



Yearly Status Report - 2017-2018

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 Keshao Rao 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. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C+	63.50	2005	03-May-2004	02-May-2009

6. Date of Establishment of IQAC	22-Aug-2019
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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

Arrangement of IPR Workshop	05-Sep-2017 1	20
Arrangement of FDP-Teaching	16-Apr-2018 1	10
Arrangement of FDP Non Teaching	11-Sep-2017 1	10
No Files Uploaded !!!		

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
Institution/Department/Faculty	NA	UGC	2018 0	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 6. Initiating NAAC CycleII work

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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	Achivements/Outcomes
Revision of IQAC Committee	Revised

Conduction of IPR workshop	Conducted
Conduction of FDP Non- Teaching	Conducted
Conduction of FDP Teaching	Conducted
No Files Uploaded !!!	
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	2018
Date of Submission	09-Apr-2018
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

Yes. The college has followed academic calendar provided by RTMNU, Nagpur for its curriculum delivery. Accordingly Academic calendar of the college is prepared every year wherein different committees were formed to accomplish the various aspects of curriculum delivery. Regular teaching plan, Time table of each class, use of ICT for teaching, guest lectures, study tour, group discussion, bridge course and refresher courses, examination etc are some of the activities which are planned and executed by each department of the college. Apart from the academic activities students are also encouraged in extracurricular activities such as sports; cultural activities etc. The college organizes inter collegiate sports games and cultural activities. Students are encouraged to participate on college, university, state and national level competitions. Inclusion of value added courses in curriculum is one of the best approaches of the college towards effective curriculum delivery that helps develop soft skills of students and to meet the current employment requirements. The overall development of the students is the ultimate aim of the college which is rigorously done every year. Documentation is done by maintaining a record of each of the activity undertaken in the college by the respective department. Teaching plan of the teachers, daily diary of teachers, daily and lecture wise attendance of students, attendance of students for other activities, meeting registers, notices etc are the records maintained by the each department. Feedback from students, teachers, alumni, management is taken and suggestions are considered.

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	16/10/2017	30	Employability	Skill Enhancement
VAP-2	NA	09/04/2018	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	01/06/2017
BA	NA	01/06/2017

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	01/06/2017
BCom	NA	01/06/2017

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

	Certificate	Diploma Course
Number of Students	950	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	15/08/2017	182

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	History	105
BCom	Economics	77

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

Student Feedback on varied aspects is collected at the end of the semester and analyzed. Feedbacks from Parents and Alumni are collected whenever they visit the institution and also in the Parent Teacher Meet and Alumni Meet respectively and analyzed. Student's suggestions and comments on Teaching Learning process, curriculum and other aspects and suggestions and comments of parents and Alumni are taken into account and conveyed to the IQAC by the Feedback Committee. The IQAC in its meeting discusses on suggestions and comments of the stakeholders and appropriate action has been taken for the overall development of the institution.

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	144	140	140
BA	NA	384	372	372

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
2017	950	0	10	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
10	10	6	6	0	6

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

The college has class guardian system which can be termed as mentor mentee system. The system has been functioning since inception. Under this system full time teachers have been shouldering the responsibility of mentors. Before the teaching work begins, the class wise names of mentors are displayed on the notice board. The mentors shoulder following responsibility of their mentee • They monitor the attendance and academic progress. • They provide primary psychological counselling and if required, refer them for more professional counselling. • They make them acquainted with the institution, its motto, mission and objectives, the facilities available and the regulations of the affiliating university. • They maintain the biographic details of each individual mentee including educational background and socioeconomic status. • They also maintain record of their class

attendance, class performance and academic progress. The mentors use both formal and informal means of mentoring. The mentors conduct periodical meeting of the students to ensure effective mentoring. The mentor system also acts as a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
950	10	1:95

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	10	4	0	9

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
2017	NA	Assistant Professor	NA
2018	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
BCom	NA	II, IV, VI	30/04/2018	15/06/2018
BCom	NA	I, III, V	30/11/2017	15/01/2018
BA	NA	II, IV, VI	30/04/2018	15/06/2018
BA	NA	I, III, V	30/11/2017	15/01/2018

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	76	45	59
BA	BA	NA	100	21	21

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	05/09/2017

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	01/06/2017	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	01/06/2017

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	16	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	5

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	2018	0	NA	0
NA	NA	NA	2017	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	2018	0	0	0
NA	NA	NA	2017	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	0	10	0	0
Presented papers	0	10	6	0
Resource persons	0	0	0	10

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	10	950

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	950

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	10	950

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 Collaboration	10	Institute	10
Industrial Collaborations	950	Institute	10

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	Duration From	Duration To	Participant
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		with contact details			
Academic Linkage	Academic	Institutes	01/06/2017	31/05/2018	960
Industrial Linkage	Industry	Industries	01/06/2017	31/05/2018	960

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	01/06/2017	Guest Lecture, Library Usage, Lab Usage	960
Industry	01/06/2017	Industrial Visit, Field Visit, Internship	960

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
120000	126613

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	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
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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	01/06/2017

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
No Data Entered/Not Applicable !!!	

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
120000	121924	15000	15615

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
No Data Entered/Not Applicable !!!			

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 implemetation	Number of students enrolled	Agencies involved
Personal Counselling and Mentoring	14/08/2017	950	In-house
Yoga and Meditation	14/08/2017	950	In-house
Bridge courses	14/08/2017	950	In-house
Remedial coaching	14/08/2017	88	In-house
Soft skill development	14/08/2017	182	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
2017	Guidance for competitive examinations and Career counselling	182	182	4	41
2018	Guidance for competitive examinations	182	182	4	41

and Career counselling

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	182	41		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
2018	7	B.Com	Commerce	Nagpur University	M.Com
2018	5	B.A	Arts	Nagpur University	M.A

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	4

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	950
Annual Sports Week	State	950

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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	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:

66

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

33000

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)

Going by the principles of Democracy and participative work culture our Institution strictly believes in work division and active participation of all stakeholders in Management of the Institute. The Principal also ensures that the powers are decentralized for the smooth and hassle free working of the Institute. All the College activities are subject to wise inclusion of staff members' best suited for the particular type of activity. This is ensured through formation of various committees specially created for the particular

task. The committee includes staff members from teaching as well as non-teaching. It is a clear blend of senior and junior members thus ensuring the combination of expertise and new ideas along with hands on learning experience. Committees for admission, Academic and non-academic activities, cultural and socio-economic activities are formed at the end of every academic session to be implemented from the succeeding session. This has gone a long way in decentralizing the powers of the Principal as well as the management and has also instilled a confidence amongst the staff members regarding their intellectual and problem solving aptitudes. Committees include Admission Committee, Examination committee, College magazine, Time Table committee Student mentoring committee, placement committee, Library committee, Community extension Infrastructure and maintenance, University assessment marks committee etc. The Institute has a democratically elected and duly constituted College Development committee with adequate representation from members of Management, Teaching and non-teaching staff, Industry , Alumni, respectable members from social strata and students. All the stake holders being represented here have a good scope of airing their views and providing timely suggestions for the overall development and betterment of the Institution. The CDC meets twice a year or as need arises to sort out the matters affecting the Institution. The meeting discusses at length the issues and unanimous resolutions are passed in the best interest of the Institution in general and its students and stake holders in particular.

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

Yes

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 through our college prospectus along with the admission form. Moreover, taking the rural background of the students in consideration, students are supported through counselling and other required assistance throughout the admission process.
Industry Interaction / Collaboration	During the current academic session the institution as well - establish placement cell to promote campus placement. Guest lecture are invited for conducting lecture and guidance for the students from time to time. 1. The institution has a wellestablished

placement cell to promote campus placement. 2. Guest lectures are invited for conducting lecture and guidance for the students from time to time.

Human Resource Management

With the view of quality improvement in human resource management the college has observed various activities. Various college level committees were formed for effective implementation of different activities under the college council and these committees functioned well during whole session. An independent person in charge was nominated shouldering the responsibility of planning, implementation and monitoring the activities of the concerned committee which ensure the smooth function during session. The student were also nominated and entrusted various responsibilities on different committees.

Library, ICT and Physical Infrastructure / Instrumentation

As a library, ICT and physical infrastructure are very much needed for quality teaching and learning, the institution always needed the quality all these things. Strategic measures are undertaken by the college for maintaining facilities. library is well equipped having separate arrangement for students and teachers. The library has books for competitive examinations and these books are issued for reading purpose to the students preparing for various competitive and other examinations.

Research and Development

The institution always motivates and encourages faculty members of all departments to indulge in 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. 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.

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 examinees, 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, viva voce 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: Semesterwise 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, vivavoce are also conducted as well as home assignments are given to students to make the teaching learning activity more effective.

Curriculum Development

We do not design any curriculum for our students as our institute is affiliated to RTM Nagpur University, Nagpur. We follow the curriculum prepared and prescribed by the university. 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. In that sense they try to adopt the prescribed curriculum to the needs and interests of the students to the highest extent possible.

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

E-governance 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
2017	10	Conference/ workshop attended	NA	5000

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)
2018	FDP- Teaching Staff	NA	16/04/2018	16/04/2018	10	0
2017	NA	FDP- Non Teaching Staff	11/09/2017	11/09/2017	0	10

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	10	01/12/2018	15/12/2018	15

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	10	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF Loan Assistance, Gratuity, Pension scheme, DCPS, Medical Reimbursement, T.A., for	GPF Loan Assistance, Gratuity, Pension scheme, DCPS, Medical Reimbursement, T.A., for	Government Scholarship, open merit scholarship, student Insurance, Book bank scheme, T.A. and

special official duties.

special official duties.

D.A. for participation in cocurricular and physical activities at various level.

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. Parent teacher meet is held to discuss and interact with parents. 2. Providing valuable suggestion for development of the institution. 3. Pointing out the weaknesses of the college and related departments and suggesting rectification. 4. Faculty members also share information with the parents about their wards. 5. To collect feedback from the parents and to discuss over it.

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

The principal and the management organise meetings for the support staff whenever required. 2. Felicitate recently Ph.D. awarded faculty. 3. The support staff is also made aware about soft skills, good interaction and drafting skills. 4. Inspire and appreciate the support staff for better work and helps to develop work culture among them. 5. Honorarium 6. Emergent financial help if any.

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

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
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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
2017	Academic Administrative Audit	01/06/2017	01/06/2017	31/05/2018	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
Womens Day Celebration	08/03/2018	08/03/2018	131	168
Session on "Equal Opportunities for Genders"	08/03/2018	08/03/2018	178	122

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
Percentage of power requirement of the University met by the renewable energy sources by use of LED and Solar Light purchase is in process.

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	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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		community					
2017	1	0	01/06/2017	365	Canteen	Food	960
2017	1	0	01/06/2017	365	Doctor on Call	Medical	16

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	01/06/2017	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	15/08/2017	15/08/2017	960
Republic Day Celebration	26/01/2018	26/01/2018	960
Teachers Day Celebration	05/09/2017	05/09/2017	960
Yoga Day Celebration	21/06/2017	21/06/2017	960
Youth Day Celebration	12/08/2017	12/08/2017	960
Gandhi Jayanti	02/10/2017	02/10/2017	960

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
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Majority of Reserved Category and girls Students 2. Scholarship provided to all eligible students.

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 contributing societal development through NSS unit.

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