## Yearly Status Report - 2019-2020

| 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 Keshaorao 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 | **Self financed and grant-in-aid** |
| Name of the IQAC co-ordinator/Director | **Dr. ARVIND MAHADEORAO PUNWATKAR** |
| Phone no/Alternate Phone no. | **07113232255** |
| Mobile no. | **9860178777** |
| Registered Email | **arvindmahant3366@gmail.com** |
| Alternate Email | **arvindpunwatkar@gmail.com** |

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | **https://www.drharibhauadmanecollege.in/iqac.html** |

## 4. Whether Academic Calendar prepared during the year

**Yes**

| | |
|---|---|
| if yes,whether it is uploaded in the institutional website: Weblink : | https://www.drharibhauadmanecollege.in/iqac.html |

## 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**

## 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 |
| **FDP For Teaching** | **05-Sep-2019** | **10** |

| | 1 | |
|---|---|---|
| ADP for Non-Teaching | 13-Jan-2020 1 | 8 |

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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 |
|---|---|---|---|---|
| Institution | NA | UGC | 2020 0 | 0 |

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| **9. Whether composition of IQAC as per latest NAAC guidelines:** | No |
|---|---|
| Upload latest notification of formation of IQAC | No Files Uploaded !!! |
| **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 | No |
| Upload the minutes of meeting and action taken report | No Files Uploaded !!! |
| **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 Cycle II 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 |
|---|---|
| 1. Conduction of FDPs 2. Conduction of IPR Workshop 3. Green Initiatives 4. | Done |

ICT Facility Usage 5. Restructuring
IQAC 6. Initiating NAAC Cycle II work

| 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 | 2020 |
| Date of Submission | 06-Apr-2020 |
| 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/entrepene urship | Skill Development |
|-------------|-----------------|----------------------|----------|-------------------------------------------|-------------------|
| NA | NA | 01/06/2019 | 0 | NA | NA |

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|------------------|--------------------------|----------------------|
| No Data Entered/Not Applicable !!! | | |
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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 | 01/06/2019 |
| BCom | NA | 01/06/2019 |

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

| | Certificate | Diploma Course |
|--|-------------|----------------|
| Number of Students | 0 | 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 |
|---------------------|----------------------|------------------------------|
| VAP for Ba and Bcom | 01/06/2019 | 976 |
| No file uploaded. | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|-------------------------|--------------------------|-----------------------------------------------------------|
| Nill | NA | 0 |
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## 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 |
|---|---|---|---|---|
| BA | NA | 144 | 144 | 144 |
| BCom | NA | 144 | 144 | 144 |
| No file uploaded. | | | | |

### 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 |
|---|---|---|---|---|---|
| 2019 | 976 | 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 | Numberof smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 10 | 10 | 4 | 4 | 1 | 4 |
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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 over burdened. 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.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| :---: | :---: | :---: |
| 976 | 10 | Nill |

## 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 | 10 |

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 |
| :---: | :---: | :---: | :---: |
| 2019 | NA | Assistant Professor | NA |
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## 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 | NA | NA | 01/12/2020 | 15/01/2021 |
| No file uploaded. | | | | |

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)

https://www.drharibhauadmanecollege.in/iqac.html

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 |
| --- | --- | --- | --- | --- | --- |
| BA and Bcom | Nill | NA | 312 | 312 | 100 |
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## 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)

https://www.drharibhauadmanecollege.in/iqac.html

# 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 |
| No file uploaded. | | | | |

## 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 |
| --- | --- | --- |
| Workshops/Seminars | College | 16/08/2019 |

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 | 01/06/2019 | NA |
| --- | --- | --- | --- | --- |
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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 | 01/06/2019 |
| No file uploaded. | | | | | |

**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 | NA | 10 | 2 |
| International | NA | 10 | 2 |
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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 |
| --- | --- |
| Colleeg | 10 |
| No file uploaded. | |

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 | 2019 | 0 | Nill | Nill |
| No file uploaded. | | | | | | |

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 | 2019 | 0 | 0 | NA |
| No file uploaded. | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| **Attended/Seminars/Workshops** | **10** | **10** | **10** | **10** |

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|---|

**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** | **College** | **2** | **972** |

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|---|

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** | **Recognition** | **GOs and NGOs** | **972** |

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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 activites | Number of students participated in such activites |
|---|---|---|---|---|
| **NSS** | **College** | **NSS** | **2** | **972** |

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|---|

**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 |
|---|---|---|---|
| **research, faculty exchange, student exchange** | **982** | **College** | **10** |

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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 |
|---|---|---|---|---|---|
| **MoU** | **MoU** | **Industry/ College** | **01/06/2019** | **31/05/2020** | **982** |

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|---|

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 |
|---|---|---|---|
| Industry/ College | 01/06/2019 | internship, on-the- job training, project work, sharing of research facilities | 982 |
| No file uploaded. | | | |

# 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 |
|---|---|
| 4 | 4.2 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Others | Existing |
| No file uploaded. | |

## 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 patially) | Version | Year of automation |
|---|---|---|---|
| Software | Fully | 1 | 2017 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Others(specify) | 0 | 0 | 0 | 0 | 0 | 0 |
| No file uploaded. | | | | | | |

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 &amp; 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 | 01/06/2019 |
| No file uploaded. | | | |

## 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 | 25 | 10 | 0 | 0 | 10 | 5 | 0 | 50 | 0 |
|------|------|------|------|------|------|------|------|------|------|
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 25 | 10 | 0 | 0 | 10 | 5 | 0 | 50 | 0 |

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

**50 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 |
|------|------|
| NA | https://www.drharibhauadmanecollege.in/iqac.html |

## 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 incurredon maintenance of physical facilites |
|------|------|------|------|
| 2 | 1.8 | 2 | 2.1 |

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.

https://www.drharibhauadmanecollege.in/iqac.html

## 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 | NA | 0 | 0 |
| Financial Support from Other Sources | | | |
| a) National | Government | 800 | 124000 |
| b)International | NA | 0 | 0 |
| No file uploaded. | | | |

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 |
|---|---|---|---|
| Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring | 01/06/2019 | 972 | Inhouse and outside experts |
| No file uploaded. | | | |

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 passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| 2019 | guidance for competitive examinations and career counselling | 972 | 972 | 2 | 61 |
| No file uploaded. | | | | | |

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 | | |
|---|---|---|---|---|---|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |

| NA | 312 | 61 | NA | 0 | 0 |
|----|-----|-----|----|----|----|
| | No file uploaded. | | | | |

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

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|------|------|------|------|------|------|
| 2020 | 35 | BA BCom | Arts and Commerce | Other PG Colleges | MA MCom |
| | No file uploaded. | | | | |

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 |
| No file uploaded. | |

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

| Activity | Level | Number of Participants |
|----------|-------|------|
| Annual Sports and Cultural Day | College | 972 |
| No file uploaded. | | |

## 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 |
|------|------|------|------|------|------|------|
| 2020 | 2 | National | 1 | 1 | NA | NA |
| | No file uploaded. | | | | | |

5.3.2 – Activity of Student Council &amp; representation of students on academic &amp; 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 • Organization of Intramural Sports Competitions in the college 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:

60

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

30000

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)?

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 |
|---|---|
| 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 | Yes |
| Administration | Yes |
| Finance and Accounts | Yes |
| Student Admission and Support | Yes |
| Examination | Yes |

## 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 |
|---|---|---|---|---|
| 2019 | 10 | conference/ workshop | NA | 5000 |
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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) |
|---|---|---|---|---|---|---|
| 2019 | FDP | ADP | 05/09/2019 | 13/01/2020 | 10 | 8 |
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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 |
|---|---|---|---|---|
| Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes | 10 | 01/06/2019 | 31/05/2020 | 14 |
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
| --- | --- | --- | --- |
| Permanent | Full Time | Permanent | Full Time |
| 0 | 0 | 0 | 0 |

| 6.3.5 – Welfare schemes for | | | |
| --- | --- | --- |
| Teaching | Non-teaching | Students |
| GPF Loan Assistance, Gratuity, Pension scheme, DCPS, Medical Reimbursement, T.A., for special official duties. | GPF Loan Assistance, Gratuity, Pension scheme, DCPS, Medical Reimbursement, T.A., for special official duties. | Government Scholarship, open merit scholarship, student Insurance, Book bank scheme, T.A. and 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 | 0 |
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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 | University | Yes | College |
| Administrative | Yes | University | Yes | College |

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. Painting 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)

1. ICT Tool Training 2. Software Training 3. Basic computer peripherals training

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. 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 |

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 |
|---|---|---|---|---|---|
| 2019 | Quality initiative by IQAC | 01/06/2019 | 01/06/2019 | 31/05/2020 | 982 |
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## 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 |
| Self Defence Workshop | 08/03/2020 | 08/03/2020 | 100 | 100 |

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 |
|---|
| LED Lights were used at newly constructed building parts. |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Ramp/Rails | Yes | 0 |
| Rest Rooms | Yes | 0 |
| Scribes for examination | Yes | 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 |
|---|---|---|---|---|---|---|---|
| 2019 | 1 | 1 | 01/06/2019 | 365 | NA | NA | 982 |
| No file uploaded. | | | | | | | |

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 | 01/06/2019 | 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 | 15/08/2019 | 15/08/2019 | 982 |
| Republic Day | 26/01/2020 | 26/01/2020 | 982 |

No file uploaded.

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

1. Plantation of trees in the campus 2. Plastic Free Campus 3. Rain Water Harvesting 5. Waste Management.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Publications by Faculty :- Faculty members are asked to publish 2 papers a year. So that the count of papers of the institute is good. So we have considered it as best practice 2. 10 out of 10 Faculty members are Ph.D holders this is uniqueness of the institute from surrounding institutes. Being Ph.D holders faculty members are research oriented and take utmost care in imbibing research culture among the students 3. Contribution of faculty in academic linkages of the instituite:- We have linkages with few industry and institutes from local vicinity, though local but we have maintained culture of arranging industrial visits, guest lectures from the experts of the collaborating agency. 1. Publications by Faculty :- Faculty members are asked to publish 2 papers a year. So that the count of papers of the institute is good. So we have considered it as best practice 2. 10 out of 10 Faculty members are Ph.D holders this is uniqueness of the institute from surrounding institutes. Being Ph.D holders faculty members are research oriented and take utmost care in imbibing research culture among the students 3. Contribution of faculty in academic linkages of the instituite:- We have linkages with few industry and institutes from local vicinity, though local but we have maintained culture of arranging industrial visits, guest lectures from the experts of the collaborating agency.

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

https://www.drharibhauadmanecollege.in/iqac.html

## 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

Academic and industry linkage with local vicinity for mobility of knowledge. We have linkages with few industry and institutes from local vicinity, though local but we have maintained culture of arranging industrial visits, guest lectures from the experts of the collaborating agency. Our students take active part in NSS activities conducted by the institute where local regional problems are solved. NSS includes activities like Swatch Bharat, Blood Donation, Awareness Programs, NSS Camps, Construction of roads etc. For the above mentioned activities institute has received many awards and appreciation letters also. So this practice we have mentioned as distinctiveness of the institute.

| Provide the weblink of the institution |
|:---:|
| https://www.drharibhauadmanecollege.in/iqac.html |

## 8.Future Plans of Actions for Next Academic Year

1. A conference/seminar/workshop on IPR will be organized. 2. Programmes/camps on health related matters will be organized. 3. Cloud based MIS (Management Information System) will be installed. 4. Overhead projectors will be installed 5. Teachers will be given incentives to attend conferences and workshops.