

AQAR 2017-18

ANNUAL QUALITY ASSURANCE REPORT

2017-18



Gondia Education Society's

**SETH NARSINGDAS MOR COLLEGE OF ARTS, & COMMERCE
& SMT. G.D. SARAF SCIENCE COLLEGE ,TUMSAR - 441 912,
DIST . BHANDARA (M.S.) PHONE : (07183)233300**

**Website: www.snmorcollege.org.in
E-mail: principalsnmorcollege@rediffmail.com**

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Gondia Education Society's

**Seth Narsingdas Mor College of Arts & Commerce & Smt. G.D. Saraf
Science College , Tumsar 441 912 Dist: Bhandara (M.S.)**

**INTERNAL QUALITY ASSURANCE CELL (2013-2018)
(2017-2018)**

Chairperson

Dr. C.B. Masram, Principal

Members from Teaching Staff

- 1 Dr. S.P. Pawar
- 2 Dr.(Ku.) A. s. Bawankar
- 3 Dr. P.P. Dehliwal
- 4 Dr. M.F. Jadhao
- 5 Dr. B.R. Tembhurne
- 6 Dr. J.M. Maskey
- 7 Dr. (Ku.) B.D. Katekhaye
- 8 Shri V. W. Mandpe

Members from administrative/technical staff

- 1 Shri R. D. Ramteke
- 2 Shri G. M. Warkade

Members from Students

- 1 Ku. Samiksha Mohan Borghare(B.Sc.)
- 2 Ku. Asif K. Sheikh(B.Com.)

Members from Alumni

- 1 Dr. G.G. Baghmar
- 2 Shri. Ganesh Barve

Member from Management

- 1 Smt . Varshatai P. Patel
President, GES

**Members from Industries/
Employer/Stakeholder/
External Expert**

- 1 Shri R. B. Tiwari
Chairman, Clarion Drugs
- 2 Shri Vitthal Kahalkar
Secretary, *Samadhan Pat Santha, Khapa*

Member from local societies

- 1 Shri Vijaykumar B. Dekate

Co-ordinator (IQAC)

Dr. K.N. Sathawane

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2017-2018

I. Details of the Institution

1.1 Name of the Institution

**Seth Narsingdas Mor college of Arts & Commerce &
Smt. G. D. Saraf Science college, Tumsar**

1.2 Address Line 1

Sant Jagnade Nagar,

Address Line 2

Near Nehru Playground

City/Town

Tumsar, Dist: Bhandara

State

Maharashtra

Pin Code

441 912

Institution e-mail address

principalsnmorcollege@rediffmail.com

Contact Nos.

07183-233300

Name of the Head of the Institution:

Dr. Chetankumar B. Masram

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Tel. No. with STD Code:

07183-233300

Mobile:

09422113067

Name of the IQAC Co-ordinator:

Dr. K. N. Sathawane

Mobile:

09421709879

IQAC e-mail address:

snmorcollege1965@gmail.com

1.3 NAAC Track ID

MHCOGN 14767

OR

1.4 NAAC Executive Committee No. & Date:

EC/62/RAR/111 dated 05.01.2013

1.5 Website address:

www.snmorcollege.org.in

Web-link of the AQAR:

[http:// www.snmorcollege.org.in/aqar.html](http://www.snmorcollege.org.in/aqar.html)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	72.00	2004	5 yrs
2	2 nd Cycle	B	2.79	2013	5 yrs i.e. up-to 04.1.2018
3	3 rd Cycle				

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

April, 2004

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC .

- i. AQAR 2012-13 submitted to NAAC on 07-10-2014
- ii. AQAR 2013-14 submitted to NAAC on 07-06-2017
- iii. AQAR 2014-15 submitted to NAAC on 29-11-2017
- iv. AQAR 2015-16 submitted to NAAC on 27-03-2018
- v. AQAR 2016-17 submitted to NAAC on 26-04 -2018

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Nil

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1.11 Name of the Affiliating University (*for the Colleges*)

Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

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2.9 Total No. of members

18

2.10 No. of IQAC meetings held :- 03

2.11 No. of meetings with various stakeholders:

No.

08

Faculty

04

Non-Teaching Staff

02

Students

01

Alumni

Others

01

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

--

International

--

National

--

State

--

Institution Level

--

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The aim of the IQAC is, to enhance the quality education and to improve students life in the college and to bring the work culture in administrative wing. IQAC plays a coupling role between college administration and the students for solving the grievances and problems of the students, hence, IQAC is formed in such a way that all the Criteria in-charges are accommodated as the members. This facilitates the IQAC to execute the activities for students and to assess, collect and to prepare reports. In addition to this, to implement different activities in the college, many different committees are formed, which look after the work of IQAC.

In order to meet the quality education in higher learning institution, following efforts have been made by the IQAC,

- Held meeting with staff members, and other stakeholders.
- After every three years administrative and academic audits have been done.
- Implemented Annual Academic Calendar in the college.
- Made efforts to enhance the ICT based teaching and learning process in the college.
- Motivated for departmental SWOC Analysis.
- Recommended to Principal to increase the infrastructure as per the need.
- Recommended to the Head of the institute to maintain conducive and healthy atmosphere in the college by organising timely drive for cleanliness, safety, sanitation, hygienic conditions.
- Drew attention towards organising co-curricular and extra co-curricular activities in the college for the students(viz. social activities, academic activities, cultural activities, games and sports activities, Blood donation, etc).
- Drew attention to impart value education and ethical matters through N.C.C. ,N.S.S. and Adult education and population club.
- Motivated teachers to imbibe value education in students during class hours.
- Encouraged Research Cell to enhance and promote the research activities in the college.
- Recommended to the management to make recruitment of staff members on regular and clock hour basis in time.
- Reviewed the action taken on the preceding year's (2016-17) plan and achievements, and further action is taken accordingly to complete the uncompleted work in the current year.
- Reviewed the NAAC Peer Team recommendations, and prepared a check list for action plan.
- Offered suggestions by actively participating during syllabus review, university examinations, etc. through members of BOS of the university.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

** Please find plan of the year 2018-19 on page No.40*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Please find the details of the action taken as Action Taken Report (ATR) in --- ***Annexure-II***

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	----	----	----	----
PG	03	---	03	----
UG	03	----	01(B.Sc. on No Grant Basis)	----
PG Diploma	----	----	----	----
Advanced Diploma	----	----	----	----
Diploma	----	----	----	----
Certificate				
Others	----	----	----	----
Total	06	----	04	----
Interdisciplinary	-----	-----	----	----
Innovative	----	----	----	----

1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option** / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3(UG) + 3(PG)=06
Trimester	----
Annual	-----

1.3 Feedback from stakeholders*
(On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

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1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Any revision / update of the regulations or the syllabi is done by the academic and statutory bodies of the university. Some of the faculty members of the college are the members of these statutory bodies. They participate actively in revision / update of the regulations or the syllabi.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Principal/D.P.E./Librarian
35	22	09	--	1/2/1

2.2 No. of permanent faculty with Ph.D.

19

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Principal/D.P.E./Librarian		Total	
R	V	R	V	R	V	R	V	R	V
22	19	09	-	NA	NA	1+2+1= 04	--	35	19

2.4 No. of **Guest** and Visiting faculty and Temporary faculty

28

--

--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	13	06
Presented papers	06	09	01
Resource Persons	--	01	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Use of L.C. D. Projector
- Use of social media like Whats App for the purpose of academic discussions and sharing of information.
- Partial ICT enabled teaching process.
- Teaching through field visits and visits to national/state research institutes.
- Demonstration using models/standard protocol demonstration.
- Provision of Internet and e-books access to the students in the library.
- True Experience Learning. (The department of Political Science arranged a mock legislative assembly of students. This activity provided students an opportunity to personally experience the procedures and functioning of the legislative assembly).

2.7 Total No. of actual teaching days during this academic year

229

- 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

University does not offer any liberty to the college to bring any reforms in the examination system. However, the college took following initiative at its level,

- Student seminars ,
- Open book tests (Theory Internal assessment),
- Surprise test strategies are occasionally adopted,

- 2.9 No. of faculty members involved in curriculum **restructuring**/revision/**syllabus** development as member of Board of Study/Faculty/Curriculum Development workshop

03	--	--
-----------	----	----

- 2.10 Average percentage of attendance of students

79

- 2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A. III	108	01	1	22	12	35.18
B.Sc. III	78	--	17	17	01	61.53
B.Com. III	102	--	00	38	14	57.84
M.A.(Pol)	46	01	35	1	07	93.47
M.A.(Eco)	13	--	1	00	10	84.6
M.Com.(Prof.)	34	--	00	2	01	8.82

- 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The college has an active IQAC, which monitors all the activities like,- Smooth Admissions process, regular classes, teaching, evaluation, curricular activities, extracurricular activities, maintenance of cleanliness, hygienic condition , extension activities, more and more students' involvement in programmes, smooth working of the library and the facilities to be made available to the students, etc. to carry out programmes through different committees. At the beginning of the academic session, IQAC holds meeting with staff members to discuss the shortcoming of the previous years and suggests how to overcome them, so that, the continuous improvement process would be observed Following are some prominent activities carried out by IQAC,

- In the beginning of the year, IQAC distributes Academic Calendar to every department to act accordingly.

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- Formed vigilance committee to organize surprise visits during class hours.
- Yearly Evaluation of Teaching activities, Extension Activities and Research is done through Self- Appraisal using the API format (Academic Performance Indicators).
- IQAC has encouraged the staff to attend workshops/conferences/ refresher-orientation courses.
- IQAC encourages all teaching staff members to use ICT/audio visual aids in their subjects to enhance the quality in teaching and learning process.
- Teacher evaluation was done by the feedback from the students
- Supported in initialization for organizing workshops/guest lectures /seminars for the teacher and students.

At the end of the session, held a meeting for annual assessment of the academic and administrative work, and recorded accordingly. In case of any shortcomings/suggestions observed, IQAC reports them to the head of the institution for further action and improvements.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	nil
HRD programmes (Research Methodology)	01
Orientation programmes	nil
Faculty exchange programme	nil
Staff training conducted by the university	nil
Staff training conducted by other institutions	nil
Summer / Winter schools, Workshops, etc.	nil
Others	05

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	08	--	
Technical Staff	05	05	--	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC of the college plays an important role in creating research atmosphere in the college through Research Promotion Cell. Research Promotion Cell promotes the research activities in the college among the staff members as well as students. This is evidenced by considerable increase in the numbers of publications, participation in conferences, workshops and many other academic deliberation, etc .Following are the significant research activities of the cell in the institute.

- In the current session faculties have published thirty two(32)research papers in various National and international journals.
- Under the able guidance of our teachers one student has been awarded Ph. D. degree.
- A few teachers are Ph.D. thesis examiners.
- Research oriented books are made available to researchers in addition to students text books.
- Publishing a national research journal (half yearly)- on *Social Issues and Problems* with ISSN (22783199)by the college.(enlisted in UGC list of journals)
- Sufficient opportunities were provided to staff for presentations, publication of their research works in academic deliberation of different kinds.
- Internet facilities are made available throughout the year in the cell and library.
- Cell helps the staff members in the preparation of minor and major research proposal, manuscript writing and submission to various funding agencies, if any.
- Encourages the staff members to get themselves registered for Ph.D. programme.
- College provide facilities to the staff members, who are involved in research and acknowledges their achievement in the form of Ph.D. degree award on college annual day programme to encourage the others.
- Efforts are also made to inculcate the research attitudes in the graduating students through projects and seminars.
- Cell acknowledges the efforts of teachers who publish books during College Annual Meet by felicitating them.
- All types of administrative supports are made available to researchers.
- Evaluation of research proposals before submission to the funding agencies is done.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	-	--
Outlay in Rs. Lakhs	200000.00	-	-	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	19	06	--
Non-Peer Review Journals	02	-	--
e-Journals	03	-	--
Conference proceedings	01	01	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from :- **NA**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (sp

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3.10 Revenue generated through consultancy

--

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number	01	-	--	-	-
Sponsoring agencies	In association with other colleges	-	--	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

--

3.13 No. of collaborations

International

-

National

-

Any other

--

3.14 No. of linkages created during this year

-

3.15 Total budget for research for current year in lakhs :

From Funding agency

--

From Management of University/College

Total

--

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
--	-	--	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

10

03

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- **International Yoga Day** was celebrated on 21th June, 2017 by N.S.S. and N.CC units of the college jointly. 65 students participated in the event..
- On 1st July 2017, **Tree Plantation Programme** was executed on the college premises . This event was jointly organized by N.S.S. and N.CC units of the college 65 students participated in the event.
- In association with JCI and the College Career Guidance and Placement Cell , on 13th July,2017 ,a guidance lecture on **Interview Skill** was delivered by Ms. Yogita Jaiswal , a noted International Trainer before the college students. Many students were present on this occasion.
- **Special drive for voter enrolment** was organised jointly by Tahsil office, Govt of Maharashtra,N.S.S. and N.CC units of the college in the college on 18th July 2017. About 157 students participated in the event .
- On account of ‘Ozone Day’ celebration ,on 17th August ,2017, poster competition on **Ozone Depletion** was organised by the college Geography department and Population Club .
- **Swachhhta Pakhawada Abhiyan** was celebrated by the NSS students by organizing cleanliness drive at the public places like Govt . hospital, city bus stand, Town railway station ,Village Hasara and the college premises in the month of September, 2017.
- **Swachh Bharat Abhiyan** was also observed by the college NCC unit on 13th September,2017 at the hospital, city bus stand, and railway station in the town. On this occasion 50 students participated.
- An essay competition was conducted on 24th September, 2017 by the college population club on the occasion of the **World Literacy Day** wherein 25 students took part.
- On 27th September ,2017 a workshop was organised on **Utility Bag Making** by Women Development cell and Home Eco. Department of the college for college girl students. On this occasion Smt. Malewar demonstrated how to make different types of utility bags.
- On 2nd October, 2017 Mahatma Gandhi Jayanti was celebrated in the college by organising Cleanliness programme in the college by the NCC unit. Fifty students took part in the event.
- **Dr. A.P. J. Abdul Kalam Birth day** was celebrated as ‘ **Reading Inspiration Day**’ on 15th October,2017. On this occasion a **Reading Competition** was organized jointly together by the college Career Guidance and Placement Cell and the college library.
- On 25th October,2017 Dr. R. K. Dipte HoD of English delivered a lecture on **Career through English**, on this occasion many students were present.
- On 16th December, 2017, an **Essay Writing Competition And An English Proficiency Test** was conducted by the department of English.
- The college Home Economics department organised workshop on the **Badge Making** to motivate students for self employment on 26th December, 2017. Forty students participated and sold the prepared badges to different schools and colleges, and earned money.
- On 3rd January, 2018 a guest lecture was organized by Anti Sexual Harassment And Girls Security Committee. On this occasion **Smt. Dammasangini Rma Gaurauv** delivered interactive lecture before girl students and women of the college . In her speech she educated how to defend and protect oneself in case of women’s sexual harassments at working place, and shared knowledge of Indian Penal Code.
- A One Day Workshop for students was organized on 18th January, 2018 by Career Guidance and Placement Cell and the college library department in which, MPSC,UPSC and other competitive examinations syllabi, question pattern , and planning were discussed using audio - visual aids.

- On 19 Jan, 2018 student members of the College Population Club carried out **Social And Economic Survey** of the village **Chandpur** of **Tumsar** tahsil and submitted report to the department.
- Commerce Association has organized a guest lecture on **E-Commerce** on 25th January, 2018. On this occasion, **MR. Navin Upadhyay** delivered an informative lecture on meaning, types, objectives and sources of E-Commerce.
- On 26th February, 2018, Women Development cell and Home Economics department of the college organized a workshop on '**Self Employment**'. In the workshop students got experience on preparation of handmade washing powder, Phenol, Hand wash, liquid soap, colin, tiles cleaners etc. **Prof. (Smt.)V. N. Kannake**, R. M. Patel college, Bhandara has given training to the students and staff members.
- "**International Women Day**" was celebrated jointly by NGOs Udan club, Lions Club and the college women Development cell on 8th March, 2018. On this occasion **Smt. Kayali Bhure** of Udan and Lion **Rajesh Pardhi** put their views before the girls students. They encourage students for self defence and to work for self development, thereby, become self reliant. Students are also trained for Karate by the lady trainers
- On 22 March, 2018 a guest lecture of Prof. Deshpande on **Water Conservation and Water Harvesting** was organised by the population club of the college, about 52 students were present on this occasion.
- On 12th March, 2018, guidance lecture was organized in association with **M/S Unique Academy, Nagpur and Career Guidance and Placement Cell** of the college. On this occasion prizes to the winners in the competitive examination were given away at the hands of the honourable guests.
- **University level NSS camp** was organized at the village Garra-Bagheda tahasil Tumsar between 4th - 10th January, 2018. 127 students participated in the camp.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.38 acres	-	GES	4.38 acres
Class rooms	20	-	-	20
Laboratories	09	-	-	09
Seminar Halls	02	-	-	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	416	34	college	450
Value of the equipment purchased during the year (Rs. in Lakhs)	2655402	218353	college	2873755
Others	--	--	--	--

4.2 Computerization of administration and library

Most of the College administrative work is carried out using computer based technology for fast, transparent and quality work. Most of the examination and administration related works are online. The College library is also partially computerized. Library is equipped with **Customized Library Automation Software** and has been upgraded with **Bi-Lingual Soft Lib Ver 4.0**. The accession, issue and return and OPAC services in the library are partially computerized. Library also provides two separate nodes for Internet usages to students and staff members. In near future, number of nodes will be increased on availability of funds.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9100	1158249.7	774	169321	9874	1327570.7
Reference Books	2294	261932.9	01	350	2295	262782.9
e-Books*	--	--	--	--	--	--
Journals	885	94896.00	33	3330	918	98226
e-Journals*	-	-	-	-	--	--
Digital Database	-	-	-	-	--	--
CD & Video	116	-	02	-	118	--
Others (specify)	1793	666391.38	58	15776	1851	682167.38
General Books						
Periodicals	171	1365.00	--	--	171	1365
Magzines	1260	26218.00	306	7717	1266	33935
Diwali Ank(Issue)	47	5540.00	12	1260	59	6800

*e-Books and e-journals are subscribed at Rs. 5000.00, yearly from N: List.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	34	15	04	Nil	Nil	05	14	-
Added	04	04	02	-	-	-	-	-
Total	38	19	06	Nil	Nil	05	14	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

- Most of the administrative and examination related work is carried out online.
- Most of the departments in the college are provided computers with Internet facility for the teaching staff to update their current knowledge.
- Accession of all books is done on the computer system.
- All books are coded with computer aided bar code.
- The college provides the e-library facility, INFLIBNET to access e-resources and e-journals.
- Library, Games and Sports Department, Arts and Commerce staff rooms ,research cell and YCMOU centre are equipped with computer with Internet facility to enable ICT based teaching and learning process..
- LCD projectors are installed in two Conference /ICT halls and one is free to use in classrooms as and when required by the faculty for teaching purposes.
- Computer laboratory of the college is well equipped with LAN, printers, scanners, copier machine with sufficient numbers of computers for student. A separate broadband connection is installed in computer lab.
- The college office is fully equipped with LAN, printers, scanners, copier machine with sufficient numbers of computers for working.
- ‘Proficiency in Computers’ training is given to the staff by Computer Science Department of the college.

4.6 Amount spent on maintenance in lakhs (Rs) :

i) ICT	65195.00
ii) Campus Infrastructure and facilities	400150.00
iii) Equipments	226930.00
iv) Others	1517351.00
Total :	2209626.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC plays important role in making students aware of the present support services of the college with the aim of enhancing awareness among them. These are –

- Students are informed about the schemes and the available student support services in the college.
- Display of day to day developments in the college on Electronic Display Board, and by circulating notices.
- New information to students and staff members is conveyed through notice board, library display board and the college website .
- Important information is printed in the college prospectus.
- In emergency, telephonic contacts are made with parents.
- Teachers and librarian are entrusted with academic and personal counselling.
- The suggestion/complaint boxes are kept in front of the Principal’s office .

5.2 Efforts made by the institution for tracking the progression

- IQAC held Periodic Review Meeting with the H.O.Ds. and Principal of the college on completions of syllabus.
- Conducted Unit test, practical test and internal assessment work.
- Conducted classes on preparation for competitive examinations for the college students.
- Annual physical efficiency test and medical checkups have been done for physical fitness, and well being.
- Regular personal and academic counselling were executed during class hours in addition to teaching.
- Insisted on visits to other higher learning institutes to create interest among the students for higher studies.
- IQAC monitors and checks whether the programme of academic calendar is running accordingly or not.
- Academic audit is done after every three years so that the concerns keep the records updated.
- A record of students joining to the higher learning institution and placement is gathered.
- Use of social media like Whats App has been providing effective means of contact and Helping in tracking the progression of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1570	368	-----	-----

(b) No. of students outside the state

--

(c) No. of international students

--

	No	%		No	%
Men	630	32.51	Women	1308	67.49

Last Year(2016-17)						This Year(2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
111	219	117	1210	07	1817	127	230	119	1278	05	1938

Demand ratio = **1:1.03**

Dropout (%) = **56.76**

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

Following efforts have been made by the Career Guidance and Placement Cell for students.

- One day workshop on MPSC, UPSC, and for other examinations for college students.
- One day workshop on interview skill and personality development.
- Teaching faculty members of the college are always ready for providing subject study material for competitive examinations.
- Library provided books, magazines, study materials on currents affairs, and news papers, and purchases the latest books for competitive examinations.
- Provided reading material to participating students in competitive examinations.
- To have practice and to build confidence, the college level competitive examination was organized by the cell.
- Throughout the session Career Guidance and Placement Cell provided guidance to the students.

No. of students beneficiaries

72

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	01	GATE	---	CAT	--
IAS/IPS etc	---	State PSC	---	UPSC	---	Others	---

5.6 Details of student counselling and career guidance

- The college has Counselling and Career Guidance Cell. Through this cell many activities of career guidance are extended to the students .
- Students counselling services like academic, personal, psycho-social, cultural, games and sports ,etc. are also provided to the college students by respective committee and departments’ members.
- Students can avail themselves of study books, magazines, study materials on currents affairs, news papers and recent books for competitive exams from the library of the college.
- The college provides reading room with good facilities and in the library Internet access is available for the students.
- Workshop /guest lectures are organized by Career Guidance Cell of the college.
- At last, test examination is conducted to have an actual experience of examination.

No. of students benefitted

42

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

Following women awareness programmes were organised -

- **“International Women Day”** was celebrated jointly by **NGOs Udan club, Lions Club and College Women Development Cell** on 8th March, 2018 . On this occasion **Smt . Kayali Bhure** of Udan and Lion **Rajesh Pardhi** put their views before the girls students . They encourage students for self defence and appeal to them to work for self development, thereby, to become self reliant . Students are also trained for Karate by the lady trainers.
- On 3rd January, 2018 a guest lecture was organised by **Anti Sexual Harassment And Girls Security Committee** , on this occasion **Smt. Dammasangini Rama Gaurauv** delivered an interactive lecture before girl students and women members of the college . In her speech, she educated how to defend and protect against women Sexual Harassments at working place, how to safeguard ourselves and also shared knowledge of Indian Penal Code.

5.9 Students Activities

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

University level

05

National level

--

International level

-

AQAR 2017-18

No. of students participated in cultural events

State/ University level National level International level

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

Sports : University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount(RS)
Financial support from institution	--	--
Financial support from government	1084	3018314
Financial support from other sources	-	-
Number of students who received International/ National recognitions	---	----

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- International Yoga Day** was celebrated on 21th June, 2017 by jointly N.S.S. and N.CC units of the college 65 students participated in the event..
- On 1st July 2017 **Tree Plantation Programme** was executed on the college premises . This event was jointly organized by N.S.S. and N.CC units of the college 65 students participated in the event.
- Special drive for voter enrolment** was organised jointly by Tahsil office , Govt of Maharashtra ,N.S.S. and N.CC units of the college in the college on 18th July 2017. About 157 students participated in the event .
- Swachhhta Pakhawada Abhiyan** was celebrated by the students of NSS units by organizing cleanliness drive at the public places like Govt . hospital, city bus stand, town railway station, village Hasara and on the college premises in the month of September, 2017.
- Swachh Bharat Abhiyan** was also observed by the college NCC unit on 13th September,2017 at the hospital, city bus stand, and railway town in the town. On this occasion 50 students participated.
- The college **Population Club**, celebrated **World Population Day, International Literacy Day, World Water Conservation Day** .

5.13 Major grievances of students (if any) redressed: **Not received any grievances.**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision of the institution is –“ **To promote education for the development of personality of the individual in all respects- physical, intellectual and moral and thereby , making him a useful member of society”**

The mission of the institute is – **To transform vision into mission, in addition, we are pledged to serve the needy, deprived and disadvantaged people in the neighbourhood.**

6.2 Does the Institution has a management Information System

Yes, the Principal of the institution plays a role of coupling among the key stakeholders of the institution . The flow of information is bi-directional through MIS. The system is so channelized that, the Principal takes decision after consulting with the management and other stakeholders for implementation. The college administrative wing follows the MIS in day to day work like admission, enrolments, examination, etc.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Rashtrasant Tukdogi Maharaj Nagpur University, Nagpur has not provided flexibility to non-autonomous and affiliated colleges regarding curriculum development. However, a few members of the college represent as members of the Board of Studies in the University for curriculum designing . The college collects feedbacks/suggestions from all its stakeholders – students, faculty, parents, alumni, employers, community and academic peers. The BOS members of the college takes up the responsibility to convey these suggestions to the university statutory bodies to incorporate. Recently ,university adopted semester pattern examination system at undergraduate level in Arts and Commerce faculties, in addition to Science in which semester pattern was already adopted.

6.3.2 Teaching and Learning

The college puts faith in promoting innovative teaching and learning methodology. Following efforts have made by the teaching members:-

- The Curriculum designed by the university is effectively implemented.
- Prepares exhaustive teaching plan for the course module for every session and follows the academic calendar.
- As and when required uses ICT facilities, charts, O.H.P. , L.C. D. Projector, Interactive board learning, Computer based teaching , Group discussion and interactive teaching methods and models in addition to the regular blackboard teaching method.
- True Experience Learning in Political Science.
- Organizes field visits and visits national/state research institutes, small scale industries, etc..
- Organizes debates, quiz competitions to enhance retaining and recalling capabilities among students through associations..
- Provides projects to the students to promote practical based training, and to develop the research attitude.
- Provides study materials to the students.
- Gives special attention to the slow learners during class hours.
- Using social media like Whats App groups for delivery of knowledge.
- Question banks are made available at departments and also in the library in the form of previous year question papers.
- Free access to the advanced software INFLIBNET .

6.3.3 Examination and Evaluation

University Examination and evaluation patterns are somewhat different from that of Higher Secondary Board Examination. Therefore, newly admitted students are acquainted with the university examination and evaluation pattern by our faculty members. The institute shoulders big share of responsibility for conduct of university examinations. Following features are in practice in the process of examination and evaluation.

- Institutes regularly conducts unit tests, common test as per the university pattern and analyze the results.
- The evaluation process consists of internal assessment, practical and theory examinations at the end of the sessions.
- Innovative evaluation techniques are adopted by certain faculty members viz. students seminars/assignments/orals/projects/data collection /oral surprise test.

6.3.4 Research and Development

The college has an active **Research cell**. One of the faculty members has been appointed as the in-charge with a team of members, engaged in research related work. Following are the activities of the research cell and the college-

- The cell is enriched with journals, research articles, papers, reviews, bulletins, Ph.D. thesis of different candidates, etc, as the literature for users.
- Currently **10 college faculty** members are Ph.D. guide and **three (03)** students have been registered for the awarded of Ph.D under them.
- **One student** has been awarded Ph.D. by the university under the able guidance of the college faculty.
- One minor research project is completed with total sanctioned outlay of Rs.200000 /- .
- A few teaching members worked as **Ph.D. thesis referee**.
- The cell encourages and helps the new researcher for preparing manuscripts, power point presentations, project proposals and other activities related to research and development.
- The cell encourages faculty members to attend conferences, symposia, workshop /short term course, etc. to update the subject knowledge
- **Thirty two (32)** research papers /articles have been presented /published in conferences, symposia / in journals of national and international repute with average impact factor. **(1-6.26)**.
- Some departments encouraged and shaped the brains of undergraduate students for research by exposing them to project analysis, seminar papers, reading research articles and assignment write-up .
- Some faculty members are the author and co authors of text books and have also contributed chapters to text books. The college teachers have authored **Ten(10)** books.
- Sociology department of the college publishes half yearly Peer Reviewed UGC enlisted National Research Journal “*Social Issues and Problems*” with ISSN No.2278-3199.
- The cell encourages the staff members for the faculty development programme. **Ten (10)** faculty members participated in different faculty development programmes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:- The college Library is the heart of the college.

- The college library houses in the separate wing. The library has two(02) stack rooms, two(02) reading rooms, and a wash room.
- The college has a full time Librarian assisted by his associates. A library committee, consisting of 6-7 faculty members helping for the smooth working of the library. The library is equipped with **Customized Library Automation Software** and has been upgraded by **Bi-Lingual Soft Lib Ver 4.0**. The library provides e-resources and e-journals through INFLIBNET and N_LIST . At present ,the accession, issuing and returning and OPAC services in the library are partially computerized .
- The library has also provided INTERNET service to students and staff members. Display of new arrivals is in practice for recent updates.
- The College library organizes programmes for fostering the reading habit among the students.
- This year library stock was enriched by addition of **774 new text books on various subjects, 01 reference books, 33 journals, 02 CD and VCDs, 58 books on the general topic, 306 magazines and 12 diwali ank(issues).**

Information Communication Technology(ICT):-The college is in the process of upgrading the technology in academic and administrative sections time to time . The ICT facilities and other computer based learning resources are adequately available in the institution and have been progressively increasing.

- Most of the departments and staff rooms are equipped with internet and computers so that the faculty keep on updating themselves.
- Keeping in mind, the rapid advancement in technology and students' benefits, the college has installed one LCD projector in the conference hall and another is kept free for the use of faculty members for teaching purposes.
- The college computer laboratory is equipped with LAN with Internet for students.
- In the current year four(04) computers and two (02) Internet nodes have been added to the college departments.

Physical Infrastructure/ Instrumentation:- The college houses in two storey buildings. The main building has two administrative offices with sufficient numbers of working counters for students attached to the Principal's cabin and the rest is utilized for classrooms , laboratories, gymnasium, staff rooms, girls common room, separate gents and ladies lavatories and library. In order to make teaching – learning process more effective modification and maintenance of infrastructure is being done.

- The Science and Arts faculty practical departments are equipped with the state of the art laboratories.
- As per the need of the departments, the sanctioned amount is spent on the purchase of equipments, instruments, glassware and chemicals.
- Modification and maintenance of Physical infrastructure and equipments is done out of the maintenance grants.
- Grants are also utilised for for the purchase of sport equipment/items and maintenance of the play ground.

6.3.6 Human Resource Management

Following culture is in practice for the smooth and effective human resource management

- The head of the institution, the Principal regulates teaching and non teaching wings of the college. In the teaching wing, different faculty in-charges lookover control their faculties while in non- teaching wing the head clerk monitors non teaching staff.
- Staff performance is assessed through feedback from different stakeholders. On receiving the feedbacks, essential measures are taken in the staff meeting and staff members concerned are instructed to make improvements, if any.
- Recruitment is made by direct recruitment system, where appointments are made in teaching and non- teaching staff following the state Govt. and UGC norms.
- The principal had formed different committees in order to decentralise the work.
- The college allows teaching and non-teaching staff to take part in Orientation courses, Refresher courses, conferences, symposia, workshops, seminars and other training programmes.
- Department of games and sports of the college organises medical check up camps for students during academic session.
- The institution collects the self appraisal report from the faculties, examines them and necessary instructions are passed on to the faculties.

6.3.7 Faculty and Staff recruitment

Recruitment of permanent staff members is done strictly on the basis of State Govt. and UGC norms. Advertisements inviting application from qualified candidates are published in leading newspapers. Applicants, who fulfil the eligibility criterion laid down by Govt. authorities, are called for interview-cum- demo teaching . The selection panel is formed as per the norms laid down by the Maharashtra University act 2016. Candidates found suitable recommended by selection committee following the Hon'ble V.C. approval are appointed by the college management for probation period. They are further given a permanent position by the management after satisfactory performance. As and when required, according to workload, guest lectures are recruited. The roster is maintained by the college governing society, the Gondia Education Society, Gondia.

6.3.8 Industry Interaction / Collaboration

Dr. M.F. Jadhao of our college has been extending their knowledge to local farmers for pest control in paddy crop , without any consultancy fees.

6.3.9 Admission of Students

<p>The admission procedure is purely well planned and executed by The Admission Committees</p> <ul style="list-style-type: none"> ➤ An annually updated college prospectus of the institution is provided at the time of admission. ➤ The admission of the students in Science and Commerce faculties are on purely merit basis. ➤ In Arts faculty the admission of the students are on first come first serve basis. ➤ The Admission of the students is made following the reservation policy and other norms laid down by the Govt. and UGC. The state Government has prescribed a stipulated quota for different sections of the students from disadvantaged communities viz, SC,ST,VJ/NT and OBC. This is taken into consideration during admission. ➤ Information regarding quota, scholarship, freeships and concessions for reserve categories is clearly mentioned in prospectus. Preference is given to sports person wherever possible.
--

6.4 Welfare schemes for

Teaching staff	<ul style="list-style-type: none"> ➤ S. N. Mor College credit cooperative society for loan facilities ➤ Flexi-timing provided for medical reason. ➤ Maternity leave for female faculty. ➤ Medical reimbursement from govt. ➤ DCPS for newly appointed. ➤ Teacher's welfare funds are available at the affiliating university. ➤ GPF, GLIC,LIC scheme for college employee. ➤ Leave Travel Concession, Home town concession
Non- teaching staff	<ul style="list-style-type: none"> ➤ S. N. Mor College credit cooperative society for loan facilities. ➤ Uniforms for the supportive staff.(peons) ➤ Fees concessions for daughters of administrative and supporting staff. ➤ Maternity leave for female faculty. ➤ Medical reimbursement from govt. ➤ Employment on compassionate ground. ➤ GPF, GLIC, LIC scheme for the college employee. ➤ DCPS for newly appointed. ➤ Leave Travel Concession, Home town concession.

Students	<ul style="list-style-type: none"> ➤ Financial aids are provided by the faculty members and other Hon'ble personalities of the town to the deserving students who tops in concerned subjects in the University examinations. ➤ Different scholarships of government of Maharashtra and GOI through college. ➤ Free Training classes through college Career Guidance and Placement Cell. ➤ Annual medical check up through games and sports department. ➤ MSRTC bus services and railway concessions are available for students. ➤ Students' welfare funds are available at the University. ➤ Book bank facility. ➤ Sports department provides sports kits, food and T.A. to participate in sports events.
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6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	YES	College Committee
Administrative	No	NA	YES	College Committee

6.8 Does the **University/** Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the **University**/ Autonomous College for Examination Reforms?

Our college is not autonomous; it is affiliated to the University, therefore, no question arises about examination reforms at the college level. In recent past RTM Nagpur University adopted online registration, submission of examination forms and auto generated hall tickets facilities to the students through the parent college. University also adopted online submission of internal assessment and practical examination marks, respectively, and on screen valuation to speed up the valuation and steps towards stopping malpractices in examinations are the parts of examination reforms. University already adopted semester pattern in examination system in Science , Arts and Commerce faculties at undergraduate and post graduate levels..

6.10 What efforts are made by the University to promote autonomy in the **affiliated**/constituent colleges?

The university has given liberty to affiliated colleges to run only certificate, diploma and advanced diploma courses in all faculties on self financing basis .

6.11 Activities and support from the Alumni Association

- The college Alumni Association holds meeting in the beginning of the session and at the end of the session.
- An attempt is made to incorporate the valuable suggestions drawn in the meeting..

6.12 Activities and support from the Parent – Teacher Association

The college has **Parent –Teacher Association** under the leadership of a permanent teaching faculty as a **convener**.

- In the beginning, parents of the students are invited in the meeting for an orientation , and to inform the available student support services and working of academic session..
- On College Annual Day , all the members of Parent teachers Association are welcomed to witness the overall development of the college student.
- The parents and teachers discuss problems during meet and teacher supports in handling students' emotional, difficulties and adjustment issues.
- At end of the session a meeting is held with parents and the Questions / queries, if any, raised by the guardians of students are sent to the respective departments for further improvement to better and enhance the services offered by the college.

6.13 Development programmes for support staff

Following efforts have been made for development of supporting staff members.

- Organising guest lecture on work culture, stress management, free health check up camp.
- Organisation of Yoga classes by sports departments for the supporting staff to increase the work efficiency.
- Availability of loan facilities, medical allowances reimbursement, LIC, GIC for college staff members.
- Computer training classes are organised by the college Computer Science department.

6.14 Initiatives taken by the institution to make the campus eco-friendly

In order to nurture the eco-friendly atmosphere in the college premises, the College Tree Plantation Committee has taken the following initiative. These are –

- Attempts are made to reduce the extra load on electric based distillation of tap water by collecting rain water from roof during rainy season.
- Maintains the clean and green college environment with the help of students.
- Efforts are made to maintain college botanical garden by adding and nurturing a variety of the medicinal plants.
- To raise the underground water table, college adopted rain water harvesting system.
- The staff members and the students are also motivated for the vehicle free college premises.
- Maintains greenery in the college, to increase the oxygen rich atmosphere in corridor, many pots with indoor plants are positioned in the college corridors.
- Planted many plants to raise the greenery in the college premises.
- Installed Solar based LED street lights on the college campus.
- Maintained plastic free college campus.
- Started installing low energy consuming efficient lightings, fans Viz.LED lights, more star rating instruments, etc.
- Students are exposed to the beauty of nature during educational tour so that the students would aspire to conserve forest.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

➤ **Encourage students for various competitive examination.**

Act: In order to encourage students to face various competitive examination such as Staff Selection ,banking, Railway MPSC,UPSC and others, the College Competitive Examination Guidance And Placement Cell organised lectures, guest lectures in collaboration with the college library throughout the year on competitive examinations and at the end test examinations was conducted.

Impact: Number of student involvement increase in the lectures and in the test examination. It is observed that student's, while studying for degree programme , have also started preparing for the competitive examinations. In reading room the students number and presence has increased considerably.

➤ **Organization of Anand Mela in the college for inspiring the students for self employment.**

Act: The college home Economics department has organised **Anand Mela** by the girl students. The girl students are instructed to prepare a variety of snack food at home and bring it to the college and sell out at different stalls. The aim behind the organization of **Anand Mela** is to create aptitude for business among the students, to inculcate 'earn while learn' habit and to motivate the students for self employment.

Impact: Many girl students of the college actively took part in this event . Many of them prepared nutritious, and delicious food at home .Many college students and staff members savoured the taste of the different snacks. In the mid of the event at almost all stall food items were sold out which shows the taste, quality and deliciousness of the food. About all stall food seller earned quite a good profit.

➤ **Teachers are motivated for the use of ICT based teaching and learning Process.**

Act:- In the present era, due to sophistication in the teaching learning instruments , the traditional teaching learning methods have proven to be ineffective and insufficient. Keeping this in mind, there is an urgent need to bring improvement in the teaching and learning methodology. Considering it as urgent matter , the college has initiated to set up e-classrooms in phase-wise manner so that in due course of time the college will be able to provide ICT enabled quality education to the students .

Impact: Some faculty members have been using audio-visual aids like, power point presentation, LCD projector, online resource presentation in day to day teaching and learning process. This has added subject knowledge to the teacher and students get benefited immensely.

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

Please, see **Annexure -II**

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

Please , see **Annexure -IV**

7.4 Contribution to environmental awareness / protection

Followings are some initiatives taken by the college to maintain the eco- friendly environments and contributions towards environmental awareness/ protections.

- Holding efficient rain water harvesting system.
- Enriching botanical garden by planting herbs of medicinal values in it.
- Started installing low energy consuming efficient lights/bulbs, fans Viz.LED lights, more star rating instruments, etc.
- Providing germ free drinking water.
- Safe disposal of laboratory waste.
- Disposal of solid waste material to municipal corporation system.
- Maintaining more number of plants in the college botanical gardens.
- The NCC unit organised "Cycle Expedition" on 31st Dec. 2016 to Chandpur village. The cadets also carried placards with message of social cause like importance of benefits of cleanliness, tree plantations, water conservations, etc.
- Increase number of potted plants in the college corridor.
- Installed Solar based LED street light on the college campus.
- Maintained plastic free college campus.
- Using rain water as distilled water for laboratory practical purposes.
- Organisation of poster exhibition on Importance of OZONE depletion, environment protection, etc.
- Essay competition on benefits of the use of solar energy.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOC Analysis)

SWOC Analysis

Strength :-

- College campus is located in the heart of the town.
- College Location is in a pollution free zone.
- Located in the semi-urban area.
- Single multidiscipline college with UG and PG streams.
- Highly qualified and experienced teaching faculty.
- State and Central Govts. Scholarships and freeships available to the students.
- Proactive management.
- Good infrastructure.
- Consistent increase in students intake.
- Student centric teaching- learning process.
- State of the art laboratories.
- Supportive staff members.
- Good library facilities.
- Conducive ambience for enabling teaching learning process.
- Have capacity to perform best in sports activities.
- Publishing ISSN numbered UGC recognised peer reviewed national journal and publishing books by the college teachers.
- On demand started self financed section in B.Sc. programme.

Weakness:-

- College located in the economically poor zone.
- Limited number of self financing Courses.
- Courses are not job oriented skill oriented or professional based.

Opportunity:-

- Scope for further expansion in post graduate subjects.
- Industry –Institution interaction.
- Scope for opening of self financing , skill development ,etc, programmes.

Challenges:-


- Poor quality of incoming students.
- Increasing number of educational institutes in the area.
- Intake of Arts students without screening or merit basis.
- Delay in government approval for filling up adequate number of teaching, supporting and administrative staff.

8. Plans of institution for next year (2018-19)

- **To prepare and implement Academic calendar for the session 2018-19.**
- **To complete the incomplete work of the previous year plan.**
- **Formation of various committees for smooth functioning of the college work.**
- **To execute the work allotted to different committees in the college.**
- **To further strengthen the ICT enabled teaching and learning process in the college.**
- **To establish linkages with industries, institutes and NGOs.**
- **To encourage the faculty members to apply for the MRP.**
- **To encourage the faculty members for the outreach extension programmes.**
- **To enhance the research and publication activities in the college.**
- **To further strengthen the Career and Guidance Cell of the college.**
- **To expedite the activities of placement cell.**
- **To organise programmes on women development and gender sensitization.**
- **To increase the students participation in games and sports.**
- **To update the college library.**
- **To hold regular meetings with stakeholders.**
- **To promote and maintain the eco- friendly environment in the college.**
- **To increase the extension activities.**
- **To start self financed career oriented certificate courses.**
- **To organize conferences/workshops/symposia, etc.**
- **To re-start short term courses.**

Name :- Dr. Komalchand N. Sathawane

Name:-Dr. Chetankumar B. Masram



Principal
Seth Narsingdas Mor College of Arts
& Commerce & Smt. G. D. Saraf Science
College, Tumsar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



Seal of the college

Date: 28th December, 2018

Academic Plan of the session 2017-18

- To prepare and implement Academic calendar for the session 2017-18.
- To complete the incomplete work of the previous year plan.
- Formation of various committees for smooth functioning of the college work.
- To execute the work allotted to different committees in the college.
- To undertake expansion of Chemistry and Computer laboratories.
- To further strengthen the ICT enabled teaching and learning process in the college.
- To establish linkages with industries.
- To encourage the faculty members for the minor research project submission.
- To encourage the faculty members for the outreach extension programmes.
- To enhance the research and publication activities in the college.
- To further strengthen the Career and Guidance Cell of the college.
- To strengthen the activities of Placement Cell.
- To organise programmes on women development.
- To organise programmes on gender sensitization.
- To improve the games and Sports facilities for the students.
- To increase the students participation in games and sports tournaments.
- To update the college library.
- To hold regular meetings with stakeholders.
- To Work for the beautification of the college premises.
- To promote and maintain the eco- friendly atmosphere in the college.
- To increase the extension activities.
- To start additional section in science faculty on self financing basis.
- To establish linkages with local NGOs.
- To organise Interdisciplinary International Conference in Thailand.

Most of the scheduled academic, extracurricular and co-curricular activities of the Academic Calendar of the college are executed through different committees/ association/ teachers in-charge/ activities, etc mentioned below.

➤ Faculties-in-charge	➤ Time table Committee	➤ Discipline Committee
➤ N.C.C. In-charge	➤ N.S.S. Programme Officer	➤ Cultural Committee
➤ Plantation and Botanical Garden Committee	➤ College Examination Committee	➤ Sanitation Committee
➤ Excursion Committee	➤ Sports committee	➤ Arts Association
➤ Science Association	➤ Commerce Association	➤ Publicity Committee
➤ Refreshment Committee	➤ Population Education Club	➤ Admission Committee
➤ Academic Calendar Committee	➤ Career Guidance and Placement Cell	➤ Grievance Redressal Cell
➤ Research and Extension Committee	➤ Prospectus Committee	➤ Library Committee
➤ Entrepreneurship and Skill Developmental Activities	➤ Women Task Force Cell/Women Development cell	➤ Equal Opportunity Cell for Backward and Minorities.
➤ Alumni Association	➤ Parent Association	

Action Taken Report (ATR)

Plan of Action	Achievements
➤ To prepare and implement Academic calendar for the session 2017-18.	Achieved, Prepared Academic Calendar for the session 2017-18 as Annexure –III.
➤ To complete the incomplete work of the previous year plan	Achieved, some pending work completed.
➤ Formation of various committees for smooth functioning of the college work.	Achieved, By forming different committees to execute the work smoothly.
➤ To execute the work allotted to different committees in the college	Achieved, Most of the work mentioned in Academic Calendar of the college was executed through different committees.
➤ To undertake the expansion of Chemistry and Computer Science laboratories.	Pending , Work proposals of Chemistry And Computer Science laboratories have been sent to Society office for sanction and permission, however, so far permission has not been granted.
➤ To further strengthen the ICT enabled teaching and learning process in the college.	Achieved partially, Some departments in the Science Faculty are in practice of ICT enabled teaching and Commerce and Arts staff rooms are provided computers with Internet facilities to start ICT enabled teaching learning process. The ICT enabled halls are available for teaching and learning process.
➤ To establish linkages with industries	Not achieved, however, have established collaboration with higher learning institutes for research purposes.
➤ To encourage the faculty members for the research project submission.	Not achieved, since UGC has not sanctioned minor research projects to undergraduate colleges.
➤ To encourage the faculty members for the outreach extension programs	Achieved partially , through NSS and geography department.
➤ To enhance the research and publication activities in the college	Achieved, about 32 research papers have been published /presented in different journals/conferences , symposia , etc. by the staff members. The college teachers have published 10 books on their names with ISBN and in five books contributed chapters.
➤ To further strengthen the Career and Guidance Cell of the college.	Achieved, Guidance classes are organised throughout the year using Audio-visual aids, Mock examination, Exhibition .
➤ To strengthen the activities of the placement cell	Not achieved.

<p>➤ To organise programmes on women development.</p>	<p>Achieved,</p> <ul style="list-style-type: none"> ➤ On 27th September ,2017 a workshop was organized on Utility Bag Making jointly by Women Development cell and Home Eco. Department of the college jointly for college girl students. On this occasion Smt. Malewar demonstrated how to make different types of utility bags. ➤ The college Home Economics department organised workshop on the Badge Making to motivate students for self employment on 26 December, 2017 . Forty students participated and sold the prepared badges to different schools and colleges and earned money. ➤ On 26th February, 2018, Women Development cell and Home Economics department of the college organised a workshop on ‘self Employment.’ In the workshop, students got experience on preparation of handmade washing powder, Phenol, Hand wash, liquid soap ,colin glass cleaner, tiles cleaners etc. Prof. (Smt.)V. N. Kannake , R. M. Patel college, Bhandara has gave training to our students and staff members.
<p>➤ To organise programme on gender sensitization.</p>	<ul style="list-style-type: none"> ➤ On 3rd January, 2018 a guest lecture was organised by Anti Sexual Harassment And Girls Security Committee. On this occasion Smt. Dammasangini Rama Gaurauv delivered an interactive lecture before girl students and women members of the college. In her speech, she educated how to defend, oppose Women Sexual Harassments at working place, How to protect ourselves and shared knowledge of Indian Penal Code. ➤ “International Women Day” was celebrated jointly by NGOs Udan club, Lions Club and the College Women Development cell on 8th March, 2018. On this occasion Smt . Kayali Bhure of Udan and Lion Rajesh Pardhi put their views before the girl students. They encourage students for self defence and to work for self development, thereby, to become self reliant. Students are also trained in marshal art, Karate by the lady trainers.
<p>➤ To Improve the games and Sports facilities to the</p>	<p>Achieved , Due to continuous improvements in games and sports facilities in term of various sports items and in- ground</p>

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students.	practice, our students shine at the University level and played at the inter university levels.
➤ To Increase the students participation in games and sports tournaments.	Achieved, Many students have participated in different intercollegiate tournaments .
➤ To update of the college library.	Achieved, Purchased 774 text books, 01 reference book, 33 journals, 02 CDs, 58 general books, 306 magazines and 12 <i>Diwali Ank</i> (issues). Instituted Best Library User Award By the Library, Launched Inter Library Loan facility to teachers of other institutes. Organized competitive test examination for students.
➤ To hold regular meetings with stakeholders	Achieved , Frequently, held meetings with different stakeholders.
➤ To work for the beautification of the college premises.	Achieved, The college administration tries to maintain the beauty of college with necessary repairing and painting of the building. College Plantation Committee also looks into the matter to maintain the eco friendly atmosphere .
➤ To promote and maintain the eco-friendly atmosphere in the college .	Achieved, Efforts have been made to maintain the eco-friendly atmosphere in the college viz., plantation, greenery in corridors, plastic free college premises, installation of solar powered street lights, installing LED lighting.
➤ To increase the extension activities.	<ul style="list-style-type: none"> ➤ On 19th Jan, 2018 student members of College Population Club carried out Social And Economic Survey of the village Chandpur of Tumsar tahsil and submitted report to the department. ➤ Special drive for voter enrolment was organised jointly by Tahsil office , Govt of Maharashtra ,N.S.S. and N.CC units of the college in the college on 18th July 2017. About 157 students participated in the event . ➤ Swachchhta Pakhawada Abhiyan was celebrated by the NSS students by organising cleanliness drive at the public places like Govt . hospital, city bus stand, town railway station ,the village Hasara and on the college premises in the month of September, 2017. ➤ Swachch Bharat Abhiyan was also observed by the college NCC unit on 13th September, 2017 at the hospital, city bus stand, and town railway station in

	<p style="text-align: center;">the town. On this occasion 50 students participated.</p>
<p>➤ To start additional section in the science faculty on self finance basis.</p>	<p>Achieved , In the academic session 2017-18, self financed based B.Sc. additional section was granted by the government and University with intake capacity of 100 students. The college gave admission to the students.</p>
<p>➤ To establish linkages with local NGOs.</p>	<p>Achieved, The college has organised programmes in association with local NGOs for the benefit of students. These are</p> <ul style="list-style-type: none"> ➤ The commerce Association has organised a guest lecture on E-Commerce on 25th January, 2018. On this occasion, Mr. Navin Upadhyay delivered an informative lecture on meaning ,types, objectives and sources of E-Commerce. ➤ “International Women Day” was celebrated jointly by NGOs Udan club, Lions Club and the College Women Development Cell on 8th March, 2018. On this occasion Smt. Kayali Bhure of Udan and Lion Rajesh Pardhi put their views before the girl students. They encourage students for self defence and to work for self development, thereby, to become self- reliant. Students are also trained in Martial arts Karate by the lady trainers. ➤ In association with the local branch of JCI and Career Guidance and Placement Cell of the college, on 13th July, 2017, a guidance lecture on Interview Skill was delivered by Yogita Jaiswal, a noted International Trainer before the college students. Many students were present on this occasion.
<p>➤ To organise interdisciplinary international conference in Thailand.</p>	<p>Achieved , Two Days International Conference was jointly organised in association with Regent International College, Bangkok, Thailand and other seven colleges, on 25th and 26th May ,2018 at Pattaya, Thailand. The theme of the conference was The Role of Social Science, Science, Management And Technology In Achieving Sustainable Development Goals.</p>

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Most of the scheduled academic , extracurricular and co-curricular activities of Academic Calendar of the college are executed through different committees /Association /In charge/ activities ,etc.	
Committees /Association /In Charges/ Activities ,Etc	Achievements
➤ Faculty-in-charge	Achieved , In the beginning of the session three, namely, Arts, Commerce and Science faculties in-charge were appointed by the Principal to run the college smoothly.
➤ Time table Committees	Achieved , Arts, Commerce and Science faculties time table in-charge prepared their respective timetables in the beginning of the session.
➤ Discipline Committee	Achieved , Committee members supervise and maintain the discipline in the college.
➤ N.C.C. Activities	<p>Achieved , Following activities were carried out throughout the session. These are-</p> <ol style="list-style-type: none"> 1. The college N.C C unit participated in International Yoga Day on 21st June, 2017. 2. Organised tree plantation programme on 1st July 2017. 3. Special Drive For Voter Enrolment was organized jointly by Tahsil office, Govt of Maharashtra, N.S.S. and N.CC units of the college in the college on 18th July 2017 about 157 students participated in the event . 4. Admission of new incumbents on 10th Aug, 2017. 5. Administered oath on 15th August,2017 on Independence Day <ul style="list-style-type: none"> ➤ Swachhh Bharat Abhiyan was also observed by the college NCC unit on 13th September, 2017 at the hospital, city bus stand, and railway town in the town. On this occasion 50 students participated. 6. On 2nd October, 2017, NCC unit organised Cleanliness drive on the college premises. 7. The Unit celebrated the Armed Force Flag Day on 04th December, 2017. 8. On 13th Jan, 2017 cadets organized Cycle Expedition to Chandpur with the aim of creating a sense of adventure and also spreading message in public about social causes like importance of literacy, awareness regarding AIDS, benefits of cleanliness, tree plantation, water conservation, etc. 9. On 26th Jan, 2018, Republic Day, cadets gave Guards of Honour to the Principal. 10. Five NCC cadets participated in camp organised by NCC of India. 11. NCC 'B' certificate examination was held on 10-11 February, 2018 , 11 cadets appeared in the examination . 12. Similarly, NCC 'C' Cert. Examination held on 17th February, 2018 . 17cadets appeared in the

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	<p>examination..</p> <p>13. Four current year and four previous year cadets of the college unit were selected in the Indian Army Force.</p>
<p>➤ N.S.S. Activities</p>	<p>Achieved,</p> <p>In the session 2017-18 , many extension activities were organized by the NSS unit of the college. These are</p> <ol style="list-style-type: none"> 1. International Yoga Day was celebrated on 21th June, 2017 by N.S.S. and N.CC units of the college jointly. 65 students participated in the event.. 2. On 1st July 2017, Tree Plantation Programme was executed on the college premises . This event was jointly organized by N.S.S. and N.CC units of the college 65 students participated in the event. 3. Swachhhta Pakhawada Abhiyan was celebrated by the NSS students by organizing cleanliness drive at the public places like Govt . hospital, city bus stand, Town railway station ,Village Hasara and the college premises in the month of September, 2017. 4. University level NSS camp was organized at the village Garra-Bagheda tahasil Tumsar between 4th - 10th January, 2018. 127 students participated in the camp.
<p>➤ Cultural Committee</p>	<p>Achieved,</p> <p>A well defined goal of the college is –Overall development of the students. The college also looks into development of the students’ in the extracurricular activities, in addition to the academic progress of the students. The College has cultural committee comprising both male and female members from staff. College Cultural committee worked more and more for students participation in cultural activities and made them practice in Solo, Group Dances, Solo /group Singing, Mono act play, Drama, Mimicry, Rangoli, Flower Decoration, Salad Decoration, Mehandi competition, Hair style competition, Fancy dress competition Quiz, Debate, Essay competition, etc. throughout the year .</p>
<p>➤ Plantation and Botanical Garden Committee</p>	<p>Achieved,</p> <p>Maintained eco-friendly atmosphere on the college premises by planting and increasing the number of pots with indoor plants in corridors and polythene free premises. The college herbal garden was also maintained and enriched by adding new plants of medicinal value to the garden.</p>
<p>➤ College Examination Committee</p>	<p>Achieved,</p> <p>The sub committees of College Examination Committee for Arts, Commerce and Science faculties look after the work of college annual examination. These respective committees conducted college examination in the end of the session.</p>

<p>➤ Sanitation Committee</p>	<p>Achieved, The committee worked for the maintenance of the proper sanitations and hygienic condition in the college. The committee takes care for the maintenance of cleanliness in the toilets (men's and women's), girls' common room by providing germ free potable water through water purifier units.</p>
<p>➤ Excursion Committee</p>	<p>Achieved, The aim of educational tour/ study tour is to expose our students to gain technical know-how and update with recent developments in the fields. The College Excursion Committee organized following educational tours/ study tours :</p> <ol style="list-style-type: none"> 1. Department of Botany and Chemistry under the banner of Science Association organized a study tour of B.Sc. students. Students visited Mahabaleshwar and National chemical laboratory(NCL) Pune. In Mahabaleshwar students studied the biodiversity while in NCL they understood the working of TLC, SEM, NMR spectra, molecular structure analysis. 2. Science Association of the college organized one day short study tour of B.Sc. students, where students were shown the preparation of drugs and sugar making at Wainganga sugar factory, Dewhada.. 3. Geography department of college organised one day study tour of B.A. II to Tibetan camp and Itihadoh dam on 10th February 2018. At these places students studied the living of the Tibetan in camps and working of dam, etc. 4. Department of Zoology organized one day study tour of B.Sc. Final year students on 13th September, 2017 with the aim of studying the reeling of tasar silk at Tasar silk Centre, Daudipar, and Rawanwadi lake.
<p>➤ Sports committee</p>	<p>Achieved, Under the dynamic leadership of Head of the department and Director and the College Games committee, Sports Department progress far beyond expectations. Sports department puts the students in practice throughout the year for seven games namely, Athletic, Kabaddi, Taekwondo, Wrestling, Cricket, Volleyball and Boxing. Many students (both male and female) participated in the inter-collegiate tournaments organized by various colleges affiliated to the university .</p>
<p>➤ Arts Association</p>	<p>Achieved,</p> <ol style="list-style-type: none"> 1 On 4th September, 2017 Arts association was inaugurated at the hands of noted poet Shri Rahul More Asst. Prof. in Music at R. M. Patel college, Bhandara. On this occasion he delivered a lecture on the importance Arts. 2 In association with Bank of Maharashtra Tumsar branch and the College Arts Association observed the Hindi National Language day. On this occasion Branch manager Shri Dongre sir and Dr. Pawar madam from M. B. Patel College Salekasa put their views before the students on importance of Hindi .

<p>➤ Commerce Association</p>	<p>Achieved,</p> <ol style="list-style-type: none"> 1. Commerce Association was inaugurated on 8th Septmber, 2017 at the hands of Mr.Anurag Anjan Asst. Administrative officer, LIC Tumsar. The Principal presided over the function. On this occasion the guest gave an informative lecture . 2. The Commerce Association has organised a guest lecture on E-Commerce on 25th January, 2018. On this occasion, Mr. Navin Upadhyay PRO Kaling University, Raipur delivered informative lecture on meaning , types, objectives and sources of E-Commerce. 3. On 15th March, 2018, Commerce Association organized Currency Exhibition. Shri Arun Chauhan delivered a speech on ‘History Of Indian Currency Notes And Coins’. More than 40 students participated in the programme. 4. The association, on 14th March, 2018 brought out a group discussion amongst the students on GST, demonetization, digital India, e-commerce and Indian economy.
<p>➤ Science Association</p>	<p>Achieved,</p> <p>Science Association was inaugurated at the hands of Dr. C.B. Masram, Principal of our college on 27th September, 2017. He unveiled the wall magazine “Science Forum 17-18”.</p> <p>Under the banner of the association following activities were carried out during the academic year</p> <ol style="list-style-type: none"> 5. On 27th February,2018 poster competition was organized. The theme of the competition was Recent updates in Science and Technology. 6. Departments of Botany and Chemistry under the banner of Science Association organized study tour of B.Sc. students. Students visited Mahabaleshwar and National chemical laboratory(NCL), Pune. In Mahabaleshwar students studied the biodiversity while in NCL they understood the working of TLC, SEM, NMR spectra,molecular structure analysis. 7. One day study tour was organised to Clerion drug industries, Dewhada, where student were exposed to the preparation of drugs and preparation of sugar at Wainganga sugar factory. 8. Concluding programme was organised on 30th March, 2018. On this occasion prizes were distributed to the students for their good performance at the hands of Principal of the college.

<p>➤ Publicity Committee</p>	<p>Achieved, College has a three member publicity committee comprising faculty members from Hindi, Marathi and English language departments, respectively. Activities and programmes organised by various committees in college on different occasions are given wide publicity in daily newspapers, in media and by authorities/ departments concerned.</p>
<p>➤ Refreshment Committee</p>	<p>Achieved, College Refreshment Committee serves snacks/refreshment to the delegates, teachers and students in the college. College Home Economics Department takes care of serving food prepared by the students in the department. The committee served fresh, healthy and nutritious food during seminars, meetings, people gatherings and Annual Day celebration.</p>
<p>➤ Population Education Club</p>	<p>Achieved, In this session about 61 students from under graduate and post graduate levels enrolled their name to College Population Education Club. Following activities were carried out throughout the year. These are as under:-</p> <ol style="list-style-type: none"> 1. International Population Day was celebrated on 11th July, 2017 by organizing guest lecture on 'Population Growth and problems' by Dr. Agale madam. 2. On 19th Jan, 2018 student members of College Population Club carried out social and economic survey at the village Chandpur of Tumsar tahsil and submitted report to the department. 3. World Water conservation Day was observed on 22nd March, 2018. On this occasion Dr. Deshpande Asso. Prof. Jagat College has given an informative lecture.
<p>➤ Admission Committee</p>	<p>Achieved, At end of the session, the college constituted admission committees separately for Arts, Commerce and Science faculties for U.G. and P.G. students. In Arts faculty, during admission, committee members guided and explained to the students the available courses, subjects, fees structure, Govt. facilities, scholarships, freeship, available support services in the college, etc. and importance of courses. Upon satisfaction students were given admission. Admissions were given purely on first come first serve basis. In Science and commerce faculties, admissions were given on merit basis. Separate merit lists (1st, 2nd, 3rd and waiting lists) were published well in advanced and students were admitted, strictly as per the list.</p>

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	<p>While admitting students to the college, committee members always stick to the university, state and central Govt. rules and regulations issued time to time and tell about the different facilities and support services available to the students.</p>
<p>➤ Academic Calendar Committee</p>	<p>Achieved, At the end of the current academic year(16-17), Academic Calendar Committee prepared tentative academic calendar to be implemented in the next academic session(2017-18) .Tentative calendar was implemented with minor changes at the beginning of the next session as Academic Calendar for the session 2017-18.</p>
<p>➤ Career Guidance and Placement Cell</p>	<p>Achieved, Career Guidance and Placement Cell offers services related to the placement opportunities and guidance for the competitive examinations. Following activities were organized by the cell.These are as under:-</p> <ol style="list-style-type: none"> 1 In the beginning of the session the members concerned visited classes and explained the functioning of the cell. 2 Interested students' names got enrolled. In the very first meeting students were acquainted with the resources / reading/study materials available in the library and advised to make more use of it. Students were assured of help at any stage by the cell. Two hundred seventy seven(277) students registered their names in the cell. 3 In association with local branch of JCI and Career Guidance and Placement Cell of the college, on 13th July, 2017 ,a guidance lecture on Interview Skill was delivered by Ms. Yogita Jaiswal, a noted International Trainer before the college students. Many students were present on the occasion <p>➤ Dr. A.P. J. Abdul Kalam Birth day was celebrated as a 'Reading Inspiration Day' on 15th October,2017. On this occasion a Reading Competition was organised by Career Guidance and Placement Cell, and the college library.</p> <p>➤ One day workshop for students was organized on 18th January, 2018 by Career Guidance and Placement Cell and college library department, where MPSC, UPSC and other competitive examinations syllabi, question pattern , and planning were discussed using audio -visual aids.</p> <p>➤ On 12th March, 2018, competitive examination prize distribution and guidance lecture was organized in association with M/S Unique Academy, Nagpur and Career Guidance and Placement Cell of the college. On this occasion prizes were distributed at the</p>

	hands of honourable guests.
<p>➤ Grievance Redressal Cell</p>	<p>The college has a three tier grievance redressal mechanism that looks into the grievances of the students, non-teaching and teaching staff. The college has constituted independent Students Grievance Redressal Cell, and Staff Grievance Redressal Cell. During past three years, the college has not received any noteworthy grievance from staff members, nor from the students.</p>
<p>➤ Research and Extension Committee</p>	<p>Achieved,</p> <p>The college Research and Extension Committee works under the banner of Research and Extension Cell. The aim of the research and extension cell is to promote research culture and activities amongst the staff members. Many effective measures were taken by the committee to inculcate and boost research atmosphere in the college, like helping in proposal preparation, guiding in manuscript preparation, helping in PPT presentation, etc., providing new updates and the list of the high impact factor journals in concerned subjects., etc.</p> <p>Following are some activities of the cell :-</p> <ol style="list-style-type: none"> 1. Two (02) research papers/ articles are published by staff members in national and international conference proceedings. Thirty (30) research articles were published by staff members in journal of national and international repute. 2. Ten (10) faculty members are research guides and one student was awarded Ph.D. degree. 3. Teaching staff members of the college have published ten(10) text books carrying ISBN and chapter written by them were contributed in edited books(five books). 4. A few members worked as Ph.D. thesis referee.

<p>➤ Prospectus Committee</p>	<p>Achieved , Every year college prospectus committee is formed at the end of the previous session, which works during vacations and submits report for printing well in advance before the commencement of the next session. In updated prospectus, information right from establishment of the college up to the present time is incorporated. The college prospectuses are made available to the students with admission and university enrolment forms. From the day of the re – opening of the college all the available programmes, courses, subjects, intake capacity, list of the faculty with their qualification /specializations, available infra structure, govt. rule and regulations for admission, etc are clearly mentioned in the prospectus. Prospectus also contains students support services, amenities, extension activities, available govt. scholarships, prizes, railway, and MSRTC concessions, NCC, NSS , sport facilities, etc.</p>
<p>➤ Library Committee</p>	<p>Achieved, The College Library Committee, comprising 6-7 teaching members from different faculties along with the staff of library as members, and Librarian as ex-officio was formed . The Principal chaired the committee. The suggestions given by the IQAC, the faculty members and students were discussed in the meeting. Issues related to the purchase of reading material, planning, students grievances, improvement in facilities, etc. were discussed and implemented within available funds. Following are the activities run by the library. These are –</p> <ol style="list-style-type: none"> 1. In the beginning, all the college students get acquainted with library and available facilities being offered by the librarian . 2. On,12th August, 2017 birth anniversary of S. R. Ranganathan was celebrated as Library Day . 3. A.P.J.Abdul Kalam Jayanti was observed on 15th Oct, 2017 as ‘Reading Day’ with the aim of creating awareness about reading habit amongst the students. 4. With the aim of inculcating reading and library using habits amongst the students, the “ Best Library User Award” was instituted by the library. This year Mr. Rahul Mandlekar B.A. III won the award. 5. On 20th and 21st of November, 2017 a “Book Exhibition” was organised, which was open for all. 6. Books are made available to the other institutions, and teachers of the other institutes under the “Inter Library Loan” scheme .

<p>➤ Entrepreneurship and skill Developmental Activities</p>	<p>Achieved,</p> <p>Following student development programme were undertaken-</p> <ol style="list-style-type: none"> 1. Hundred (100) students took the benefit of guest lecture on “Amla Processing” The lecture was given by Dr. K.K. Lende , Tumsar on 10th Jan, 2018. <p>➤ The commerce Association has organized a guest lecture on E-Commerce on 25th January, 2018. On this occasion, Mr. Navin Upadhyay delivered informative lecture on meaning, types, objectives and sources of E-Commerce.</p>
<p>➤ Women Task Force Cell / Women Development Cell</p>	<p>Achieved,</p> <p>Women Task Force Cell was formed in the college . Two-three senior female staff members are the members of the cell, one of them act as convener. Aim of the task force is to work for the girl empowerment and ensure safety and security to female students in the college. Some of the activities organized by Women Development Cell to empower the women are-</p> <ol style="list-style-type: none"> 1. The women task force /development cell was inaugurated at the hands of Dr. C.B. Masram, Principal of the college in the presence of the members of the cell. 2. On 27th September, 2017 a workshop was organized on Utility Bag making by Women Development cell and Home Eco. Department of the college for college girl students. On this occasion Smt. Malewar demonstrated how to make different type of utility bags. 3. The college Home Economics Department organised workshop on the Badge Making to inspire students for self employment on 26th December, 2017. Forty students participated and sold the prepared badges to different schools and colleges, and earned money. 4. On 26th February, 2018, Women Development cell and Home Economics Department of the college organised a workshop on ‘Self Employment’. In the workshop students got experience on preparation of handmade washing powder, Phenol, Hand wash, liquid soap ,colin ,tiles cleaners etc. Prof. (Smt.)V. N. Kannake , R. M. Patel college , Bhandara has given training to our students and staff members.

<p>➤ Equal Opportunity cell for backward and minorities</p>	<p>Achieved, The cell is formed and works for the benefit of backward and minority students. College never discriminates among the students on caste, religious or on any other basis . We always try to provide equal opportunities to backward and minority students in all activities/events organized by the college for overall development of such students along with the other students. All the benefiting schemes, scholarship, freeship and other facilities for backward and minority students are awarded as per norms of the government.</p>
<p>➤ Alumni Association.</p>	<p>Achieved, The college Alumni Association was founded in 2003-2004 , since the time of its inception, the association has been working for the growth and development of the institution. In this session many programmes were organized by the Alumni Association . These are:-</p> <ol style="list-style-type: none"> 1. On 10th July 2017 a meeting of executive members was held in the college. Many issues were discussed. 2. on 26th October ,2017 Constitution Day was celebrated wherein information about the Constitution of India was given. 3. On 23th April, 2018 a meeting of executives was held. Various issues were discussed . After meeting members cleaned the college premises.
<p>➤ Parent Association</p>	<p>Achieved , College Parent Association held a meeting on 20th April,2018 in the academic year. In the meeting suggestions, grievance and lacuna in academic- administrative works, support services, any shortcoming of the college were discussed and are acted upon accordingly. To show the developments of the students, parents are also respectfully invited in most of the cultural functions, where students are the participants.</p>

Academic calendar 2017-18

Date / Dates	Events / Activities / Programmes	Organizing Departments / Faculties
June 2017		
15.06.2017	Opening of the college for the session 2017-2018 and beginning of Academic Process for all faculties	All Faculties
18.06.2017 to 25.06.2017	Finalizing the Time-Table of all faculties	All Faculties
27.06.2017 to 30.06.2017	Preparation of Academic calendar of all subjects for 2017-2018	All Faculties
July 2017		
01.07.2017	Beginning of Classes of All Faculties	All Faculties
11.07.2017	रा. तु. म. नागपूर विद्यापीठाच्या निरंतर पौढ शिक्षण आणि विस्तार विभागाच्या आदेशान्वये जागतीक लोकसंख्या दिन साजरा करणे.	Population Club / Extension Dept. / Geography
17.07.2017	Admission of new cadets	NCC
27.07.2017	राजर्षी शाहू महाराज यांच्या कार्याचा गौरव करण्यासाठी कार्यक्रम	वाणिज्य
01.07.2017 to 15.07.2017	नवीन विद्यार्थ्यांना ग्रंथालयाची माहिती देणे, नियम समजावून सांगणे, निरनिराळ्या पुस्तकांची माहिती देणे.	ग्रंथालय
29.07.2017 to 31.07.2017	Unit Test I – B.A., B. COM., B. SC.	All Faculties

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August 2017		
01.08.2017	Registration opens for various games activities to be conducted during the current session	Sports
03.08.2017	अभ्यास मंडळाचे उद्घाटन	हिंदी
01.08.2017 to 03.8.2017	Local visit for flora study for B. Sc. Sem. I Students	Botany
04.08.2017	Power Point Presentation on Sports Awareness for B. A. Sem. I	Sports
05.08.2017	Power Point Presentation on Sports Awareness for B. Com. Sem. I	Sports
07.08.2017	Power Point Presentation on Sports Awareness for B. Sc. Sem. I	Sports
09.08.2017	ऑगस्ट क्रांती दिन	Sport / इतिहास
08.08.2017 to 14.08.2017	Student seminar of B.Sc. Sem. III and Sem. V Remedial Classes for late Joining students	Botany / Zoology All Faculties
12.08.2017	विद्यार्थ्यांना संदर्भ ग्रंथांची ओळख करून देणे व एस. आर. रंगनाथन यांची जयंती साजरी करणे.	ग्रंथालय
15.08.2017	स्वातंत्र्य दिन, राष्ट्रगीत व समुह गीत वृक्षारोपण कार्यक्रम	संगीत/माजी विद्यार्थी NSS/NCC/Botany/Library
16.08.2017	व्यसनमुक्ती (तंबाखू व अन्य द्रव पदार्थ)	गृहअर्थशास्त्र
21.08.2017	भूगोल अभ्यास मंडळाची स्थापना	भूगोल
22.08.2017	मराठी वाङ्मय मंडळाची स्थापना – भित्ती पत्रकाचे उद्घाटन	मराठी
22.08.2017	Guest Lecture	Maths
24.08.2017	Poster Presentation	Chemistry
26.08.2017	Inauguration of Science Association Introduction and explanation about useful instruments of physics with the help of	Science Faculty Physics

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	Audio-Visual Aids	
28.08.2017	Work-shop on Hardware	Computer Science
29.08.2017	Student seminar of B. Sc. Sem. I Students / National Sports Day	Computer Science / Sports
30.08.2017	Student seminar of B. Sc. Sem. III Students	Computer Science
30.08.2017	Student seminar of B. Sc. Sem. V Students	Computer Science
29.08.2017	Student seminar of B. Sc. Sem. III Students	Chemistry
30.08.2017	Student seminar of B. Sc. Sem. V Students	Chemistry
31.08.2017	Student seminar	Maths / Pol. Sci. / Eco.
29.08.2017 to 31.08.2017	Inauguration of Commerce Students Study Forum लोकसंख्या शिक्षण मंडळात विद्यार्थ्यांची प्रवेश प्रक्रिया पूर्ण करून लोकसंख्या शिक्षण मंडळाची समिती गठित करणे व उद्घाटन करणे. स्त्री भ्रूण हत्येवर PPT	Commerce Faculty Population Club./Exten. Dept. Women's Cell
September 2017		
01.09.2017	Unit Test I – B.A., B. COM., B. SC.	All Faculties
04.09.2017	समाजशास्त्राची उपयोगिता या विषयावर तज्ञांचे मार्गदर्शन	समाजशास्त्र
06.09.2017	शिक्षक दिन सीडी द्वारे नाटक सादरीकरण	इतिहास / NSS / Commerce मराठी
07.09.2016	A Show	English
07.09.2017 to 09.09.2017	Student seminar of B. Sc. Sem. I and Sem. V Students	Physics
14.09.2017	Student Seminar Work Shop on Internet and Networking घरगुती उपकरणे हाताळण्याची योग्य पध्दत	Economics Computer Science गृहअर्थशास्त्र
15.09.2017	राष्ट्रीय हिंदी दिवस	हिंदी

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18.09.2017 to 19.09.2017	निबंध स्पर्धा Student Seminar for the students of B. Sc. Sem. III Visit to higher education institution Student Seminar for the students of B. Sc. Sem. V Guest lecture	Population Club / Exten. Dept. Physics Botany Zoology Maths
16.09.2017	ओझोन दिनानिमित्त निबंध स्पर्धा	भूगोल
18.09.2017	स्पर्धा परीक्षेमध्ये राज्यशास्त्र विषयाचे योगदान – मार्गदर्शन	राज्यशास्त्र
22.09.2017	विषुव दिनानिमित्त व्याख्यानाचे आयोजन	भूगोल
21.09.2017 to 23.09.2017	One day seminar on career guidance Student Seminar for the students of B. Sc. Sem. I Lecture on Women's empowerment	Commerce Botany Women's Cell
25.09.2017	वर्धापन दिन – राष्ट्रीय सेवा योजना Blood Donation	NSS NCC
26.09.2017 to 29.09.2017	ग्रंथ प्रदर्शन Guest lecture Student Seminar for the students of B. Sc. Sem. I, III and V	ग्रंथालय Botany / Zoology Maths/ Computer Sci./ Chemistry
October 2017		
02.10.2017	गांधी जयंती	राज्यशास्त्र / इतिहास / NSS
03.10.2017	गांधी जयंती निमित्त कार्यक्रम	राज्यशास्त्र / इतिहास / अर्थशास्त्र
07.10.2017	मराठी शुध्दलेखन कार्यशाळा विद्यार्थ्यांसाठी चर्चासत्र	मराठी समाजशास्त्र
02.10.2017 to 07.10.2017	गांधी जयंती सप्ताह / कार्यक्रम	NSS
03.10.2017	Celebration of Wild life day	Zoology

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09.10.2017	International literacy day – Essay competition प्रेमचंद पुण्यतिथी के उपलक्ष्य में निबंध स्पर्धा	Population education club हिंदी
10.10.2017	वक्तृत्व स्पर्धा	Population Club / Exten. Dept.
12.10.2017	Group discussion on commerce subjects Winter coaching camp for college students and others Student seminar, guest lecture विरुद्ध आहार या विषयावर व्याख्यान डॉ. ए.पी.जे. अब्दुल कलाम जयंती / वाचन प्रेरणा व हात धुवा दिवस	Commerce Sports Chemistry / Computer Sci. Home Economics ग्रंथालय
15.10.2017	Botanical excursion for B. Sc. II Students Career in / through English Work-shop on skill development and personality development	Botany English Women's cell
09.10.2017 to 14.10.2017	Test Examination – Semester I, III and V	All faculty
15.10.2017	Last working day of 1 st Session	
16.10.2017 to 14.11.2017	Winter vacation	
November 2017		
15.11.2017	Opening day of 2 nd session	
20.11.2017 to 23.11.2017	विभिन्न विषयावर प्राध्यापकांतर्फे चर्चासत्र घेणे	ग्रंथालय

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December 2017		
06.12.2017	डॉ. बाबासाहेब आंबेडकर – महापरिनिर्वाण दिन व्याख्यान – डॉ. बाबासाहेब आंबेडकर यांचे सामाजिक योगदान	राज्य./इतिहास/अर्थ/NSS मराठी
13.12.2017	One day seminar on opportunities in commerce education Use of audio-visual aides (eg. OHP, LCD Projector) to explain theory and practical both Student seminar for B. Sc. Sem. II Poster presentation Essay competition	Commerce / Economics Physics Zoology Chemistry Maths
16.12.2017	चर्चासत्र Essay writing competition / English proficiency test	समाजशास्त्र English
14.12.2017 to 16.12.2017	ग्रंथ प्रदर्शन	ग्रंथालय
19.12.2017	व्याख्यान	गृहअर्थशास्त्र
20.12.2017	Guest lecture / Group discussion	अर्थशास्त्र
20.12.2017 to 23.12.2017	Group discussion on various subjects Student seminar for B. Sc. Sem. II, IV and VI Cycle expedition Academic tour Guest lecture AIDS week / power point PPT	Commerce Physics NCC Zoology Maths / NSS / Pop. Club.
20.12.2017 to 23.12.2017	Computer knowledge programe and industrial visit and environmental tour Educational tour Student seminar for B. Sc. Sem. II, IV and VI Student seminar for B. Com. II, IV and sem.VI	Commerce Physics Maths Computer Science Science Association

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	Various programmes of Science Association स्पर्धा परीक्षासंबंधी मार्गदर्शन Student seminar for B. Sc. Sem. IV	Library Zoology
24.12.2017	Visit	Geography
26.12.2017 to 28.12.2017	Guest lecture Student seminar for B. Sc. Sem. II, IV and VI	Chemistry / Physics Computer Science
28.12.2017 to 30.12.2017	Unit test – I : B. A., B. Com. And B. Sc. प्रकल्प वही संकलन / अंतर्गत मूल्यमापन	All faculties Population club / Extn. Dept.
29.12.2017	स्पर्धा परीक्षा संबंधी मार्गदर्शन	ग्रंथालय / राज्यशास्त्र
23.12.2017 to 31.12.2017	राष्ट्रीय सेवा योजना शिबीर	NSS
January 2018		
03.01.2018	सावित्रीबाई फुले जयंती निमित्त महिला मुक्ती दिन साजरा करणे / अन्य कार्यक्रम	Women's Cell/NSS इतिहास / मराठी
02.01.2018 to 06.01.2018	सामाजिक व आर्थिक सर्वेक्षण	भूगोल
09.01.2018	How to prepare for Examination	English
10.01.2018	World Earth Day	Geography
12.01.2018 to 12.01.2018	चर्चासत्र Swami Vivekanand Jayanti and Rashtriya Yuvak Din	गृहअर्थशास्त्र NSS
13.01.2018	Tips for University Examination विद्यार्थ्यांसाठी सेमीनार	Economics समाजशास्त्र

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12.01.2018 to 17.01.2018	Various Programmes of Science Association One day seminar on examination preparation Environment Tour, Saraswati Pooja and Welcome of New Year	Science Association Commerce
11.01.2018 to 13.01.2018	Quiz competition to test the knowledge of students Guest Lecture	Physics Maths
15.01.2018	भूगोल दिवस	भूगोल
16.01.2018	परीक्षेची तयारी – मार्गदर्शन	राज्यशास्त्र
16.01.2018 to 20.01.2018	Annual Sport Meet	Sports
23.01.2018 to 25.01.2018	प्राध्यापकांकडून अभ्यासक्रमाव्यतिरिक्त एखाद्या विषयावर विद्यार्थ्यांना मार्गदर्शन Botanical Excursion for B. Sc. Sem. VI Guest Lecture for B. Sc. Computer Science Students	ग्रंथालय Botany Computer Science
23.01.2018 to 25.01.2018	प्रकल्प वही मूल्यमापनासाठी विद्यापीठास सादर करणे Remedial Classes for II, III year students परीक्षेची तयारी कशी करावी – चर्चासत्र	Population Club /Ext. Dept. All Subject समाजशास्त्र
23.01.2018	सुभाषचंद्र बोस जयंती	NSS / इतिहास
25.01.2018	Rashtriya Matdar Divas	Political Science
26.01.2018	प्रजासत्ताक दिनानिमित्त राष्ट्रगीत गायन व समूहगान	संगीत
30.01.2018	पू. महात्मा गांधी – हत्तात्मा दिन	NSS / इतिहास
27.01.2018 to 31.01.2018	College Annual Day Programmes – 2018	College
February 2018		

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02.02.2018 to 07.02.2018	Unit Test – II : B. A., B. Com., B. Sc.	All Faculties
02.02.2018 to 07.02.2018	Filling up of feed-back forms from students	All Faculties
19.02.2018	शिवाजी जयंती	राज्यशास्त्र / इतिहास / अर्थशास्त्र NSS
27.02.2018	जागतिक मराठी दिवस / कवी कुसुमाग्रज जयंती निमित्त व्याख्यान	मराठी / ग्रंथालय
March 2018		
08.03.2018	जागतिक महिला दिवस	Women's Cell
26.03.2018 to 31.03.2018	As per University Schedule, viva of B. Com. I, II, III	Commerce Faculty
April 2018		
14.04.2018	डॉ. बाबासाहेब आंबेडकर जयंती	NSS
10.04.2018 to 15.04.2018	Seminar – Semester II, IV and VI Students	Science Faculty
17.04.2018 to 22.04.2018	Test Examination - Semester II, IV and VI Students	All Faculties
15.04.2018 to 30.04.2018	Summer Coaching Camp of outside Boys and Girls	Sports
29.04.2018	वं. राष्ट्रसंत तुकडोजी महाराज जयंती	College
30.04.2018	Last Working Day of the session 2017-2018	College

BEST PRACTICE**Best Practice No. 01**

1 Title of the practice:-	Use of social media (Whats App) as an effective communication tools in teaching and learning process.
Objective	<ul style="list-style-type: none"> ➤ To exchange academic information, knowledge and queries ➤ To communicate the recent updates at a very short notice to all members of the group. ➤ To make group discussion distantly on various burning issues.
Context	<p>In the recent past, it is observed that the things are moving very fast in the world, which makes the living of human being very comfortable, smart and everything is at the finger tips of man, available in a few seconds. At many work places like library stack books knowledge is made available by e-books, Journals, by e-journals, letters by e-mails In such a fastest growing world of communication, if students are not participating, they may lag behind far and would be thrown away out of the main stream. Therefore, keeping in mind, the today's need of students to keep abreast of communication regarding competition, the college science faculty, CBZ Alumni group and zoology department have created Whats App groups for science faculty students and teachers. The aim behind formation of such groups is to make speedy communication to the students regarding recent day to day updates of the college and university, so that the students would get benefited without any trouble.</p>
The practice	<p>Today the Whats App group, a kind of social media is an effective mode of communication. The college science faculty, CBZ Alumni and zoology department of the college have decided to make use of this social media (Whats App group) for purely academic purposes. The interested students, and alumni of science faculty have been requested to join Science Faculty SNMC, B.Sc. 3rd year 2018-19, and CBZ Alumni 2017-18. The science faculty teachers are also the members of these groups. A few teaching members are the group administrator. The group admin. allows only filtered academic messages, posts, etc, to upload. In this, members are allowed to exchange academic information like syllabi, academic calendar, examination schedule, etc., thoughts, and reflections, academic study materials (e-books, personal notes, diagrams, previous years' university question papers, etc.), recent updates of the college and the university, notices, employment advertisements, and discussion on various issues on education and general knowledge only.</p>
Evidences of the success	<ul style="list-style-type: none"> ➤ Many students had requested to get them joined to the group. ➤ The students put their queries, questions, requests and other difficulties on the group many times.

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	<ul style="list-style-type: none">➤ Teachers concerned in the group within a short period of time responds to the students and try to satisfy them/ their queries.➤ In a short period of time ,we found that Whats App group has become the most effective way of communication in the field of education.
Problem encountered and Resources required	Accidently, some students posts irrelevant messages. In such circumstances, group administrators warn them and askto remove such messages.

Best Practice No. 02

Title	Book Bank: A gift of the Mathematical society to meritorious and needy students.
Objective	<ul style="list-style-type: none"> ➤ To provide extra reading material for study. ➤ To help poor and needy students. ➤ To boost reading culture and study habit among the students.
Context	<p>Our college is located in semi urban-rural and financially backward area in Bhandara district of Maharashtra state. The students coming to the college are from rural and tribal areas with financially poor background, nevertheless, they are sharp, brilliant and hard working. It is observed that due to their financially poor background, clever students are not able to purchase books, subsequently, they are sidelined from the main stream of progression to higher education. In order to keep the students in the main line of progression to higher education, the Mathematics department of the college has formed the Mathematical Society in 2011 of which the students of Mathematics and the department faculty are the members. The objective of the society is to organise various student development activities in the college. Amongst these activities, the Book Bank is one. Under this activity the office bearers distribute books to the students for the study purpose till the end of the university examination so that the students would enrich their knowledge of Mathematics.</p>
The practice	<p>The department of Mathematics of the college has formed the Mathematical Society in the year 2011 with the aim of carrying out many development activities in the college. The faculty members of the society are permanent members while students are the transient members of the Mathematical Society. The main objective of the society is to organise various activities in Mathematics amongst these, Book Bank is the one. With the aid of Alumni of the department, the book bank was set up in the Mathematics department in view of helping the regular bona- fide meritorious and poor students. Selection for the beneficiaries of book bank is made on the basis of the merits, i.e. those who obtain good marks in the test examinations are entitled to get the benefit of the book bank. Such students are allowed to retain the book for the entire academic session till the university examination ends. On completion of the examination, the students are required to surrender the books to the book bank so that the same benefit would be provided to the batch of next year students. This book bank practice was started in the academic session 2016-17 and about 69 students took the benefit of the book bank.</p>
Evidences of the success	<ul style="list-style-type: none"> ➤ Many students participated in the competition to get books from the book bank by appearing in the routine unit test examinations.. ➤ Increase the students attendance in the unit tests.
Problem encountered and Resources required	<p>Shortage of the Books in the book bank is the problem due to limited numbers of books in the bank. This problem is being overcome by adding some more books to the bank. It is also decided to request our alumni to add a few books every year so that book shortage problem in near future is resolved.</p>

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
