids

are frequently used in the classroom and library for making the teaching learning activity interesting and student friendly. 5. Periodic tests are conducted, assignments are given and viva-voce is taken to assess the student's progress. 6. Working hours lost due to commemorative and other programs held in the college are compensated. 7. Quality reading material is provided to students besides books recommended by the university. 8. Tutorials for batches of 20 students are regularly conducted in the subject Compulsory English so that every student gets individual attention.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
VAP-1	NA	12/09/2016	30	Employability	Skill Enhancement
VAP-2	NA	11/04/2016	30	Entrepreneurship	Skill Enhancement

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	NA	01/06/2015
BA	NA	01/06/2015

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	NA	01/06/2015
BCom	NA	01/06/2015

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	904	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
CIP	17/08/2015	166

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	History	97
BCom	Economics	66

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Both Arts and Commerce student are given feedback forms and are asked to submit them before the start of their university examinations. We select 10 of the current students and 05 of alumni and parents randomly for this purpose. All the necessary aspects such as syllabus, teaching method, reading material, evaluation methods, teachers' punctuality and their knowledge, academic facilities, infrastructure, sports and other facilities, extracurricular activities, prizes and awards, grievance redressal method, students' security, quality of administrative services, career guidance and counselling, discipline, cleanliness, first aid, and teacher student interaction are covered so that the feedback received from the stakeholders would help us improve wherever required. Different yardsticks are used for responses to different questions. Generally the feedback is sought on a 05 point scale from 01 to 05 ranging between very good and very poor (1 Very Good, 02 Good, 03. Satisfactory, 04. Poor, 05. Very Poor) and the responses are put into the numerical form for analysis. The feedback received from the stakeholders is then analyzed, and averages and percentages of various criteria are calculated. The strengths and weaknesses pointed out by the stakeholders are reassessed. The future action is then decided accordingly.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	NA	120	120	120
BA	NA	320	320	320

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	904	0	6	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
6	6	6	6	0	6

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring system is very much available in the college. It has been there for years now. We used to call it Tutor Ward system wherein a teacher was given the responsibility of some students and was asked to try and sort out their academic problems through pep talk and personal guidance outside the classroom. The number of students admitted to the college was divided by the number of teachers so that every student got attention and no teacher felt overburdened. The attendance of the students was also monitored and students who had difficulties in attending the classes regularly because of poverty were given time according to their convenience. The teachers would then and even now pay admission and examination fees of such students. The same system is being introduced now as the Mentoring system. Under this system, every student studying in the college has a full time teacher as their mentor. We have a special time slot reserved for mentoring purpose in the time table. The mentor mentee lists are displayed on the college notice board once the admissions are over. Students are informed about this system being in place and are encouraged to talk freely with their mentors about their issues/difficulties. The mentors are given the responsibility to ensure regular attendance, academic progress and psychological well being of their mentees. They provide primary counselling to those who need it and advise them to go for professional counselling, if required. The mentors take into consideration educational background and socioeconomic status of the mentee before guiding him/her. They also maintain a register to record their meetings with the mentees. Both formal and informal means of mentoring are used. The mentoring system, apart from its formal part, is a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students.904

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
904	6	1:150

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
14	6	8	0	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015	NA	Assistant Professor	NA
2016	NA	Assistant Professor	NA

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end

				examination
BA	BA	II,IV,VI	31/05/2016	15/05/2016
BA	BA	I,III,V	30/11/2015	15/10/2015

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college persisted with the traditional evaluation methods of conducting oral tests and unit tests during the class, and prelims at the end of the academic year before the university examinations besides giving the students home assignments as part of Continuous Internal Evaluation. Their performance is recorded at every stage and corrective measures are suggested. The students are divided into groups and are made to discuss certain problems. They are also encouraged to ask questions inside as well as outside the class so that their difficulties are sorted out and they are benefited in the final examinations. Special care is taken when it comes to objective type questions. Question papers of university examinations conducted in the past are preserved in the college library and every teacher makes use of them for guiding the students. Question banks are prepared on the basis of these question papers which the students find quite handy.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepared the academic calendar at the beginning of the year and displayed it on the college notice board for information of the aspiring students of the academic session. The tentative dates of unit tests, curricular as well as cocurricular activities, inter class sports tournaments, university examination dates, holidays and vacations, etc. were mentioned in it. The subject wise teaching plan was designed and followed accordingly. The courses were completed to the satisfaction of the students in due time so that the students got time for preparing themselves for the university examinations.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://drharibhauadmanecollege.in/docs/LinkofVisionMissionPEOsPOsPSOsCOs.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.Com	BCom	NA	67	25	37
BA	BA	NA	99	8	8

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://drharibhauadmanecollege.in/docs/StudentSatisfactionSurveyDetails.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	NA	0	0

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
IPR Workshop	Institute	05/09/2015

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	01/06/2015	NA

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	01/06/2015

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	All	6	4

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
All	8

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2016	0	NA	0
NA	NA	NA	2015	0	NA	0

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2016	0	0	0
NA	NA	NA	2015	0	0	0

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	6	6	6
Presented papers	0	6	2	0
Resource persons	0	0	0	2

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NSS Activities	NSS	6	904

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS Activities	Appreciation Letters	GOs and NGOs	904

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS	NSS Activities	6	904

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Academic Collaborations	06	Institute	06
Industrial Collaborations	904	Institute	06

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industrial Linkage	Industry	Industries	01/06/2015	31/05/2016	904
Academic Linkage	Academic	Institute	01/06/2015	31/05/2016	06

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Institute	01/06/2015	Guest Lecture, Library Usage, Lab Usage	1000
Industry	01/06/2015	Industrial Visit, Field Visit, Internship	1000

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
150000	151151

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing

Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Classrooms with Wi-Fi OR LAN	Existing

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Mastersoft	Fully	1.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
e-Journals	1	5900	0	0	1	5900
Library Automation	1	35400	0	0	1	35400

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	01/06/2015

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	20	20	0	0	0	5	0	30	5
Added	0	0	0	0	0	0	0	0	0
Total	20	20	0	0	0	5	0	30	5

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

30 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
130000	136380	0	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution does have a crystal clear policy for maintaining and utilizing physical, academic and support facilities. Although ours is a small unit with very limited resources, we have trained ourselves in utilizing our resources optimally. For example, we have 3 classrooms of 120 seating capacity each on the ground floor out of which 02 classrooms have ICT facilities, which we normally use for classes of compulsory languages. But we use the same whenever we have to give PPT presentations, or we organize seminars, conduct various programmes as well as examinations. Similarly, arrangements of lunch are made in the Geography laboratory for the guests/committee members who come to our college. We have made it a point to maintain our facilities in the best possible condition. Even a round of the campus is enough to know which part or facility needs attention. On noticing any discrepancy, the Principal is informed about it immediately. Most of the times it's done so informally that we don't even realize it till it's over. On being informed, the Principal reassesses the situation, and depending on the expected expenses he decides whether the matter is in his jurisdiction or needs Local Management Committee's approval. Local expertise is explored for minor repairs of wooden furniture, electrical appliances and plumbing work. For major ones, the experts are to be summoned from Nagpur. The classrooms, library, Geography laboratory, urinals and the entire college campus are kept neat and clean by the peons of the college. The NSS unit and the Clean and Green Campus Committee also play their role in maintaining cleanliness of the premises. Optimum utilization of the infrastructure and facilities available is ensured.

<http://drharibhauadmanecollege.in/docs/MaintenanceProcedures.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	GOI Scholarship	897	4500000
b) International	0	0	0

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
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Personal Counselling and Mentoring	10/08/2015	904	In-house
Yoga and Meditation	10/08/2015	904	In-house
Bridge courses	10/08/2015	904	In-house
Remedial coaching	10/08/2015	65	In-house
Soft skill development	10/08/2015	163	In-house

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2015	Guidance for competitive examinations and career counselling	163	163	2	25

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Local Industries	33	25	NA	0	0

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	4	B.Com	Commerce	Nagpur University	M.Com
2016	8	BA	Arts	Nagpur University	MA

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Cultural Day	State	904
Annual Sports Week	State	904

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	2	National	2	0	NA	NA

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

A formal Students' Council is formed in the college if there is a circular issued by the university to that effect. Otherwise senior students of the college get together and form a body which also gives representation to newcomers. There is a students' representative almost on every important academic and administrative committee. Even alumni are given the opportunity to represent their lot on an important committee like IQAC. Meeting notices are issued to them also. They are encouraged to express their views candidly. Their suggestions are accepted and implemented too depending on the merit of the suggestions. The energy of the youth is fully utilized and they are given the responsibility of organizing all the programs conducted in the college including events organized during teacher's day. We have been doing this for years despite girls' majority in the admitted students. Following are some of the activities organized primarily by the students: Cultural Activities: • Celebration of Teacher's Day to mark the birth anniversary of Dr. S. Radhakrishnan on 5th September 2014 • Celebration of Birth Anniversary of Mahatma Gandhi on 2nd October 2014 in the college. • Celebration of National Youth Day on 12th January 2015 • Celebration of the Marathi Bhasha Diwas on 27th February 2015 • Celebration of Vasanta Panchami Sports Activities: • Celebration of National Sports Day on 29 August 2014 • Organization of Intramural Sports Competitions in the college from 23rd to 27th January 2015 Other Activities: • Shramdaan for 60 minutes once every week under N.S.S. • Participation in cleanliness drive in and outside the campus • Participation in tree plantation • Organization of Alumni Meet • Participation in meetings of various committees

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

33

5.4.3 – Alumni contribution during the year (in Rupees) :

16500

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Various committees are formed under the supervision of IQAC comprising representatives of stakeholders of the college to coordinate important curricular and cocurricular activities in the college. The committees, although are headed by the Principal and the IQAC Coordinator as an exofficio member, are free to chalk out their own programme and schedules for curricular and cocurricular activities keeping in view the overall development of the college as well as the vision and mission of it. 2. Local Management Committee (LMC) is formed with representations of major stakeholders of the college to coordinate important administrative activities. The Chairman of the LMC has delegated enough powers to the Principal and various subcommittees to take decisions in the interest of the institute and its stakeholders.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission process is fully transparent and students are admitted by a committee specially constituted for this purpose on the first come first served basis adhering strictly to the norms laid down by the university and the Government of Maharashtra. All the necessary information about the courses available in the college, eligibility criteria, fees structure, scholarships and freeships available, teaching faculties, sports and other facilities, etc. is published in our college prospectus along with the admission form. Moreover, taking the rural background of the students into consideration, students are supported through counselling and other required assistance throughout the admission process.
Industry Interaction / Collaboration	The N.S.S. unit of the college conducted activities in collaboration

with GOs and NGOs as well as Institute has MOUs with Institutes and Industries for creation and transfer of knowledge.

Human Resource Management

The institution has limited human resources who take care of various kinds of works and responsibilities. Still the institution ensures that the available human resources are well qualified, and follow ethical and friendly ways of working on the campus. It also tries to make optimum use of these resources by engaging them in multiple roles, providing a conducive environment and supportive work-culture. The institution has asked each faculty to fill up and submit API form at the end of every academic year and it also maintains the service books of the staff.

Library, ICT and Physical Infrastructure / Instrumentation

The library is regularly updated and upgraded both in terms of its ICT enabled functioning and computerization. Reference books are added to the library stock every year. This year books of various subjects were purchased. There are enough ICT facilities in the college which the students can avail of. We have a computer lab where 05 computers are given exclusively for the students' use. We have two ICT enabled classrooms cum seminar halls. In addition to it we have a smart board, a TV set, a video camera, a podium with inbuilt sound system, etc. The institution has already started working on the project of developing a garden of medicinal plants in the landfill just behind the college building. The infrastructure is well maintained.

Research and Development

The institution always motivates and encourages faculty members of all departments to go for research activities. We even have a committee which promotes and looks after teachers' participation in Local, National and International conferences, seminars, workshops, etc. as well as publishing research papers. Accordingly the department of Political Science and the department of Geography organized a National Level Conference each. The teaching faculties are also encouraged to apply for research projects.

Examination and Evaluation

Examination and evaluation is primarily the responsibility of the university to

which the college is affiliated. The university prepares time tables for various examinations, allot examination centres, appoints officers and subordinate staff for conducting theory, practical and internal examinations, and then appoints examiners, decides evaluation centres and methods of evaluation and finally declares results in the stipulated time. The college on its part takes unit tests and prelims besides holding classroom interaction, group discussion, debate, quiz, vivavoce to ensure that students are fully prepared for university examinations.

Teaching and Learning

Every teaching faculty is encouraged and supported to undertake efficient and effective teaching learning approaches. They are supposed to update themselves through training programmes, workshops, seminars, etc. The faculties mainly focus on: Semester wise teaching plan and execution of it. Strengthening the ICT enabled teaching and learning, PPT presentation for every subject, use of library for reference books, journals and periodicals Besides this, classroom interaction, group discussion, debate, quiz, viva voce are also conducted as well as home assignments are given to students to make the teaching learning activity more effective.

Curriculum Development

We follow the curriculum designed and prescribed by RTM Nagpur University, Nagpur since our institute is affiliated to it. The institution contributes towards the curriculum development indirectly through a couple of our faculty members working as members of Board of Studies in their respective subjects. The faculty members adopt various means to make the given curriculum interesting to the learners.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Mastersoft ERP
Administration	Mastersoft ERP
Finance and Accounts	Tally ERP
Student Admission and Support	Mastersoft ERP, RTMNU Software
Examination	Mastersoft ERP, RTMNU Software

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	06	Conference/ workshop attended	NA	3000

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2015	FDP- Teaching Staff	FDP- Non Teaching Staff	07/11/2016	14/11/2016	6	5

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher	6	01/12/2016	15/12/2016	15

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	6	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Accidental Group Insurance Scheme (MS), MESEs Credit and Thrift Fund Society Ltd	Accidental Group Insurance Scheme (MS), MESEs Credit and Thrift Fund Society Ltd.	Student Welfare Fund

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts internal financial audit regularly. External financial audit is also conducted by certified Auditor. The audited statements are submitted regularly to the government.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Auditor	Yes	Auditor
Administrative	Yes	Auditor	Yes	Auditor

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Providing valuable suggestions for development of the institution 2. Suggesting corrective measures wherever required 3. Becoming a bridge between their wards and the institute

6.5.3 – Development programmes for support staff (at least three)

1. ICT Tool Training 2. Software Training 3. Basic computer peripherals training
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Permanent Affiliation 2. 2 (f) 12 (B) Registration 3. Organized National Level Seminar and Conferences 4. Conducted sport activities 5. Encouraged teachers for research activities
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2015	Academic Administrative Audit	01/06/2016	01/06/2015	31/05/2016	18

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Equity at Workplace	08/03/2016	08/03/2016	53	70

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Installation of LED lights on all corners of the building 2. Plantation Drive was observed in the

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2015	1	1	01/06/2015	365	Canteen	Food	1000
2015	1	1	01/06/2015	365	Doctor on Call	Medical	21

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
HR Manual	01/06/2015	HR Manual for students, Teachers, Non-Teachers, Principal etc.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	15/08/2015	15/08/2015	1000

Republic Day Celebration	26/01/2016	26/01/2016	1000
Teachers Day Celebration	05/09/2015	05/09/2015	1000
Yoga Day Celebration	21/06/2015	21/06/2015	1000
Youth Day Celebration	12/08/2015	12/08/2015	1000
Gandhi Jayanti	02/10/2015	02/10/2015	1000

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Replaced considerable number of energy consuming tube lights with LED bulbs
- Plantation of medicinal saplings
- Maintenance of the garden with utmost care
- Organized tree plantation programmes for campus beautification

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Majority of Reserved Category Students
2. Majority of rural students graduating first time from family.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://drharibhauadmanecollege.in/docs/BestPractices.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution has been maintaining its distinctiveness by felicitating meritorious students from the Board Examinations of SSC and HSSC at a grand function and offering scholarship to them.

Provide the weblink of the institution

<http://drharibhauadmanecollege.in/docs/Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

The college plans to implement the following in the next academic year: 1. The students will be provided with ample opportunities to expose themselves in cocurricular and extracurricular activities for their overall personality development 2. The players and athletes will be provided better facilities and will be encouraged to represent the college at higher levels 3. The number of reference books, textbooks and books for competitive examinations will be increased 4. The teachers will be encouraged to publish research papers in journals/magazines/proceedings and use of ICT 5. The teachers will be encouraged to write and publish books/chapters 6. Construction of water tank and laying underground pipeline will be initiated 7. CCTV cameras will be installed in the college building to strengthen its security