The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Natwarlal Maniklal Dalal College of Arts and Commerce, Gondia

1.2 Address Line 1

> Ramnagar

Address Line 2

> Kudwa Road

City/Town

> Gondia

State

> Maharashtra

Pin Code

> 441614

Institution e-mail address

> nmdcaclp@rediffmail.com

Contact Nos.

> 07182-252743

Name of the Head of the Institution:

> Shri Yogesh M. Nasre

Tel. No. with STD Code:

> 07182-252634

Mobile:

> 09421955382

Name of the IQAC Co-ordinator:

> Dr. Dilip Jena

Mobile:

> 09422134887

IQAC e-mail address:

> iqacnmdcgondia@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

> 12799

1.4 **NAAC Executive Committee No. & Date:**
  (For Example EC/32/A&A/143 dated 3-5-2004.
  This EC no. is available in the right corner- bottom
  of your institution's Accreditation Certificate)

> EC/62/RAR/119, dated January 05, 2013

1.5 Website address:

> www.nmdcgondia.org

Web-link of the AQAR:

> www.nmdcgondia.org

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	76.05	2004	Five Year
2	2nd Cycle	B	2.68	2013	Five Year
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   28/06/2005

1.8 AQAR for the year *(for example 2010-11)*   2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*
  i.   AQAR 2009-10 submitted to NAAC on 28/04/2010
  ii. AQAR 2010-11 submitted to NAAC on 25/04/2011
  iii. AQAR 2011-12 submitted to NAAC on 11/06/2012
  iv. AQAR 2012-13 submitted to NAAC on 10/07/2013
  v.   AQAR 2013-14 submitted to NAAC on 30/09/2014

1.10 Institutional Status

  University   State [√] Central [ ] Deemed [ ] Private [ ]

  Affiliated College   Yes [√]   No [ ]

  Constituent College   Yes [ ]   No [√]

  Autonomous college of UGC   Yes [ ]   No [√]

  Regulatory Agency approved Institution   Yes [√]   No [ ]
  (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education   [√]   Men [ ]   Women [ ]

Urban   [√]   Rural [ ]   Tribal [ ]

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

Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [ ]   Commerce [√]   Law [√]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [√]

Others   (Specify)   [.]

1.12 Name of the Affiliating University *(for the Colleges)*   Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur

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

Autonomy by State/Central Govt. / University [ ]

University with Potential for Excellence [ ]   UGC-CPE [ ]

DST Star Scheme [ ]   UGC-CE [ ]

UGC-Special Assistance Programme [√]   DST-FIST [ ]

UGC-Innovative PG programmes [ ]   Any other (*Specify*) [ ]

UGC-COP Programmes [√]

2. IQAC Composition and Activities

2.1 No. of Teachers   [7]

2.2 No. of Administrative/Technical staff   [2]

2.3 No. of students   [1]

2.4 No. of Management representatives   [1]

2.5 No. of Alumni　　　　　　　　　　　　　　　　　　-

2. 6 No. of any other stakeholder and

　　Community representatives　　　　　　　　　01

2.7 No. of Employers/ Industrialists　　　　　　　-

2.8 No. of other External Experts　　　　　　　　01

2.9 Total No. of members　　　　　　　　　　　　13

2.10 No. of IQAC meetings held　　　3

2.11 No. of meetings with various stakeholders:　No. [　]　Faculty [02]

　　　Non-Teaching Staff Students [1]　Alumni [02]　Others [25]

2.12 Has IQAC received any funding from UGC during the year?　Yes [√]　No [　]

　　　If yes, mention the amount　[3, 00,000/-]

2.13 Seminars and Conferences (only quality related)

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

　　Total Nos. [0]　International [　]　National [　]　State [　]　Institution Level [　]

(ii) Themes [　　　　　　　　　　　　　　　　　　]

2.14 Significant Activities and contributions made by IQAC

> ❖ Arranged lectures on Communication Skills & to Face Interview
> ❖ Arranged Aptitude Test for asserting students calibre and subsequently to guide them what type of competitive exams would suitable for them
> ❖ Active involvement of SRs to make the education student centric – as a result, leadership qualities developed among students.
> ❖ Organised story-making & poetry-composing competitions and through college magazine "PRERNA" we encouraged students to contribute various forms of literature likes poems, short stories, informative articles to develop their imaginative and literary strength.
> ❖ To create environmental and socio-political awareness among the students we organised slogan, poster and speech competitions on various Days like Water Day (22th March), Nature Day (3rd Oct.), World Weather Day (23rd March),World wild life Day(6th Oct.), National Energy Conservation Day (14 Dec.), Geography Day(14th Jan.) Socio Political Awareness – August Kranti Diwas – 8th August, World Non Violence Day - 2nd October, World Population Day - 11th June, Environmental Day (07th July), Ozone Depletion Day (16th Sept.)

- ❖ Converted some class rooms into ICT enabled class rooms (Smart cum interactive boards)
- ❖ Established the college as 'Center for Higher Learning & Research'
- ❖ Established Research Advisory Committee for strengthening Research
- ❖ Established YCMOU (Yashwantrao Chavan Maharashtra Open University) Study Centre.
- ❖ Upgraded library by subscription to e-journals and e-books through N-LIST programme
- ❖ Sensitizing students to ecological and environmental issues through NSS, NCC and other extension activities.
- ❖ Initiation for organizing National and International conferences, seminars and workshops
- ❖ PBAS-API format as per the guidelines of RTM Nagpur University implemented in Career Advancement Scheme of teachers for self-appraisal and teachers have successfully undergone their CAS.
- ❖ Invited talks arranged in almost all departments

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To reduce the dropout rate of students.	Continuous monitoring of students progression through regular attendance, unit test, and surprise test conceded to control dropout rate of students to a large extent.
2. Overall development of students	Various programmes like Hindi Pakhwada, and Annual Social Gathering were organised and in which different competitions like Essay, Debate, Stage Play, Rangoli, Poster, Slogan, Elocution, Quiz, Craft etc. Guest lectures and workshops on some burning topics for making students aware were arranged off and on during the session. So students got a platform to expose their hidden talents and develop their personalities.
3. More and more participation of students in sports, NCC, NSS and other extension activities.	A number of students participated and more than 95 students represented the college at University, State and National Level.
4. Organisation of National Seminar	Geography and Political Science Department sent proposals for organising national seminars. The proposals were not sanctioned by UGC during the session but we got the sanction for organising a National level workshop on GIS and Remote Sensing that we sent

	the proposal year before last year and it was organised successfully.
5. Facilitating faculty to update them in their respective area	All the faculties attended and presented paper at University, State and National level Seminar, Conferences and Workshops. Some attended Refresher and Orientation Courses.
6.Arrangement for feedback on curriculum and teaching	Regular feedback from students' parents and alumni were taken and the analysis was intimated to the faculties.
7. Providing information to the faculties regarding the quality parameters of higher education.	Both formal and informal meetings of IQAC and staff were held and the chairperson took special interest in providing information regarding quality parameters in higher education.
8. Co-ordination with office and all departments for documentation and other activities.	IQAC kept an active coordination with all the departments. In conducting various activities throughout the year and maintaining the records and proceeds properly. Moreover, a number of committees were constituted and IQAC provided all possible guidance to them.
9. Preparation of AQAR	AQAR in the prescribed format of NAAC was prepared in time.

2.15 Whether the AQAR was placed in statutory body: Yes √   No ☐

Management   √   Syndicate ☐   any, other body (IQAC) √

Provide the details of the action taken

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	05	Nil	Nil	Nil
PG	08	Nil	07	Nil
UG	05	Nil	02	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	01	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	01	Nil	Nil	Nil
IGNOU	Nil	Nil	Nil	Nil
Total	**20**	Nil	**09**	Nil

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective$^{√}$option / Open options

(ii) Pattern of programmes:

Pattern		Number of programmes
Semester	√	08
Trimester	-	
Annual	√	12

1.3 Feedback from stakeholders* Alumni [√] Parents [√] Employers [√] Students [√]
   (On all aspects)

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

* Please provide an analysis of the feed back in the annexure

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

We go according to the RTM Nagpur University Changes in Syllabus

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

Our College has been recognised as a centre for advanced Learning and Research Centre by Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur in *Five (05)* Subjects like – English, Geography, Economics, Political Science, and Commerce. We maintained the center by appointing some faculties for its administration and smooth functioning.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	21	07	01(Principal)	-

2.2 No. of permanent faculty with Ph.D. | 10 |

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
21	05	07	-	-	-	-	-		

2.4 No. of Guest and Visiting faculty and Temporary faculty | 14 | | |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	53	11
Presented	06	27	08
Resource	-	-	-

* Papers published in conference proceedings

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

> ➢ ICT
> ➢ Project based Assignment
> ➢ Group Discussion
> ➢ Field Work and study tours
> ➢ Moot Court (Law)
> ➢ Industrial Tours for professional courses like B.B.A. , M.B.A., BCCA & MCM

2.7 Total No. of actual teaching days during this academic year | 185 |

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

- Unit Tests
- Monthly Tests
- Sessional Exams.

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

01		

2.10 Average percentage of attendance of students

75%

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.I	400	-	0.75	9.0	6.25	16.00
B.A. II	208	-	0.96	17.30	1.44	19.71
B.A. III	102	-	4.99	30.37	5.88	42.15
B.Com I	309	0.32	8.09	11.32	6.47	27.18
B.Com II	263	0.38	8.74	22.23	1.90	36.17
B.Com III	187	-	8.02	41.17	4.27	54.17
B.B.A. I	84	-	14.27	11.90	-	26.19
B.B.A. II	58	6.89	32.75	37.92	-	77.58
B.B.A. III	49	6.12	42.85	38.72	-	87.75
B.C.C.A. I	--	-	--	--	-	--
B.C.C.A. II	33	-	24.24	24.24	-	48.48
B.C.C.A. III	38	-	28.95	23.68	23.68	76.32
L.L.B. II Sem.	56	-	17.86	12.5	1.78	32.14
L.L.B. IV Sem.	42	-	28.57	19.47	14.28	61.90
L.L.B. VI Sem.	18	-	83.33	--	--	83.33
M.A. II Sem (Pol.Sci)	68	-	14.70	36.17	-	73.52
M.A. IV Sem (Pol.Sci)	28	-	32.14	27.27	-	75.00
M.A. II Sem (Geo)	-	-	-	-	-	-
M.A. IV Sem (Geo)	11	45.45	36.36	18.18	-	95.24
M.A. II Sem (Eco)	-	-	-	-	-	-

M.A. IV Sem. (English)	-	-	-	-	-	-
M.A. II Sem. (History)	-	-	-	-	-	-
M.A.IV Sem. (History)	-	-	-	-	-	-
M.Com. II Sem.	-	-	-	-	-	-
M.Com. IV Sem.	24	8.33	37.5	-	4.17	50.00

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

- Feedback from students is regularly taken on yearly basis and the analysis is done by the constituted committee of the college. The Teachers are intimated and urged to overcome if any deficiency is pointed out by the students.

- Parents and Alumni are requested earnestly to provide their views regarding the teaching and learning process of the college specially in the meeting arranged by IQAC, Subsequently, changes and rectifications are made whenever they are found necessary.

- IQAC has been in regular touch with the management of the college and the instruction and suggestions pertaining to teaching and learning are followed to be implemented from time to time.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	02
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	03
Others (Training course)	Nil

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	20	06	Nil	Nil
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

◈ IQAC took untiring efforts to fulfil the formalities for getting our college the recognition from RTM Nagpur University as a Centre for Higher Learning and Research. Eventually RTM Nagpur University sanctioned recognition to our college as a centre for Higher learning and Research in five subjects like English, Economics, Geography, Political Science, and Commerce. Obviously, research climate of the college has now received an impetus and faculty members start assimilating the importance as well as necessity of research.

◈ A number of publications in National and International journals by faculties shows the atmosphere of research.

◈ To inculcate spirit of research and promote the research climate among the faculties, a research journal titled The Knowledge and Research Review bearing ISSN no 2320 – 1487 has been launched and the 4th issue of the journal has successfully been published.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	22	02	24	22
Outlay in Rs. Lakhs	15.40	1.80	17.20	15.40

3.4   Details on research publications

	International	National	Others
Peer Review Journals	05	47	08
Non-Peer Review Journals	04	52	15
e-Journals			
Conference proceedings	05	20	11

3.5 Details on Impact factor of publications:

Range | 0.5 to 3 | Average | 1.1 | 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	Nil			
Minor Projects	2010 - 2015	UGC	17.20 Lacs	10.30Lacs
Interdisciplinary Projects	Nil			
Industry sponsored	Nil			
Projects sponsored by the University/ College	Nil			
Students research projects *(other than compulsory by the University)*	Nil			
Any other(Specify)	Nil			
Total				

3.7 No. of books published   i) With ISBN No. [01]   Chapters in Edited Books [ ]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

*Proposed to NAAC, UGC, NSDC, etc.

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

3.13 No. of collaborations   International [ ]   National [03]   Any [02]

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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   [06]   [28]

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 [12]   State level [06]   National level [01]   International level [-]

3.22 No. of students participated in NCC events:

University level [20]   State level [01]

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 [72]   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

- ❖ W.S.S.C. (Women Studies and Service Centre)-
    - Lectures and workshops arranged for women's scope for self- employment, self-help
    - Guest Lectures on health and gynaecological problems
    - Celebration of Days like : - International Literacy Day, Savitribai Fule Jayanti, Women's Day, World Population Day

- ❖ N.S.S. –
    - ◈ Awareness Programme to ban polythene bags.
    - ◈ Participation of students in programmes related to Disaster Management.
    - ◈ Literacy Awareness Programme.
    - ◈ Legal literacy programme in rural areas along with Dept. of Law.
    - ◈ Health awareness programme.
    - ◈ Save girl child awareness.
    - ◈ Counselling for rehabilitation of prisoners.
    - ◈ Plantation and adoption of trees by students.
    - ◈ Financial assistance to needy people through the contingency fund developed by the students.
    - ◈ Visit and aids to orphanages and old-age homes.
    - ◈ To create environmental and socio-political awareness among the students we organised slogan, poster and speech competitions on various Days like National Youth Day (12th January), Republic Day (26th January), Martyr's Day (30th January), Women's Day (8th March), World Forest Day (31st March), World Forest Day (7th April), Fire prevention Day (14th April), World Labour and May Day (1st Day), World Environment Day (5th June), Campaign against Nuclear Weapon Day (6th August), Independence Day (15th August), International Literacy Day- week (8th to 14th September), NSS Foundation Day (24th September), Gandhi Jayanti (2nd October), Traffice week (24th to 30th October), National Integration Day (31st October) etc.

- ❖ N.C.C.
    - ◈ Road safety measures programme.
    - ◈ Volunteered the programme of distribution of equipments to handicapped People Organized by Manoharbhai Patel Academy
    - ◈ Blood Donation camp

- ❖ Law Department-
    - * Free legal aid Centre
    - * Organised Legal Aid Camps in Villages
    - * High Court and Jail Visit of Students

* Mediation drama in the court premises

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	15500 sq. feet	Nil	-	
Class rooms	58	Nil	UGC	58
Laboratories	05	02	UGC	07
Seminar Halls	01	--	UGC	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	124	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs) Teaching Aids, Audio Visual	--	26.41	UGC	
Other - Instruments	-			

4.2 Computerization of administration and library

Fully computerised with OPEC facility

4.3 Library services:

	Existing (2013-14)		Newly added (2014-15)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	89,925	1,89,47,172	500	200000	90425	1,91,47,172
Reference Books	3,525	51,000	10	5000	3535	56,000
e-Books	--	--	--	--	--	
Journals	24	30,000	02	32000	26	62,000
e-Journals	01	5,000	01	5000	02	10,000
Digital Database	--	--	--	--		
CD & Video	250	15,000	25	2000	275	17,000
Others (specify) MRPs & Theses	49		05		54	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centres	Office	Depart-ments	Class Room
Existing	125	4	2	4	2	1	2	--
Added	25	2	1	2	-	-	-	--
Total	**150**	**6**	**3**	**6**	**2**	**1**	**2**	**--**

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

> 02+ 01 (Students and Teachers of Geo) - Imparted training for IGIS Software operation

4.6 Amount spent on maintenance in lakhs :

i) ICT | -

ii) Campus Infrastructure and facilities | -

iii) Equipments | 5,58,356

iv) Others (ordinary repairs) | 2,87,900

Total: | **8,46,256**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> **Coaching for administrative services like UPSC and MPSC.**
> - Coaching for preparation of Banking and Insurance sectors.
> - Programmes like communication skills, how to face interview.
> - Preparation for judiciary services specially for law students.
> - Placement cell for students of professional courses like BBA, BCCA, MBA and MCM.
> - Coaching for NET/SET for PG students.
> - Some scholarships initiated by various NGOs and social organisations specially for girl students, backward classes are brought into the notice of students and subsequently , efforts are put to get the scholarships sanctioned.
> - Urges the faculty to contribute prizes at personal level to the students of merit and needy students. Teachers also lend their personal books to the needy students.

5.2 Efforts made by the institution for tracking the progression

> 1. Monitoring of students performance by evaluating and showing their faults and deficiencies after each unit test.
> 2. Slow learners are identified on the basis of their performance in the unit tests So extra attention and coaching are provided to them to improve their performance.
> 3. For advanced learners we provide extra reading materials and guidance to enhence their excellence.
> 4. Students who participated at university, State, and National level events in Sports and Extension activities are providing extra coaching and infrastructure.

5.3 (a) Total Number of students | 1970 | 282 | -- | -- |

(b) No. of students outside the state | -- |

  (c) No. of international students | -- |

	No	%			No	%
Men	1002	44.49	Women		1250	55.50

Last Year (13-14)								This Year (14-15)							
General	SC	ST	OBC	PH	SBC	VJ/NT	Total	General	SC	ST	OBC	PH	SBC	VJ/NT	Total
827	346	100	937	--	--	--	2210	732	337	118	919	02	80	64	2252

Demand ratio   Dropout   %

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

- Remedial classes for SC/ST/OBC students
- Coaching for entry in services
- Organised workshop on Soft Skill Development, Equal Opportunity

 No. of students beneficiaries | |

5.5 No. of students qualified in these examinations

NET | 01 | SET/SLET | | GATE | | CAT | |

IAS/IPS etc | | State PSC | | UPSC | | Others | |

5.6 Details of student counselling and career guidance

➢ Experts of different areas were invited to delivered lectures and guide our students on how to crack competitive exams, how to face interviews, how to develop personalities , how to improve communication skills. The Concerned Teachers also conducted GDs, Mental Aptitude Tests, debate and elocution Programmes throughout the year

  No. of students benefitted | 245 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

The college as well as various departments arrange programmes and guest lectures on this sensitive topic from time to time and we get a tremendous response from the students.

5.9 Students Activities

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

    State/ University level 40 National level 10 International level

    No. of students participated in cultural events

    State/ University level 05 National level   International level

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

Sports: State/ University level 28 National level 05 International level

Cultural: State/ University level - National level - International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	609 (OBC)	9,74,568
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level 28 National level 06 International level

Exhibition: State/ University level 03 National level   International level

5.12   No. of social initiatives undertaken by the students 28

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> N. M. D. College, the pioneering educational institution of Gondia Education Society, Gondia is committed to carry forward the great ideas bestowed upon us by the great visionary Late Shri Manohabhai Patel who visualized to impart quality education to the poorest of the poor. The Emblem of N.M.D.Collge, gondia itself reflects its vision as it depicts an open book, spreading the light of knowledge. The inscription of the emblem further emphasizes how education is instrumental in our all-round development.
>
> N.M.D. College runs different courses with the mission to spread education in the backward districts of East Vidarbha. Similarly the college also nurtures the objectives such as:
>
> 1. To make the students future citizens of India by making them aware of national goals and aspirations.
>
> 2. To inculcate desire for learning in the students by providing sophisticated infrastructure, atmosphere for learning and competent faculties.
>
> 3. To strive to produce entrepreneurs with a sense of social responsibility.

6.2 Does the Institution has a management Information System

> **MIS System used for Academic Data Management** like:
> 1. Administrative procedures including Finance
> 2. Students admission
> 3. Students records
> 4. Library Accession through OPEC System

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

6.3.1 Curriculum Development

> ➢ Basically we follow the guidelines of the syllabi prescribed by RTM Nagpur University from time to time
> ➢ HODs Send their Suggestion to the respective BOS of University to change and reform the syllabi from time to time

6.3.2 Teaching and Learning

Beside the traditional teaching & learning process, the teaching learning process is enriched by inculcating numerous extracurricular activities and new technological methods. Some of them are enlisted below.
❖ Use of ICT
❖ Students Seminars
❖ Group Discussion
❖ Project based learning
❖ Deficiencies of teachers pointed out by the students in the feedback are brought to the notice of the concerned teachers
❖ Training for both students and teachers regarding ICT's use.

6.3.3 Examination and Evaluation

- Unit Tests,
- Surprise Tests
- Sessional Exams
- Evaluation of Projects

6.3.4 Research and Development

▪ Affiliated to RTM Nagpur University as Centre for Higher Learning & Research in the 05 subjects of are English, Economics, Commerce, Geography, and Political Science.
▪ Established Research Advisory Committee for promoting Research and Development.
▪ Published a Bi-annual Research Journal of **ISSN No. 2320-1487** entitled "***The Knowledge and Research Review***".

6.3.5 Library, ICT and physical infrastructure / instrumentation

▪ Transaction of books through OPAC,
▪ Special Library facilities for Research Scholars
▪ Good numbers of print and Online journal – NLIST
▪ ICT enabled class rooms (Interactive White Board)
▪ Extension of computer labs.
▪ Installation of IGIS software for remote sensing and geographical information.
   Besides IGIS, Geography Lab was enriched by introducing the following items:
▪ GPS (Global Position System)
▪ Digital Planimetre
▪ Arial Photographs
▪ Stereoscope
▪ Geographical Maps of India
▪ State–of-art Auditorium

6.3.6 Human Resource Management

◈ Since last three years we have been stick to PBAS for the comprehensive evaluation of the faculties

◈ There is provision of student feedback analysis system through which evaluation of teachers has been in practice. To improve and to rectify their teaching, the analysis of this feedback is brought to the notice of concerned faculty

◈ The college is having Cooperative credit society and consumer society which provide financial assistance to staff at the time of their need. Loans up to 2 lakhs and 50,000/- are made available to the staff respectively.

◈ The power of recruiting faculty lies with the management. Our management is very meticulous in the process of recruitment.

◈ As per the vacancies we recruit adhoc or clock hour basis teachers according to the salary structure and norms of Parent University.

◈ College has a budget allocation in each financial year faculty development programme, for example, teachers are motivated and finance to participate in refresher/orientation courses, seminars and workshops.

◈ Taking into consideration the length of service, seniority and necessity of the faculties, they are permitted to attend faculty/staff development programmes.

◈ Independent rooms furnished with furniture, computer, printers and internet are allotted to the departments.

6.3.7 Faculty and Staff recruitment

- Eligible and competent candidates are preferred at the time of interviews
- Roaster System followed during Faculty and Staff recruitment
- A Qualified Faculty recruited in Physical Education in last year
- Adhoc faculty recruited annually in the beginning of session

6.3.8 Industry Interaction / Collaboration

➢ Industrial tours for the professional courses like BBA, BCCA, MBA, and MCM, were arranged every year to facilitate interaction and first-hand experience on industrial affairs.

6.3.9 Admission of Students

❖ Though we do not conduct entrance exam for the admission of students, we select the students for admission on the merit basis and for that we take their performance in their previous qualifying examination into consideration

6.4 Welfare schemes for

Teaching	PF, Gratuity, Medical Insurance, Cash incentive for paper presentation.
Non teaching	Medical Insurance, Loan facility
Students	Scholarships/ Free ships, cash prize to meritorious student

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	Yes	4. Local Enquiry Committee of R.T.M. Nagpur university	Yes	Committee constituted of the college
Administrative	Yes	5. For professional courses govt. of Mah. and AICTE	Yes	Alumni and parent Association

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?

- Professional Courses like LLB and all PG courses have been transformed to semester pattern from annual one.
- Students who apply revaluation are provide Xerox copies of their original answer books
- University has made the provision of internal assessment up to 20 marks in each theory Paper of 100 marks to make students practical oriented.

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

- The University has provided us free hand in the process of admission.

6.11 Activities and support from the Alumni Association

> ● The members of alumni association provide suggestions regarding teaching and administrative matters and viable suggestions are implemented subsequently

6.12 Activities and support from the Parent – Teacher Association

> ▪ Two meetings are held annually when discussions are openly taken place pertaining to teaching, learning and administrative affairs.

6.13 Development programmes for support staff

> * Management appreciates the achievements of the staff by felicitating them.
> * Innovative ideas are appreciated and implemented.
> * All types of academic and administrative activities are conducted by team works and for that committees are formed.

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

> * We have maintained a busty green lawn surrounded with trees of different genres.
> * We avoid using loud-speakers mostly in the premises.
> * We keep our premises clean and garbage free.

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.

> ➢ Best possible choices are offered to students of Arts Faculty in terms of opting for subjects (options are available). So students enjoy academic flexibility.
> ➢ Feedback from students, parents and alumni regarding the curriculum and teachers.
> ➢ For regular monitoring of students' performance the institution has made arrangement of 4 unit tests and one pre university examination.
> ➢ Extension activities like N.S.S., N.C.C., W.S.S.C., Adult Edu., Cultural, and Sports organise different programme related to over-all development of students and community Services throughout the year.
> ➢ P.G. Departments like Geography, Management, and Law assign various research projects to inculcate research aptitude among students.
> ➢ Moreover the faculties are engaged in their respective MRPs and preparing research papers for the research journals of our college and for journals of national and international repute.
> ➢ To create an optimum learning ambience, we use our infrastructure from early morning to evening in three shifts.
> ➢ Apart from already existing 4 computer labs, we have developed two more well furnished computer labs.
> ➢ We have converted 5 class rooms into smart class rooms.
> ➢ We have extended the drinking –water facilities.
> ➢ Vertical movement is availed by students as both in Arts and Commerce stream, 11th to P.G. classes are available in one premise.

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

1. Plan of Action - Girls are motivated to participate and pursue higher education by which an atmosphere of social justice would be created and it would ensure gender equality.

   Achievement - As an outcome, the ratio of female students to male students is rising year

   by year. In some course the number of girl students is more than boys.

2. Plan of Action - The college is having multi-disciplinary courses. So, to cope with the present liberalisation and globalisation, we would try to develop skilled human resources of high calibre. For this, we have plan to establish collaboration with neighbourhood agencies like National Bureau of Soil Survey(NBSS) Nagpur, District Forest Department, Agricultural College Hiwra and adjacent Gram-panchayats and moreover , the departments of professional courses like M.B.A., B.B.A., B.C.C.A., M.C.M. are regularly in touch with industries.

   Achievement – Students have gained practical knowledge and assistance from the said departments and offices which enhanced their competency level. The students of professional courses had industrial tours to different big cities. Some of the students were recruited in the campus interviews.

3. Plan of Action – To inculcate a value-based system among students for not getting prone to the feeling of caste, colour and creed and to the discrimination of gender and religion.

   Achievement – We realised that spirit of unity and belongingness was develop and maintain among students.

4. Plan of Action – To furnish some class rooms with smart boards, to extend computer labs by which ICT could be thoroughly implemented.

   Achievement – To well-furnished computer labs were added to the already existing 4 labs. Five class rooms were equipped with smart boards and projectors.

5. Plan of Action – To enrich our college magazine PRERNA and to ensure a prize at university level.

   Achievement – We got 4th prize for PRERNA at university level.

6. Plan of Action – To request the management to intensify the staff recruitment process and to have new permanent faculties in those vacant posts.

   Achievement – Our management made some new faculties available and promised to fulfil the remaining posts very soon

7. Plan of Action – To prepare and send more students to university, state and national level competitions through extension, sports and cultural activities.

   Achievement – Students in sports, NSS, cultural and NCC represented at university, state and national level in considerable numbers. 36 and 8 students in various events of sports represented at state and national level respectively; 30 and 2 students in NSS, 8 and 2 students in NCC represented at state and national level respectively.

8. <u>Plan of Action</u> – To improve results, particularly of traditional courses like B.A. and B.Com by providing students extra and remedial lectures in their weak areas.

   <u>Achievement</u> – Though the overall result was not increased remarkably, a slight Improvement   was realised.

9. <u>Plan of Action</u> :- To prepare students of high calibre by giving them special coaching for acquiring awards and laurels at university level examination.

   <u>Achievement</u> :- Sonali Umre a student of B.A. III awarded as the "**Best Student of the University"** for the academic year 2014-15.

   Ku Jigna Patel(BBA III) , Divya A. Shrivas (M.Com), Satyashila Patle (M.A Political Sci.)   Sagar N. Pal and Veenu K. Bawankar (M.A. Geography) got 04th, 3rd, 10th,1st & 3rd ranks respectively in the university merit list of summer 2014 examination.

7.3 Give two Best Practices of the institution

> * Students who top in the stream as well as individual subjects in the university examinations are felicitated in the annual gathering and also in various departmental programmes. They are also rewarded with sponsored prize money.
>
> * Teacher and students who excel in community services, sports and academic arena are honoured with accolades and prize money.

7.4 Contribution to environmental awareness / protection

> * Plantation and adoption of trees by students.
> * Awareness programme and related to ban polythene bags and clean garbage's
> * Surveys are conducted by Geography Department in various villages of this vicinity where the villagers are made aware regarding environment .
> * Programmes and celebrations of days related with environmental awareness .

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

* S ⟹ **Strength**

1. Making higher education facilities available to the students of rural and backward area.

2. Highly qualified faculties with research experience and creating research climate through Higher Learning and Research Centre.

3. ICT as a learning resource.

* W ⟹ **Weakness**

1. Economically challenged population in the vicinity.

2. Low Attendance of students due to their physical involvement in agricultural activities, particularly at the time of sowing and harvesting.

3. Since the students belongs to rural and tribal background having their secondary and higher secondary education in vernacular medium, they do not easily cope up with the standard of today's higher education. They face problems to stand upto the competition in this era of globalisation.

* O ⟹ **Opportunity**

1. Increasing students' employability through self-financing and professional courses .

2. Proper guidance and motivation to the students through career guidance cell and coaching classes for entry in services what make them rightly choose their career and to grab employment opportunities.

3. Inculcating civic cense and sense of social responsibilities through N.S.S., N.C.C., W.S.S.C. Population education, Cultural Activities and sports.

* T ⟹ **Threats**

Cream students or students of high calibre do not come to our college for admission (Arts and Commerce) as they get attracted to science and other technical and professional courses.

8. Plans of institution for next year

Plan of Institution for next year:-

➢ To furnished the class rooms with smart boards and other electronic gadgets.

➢ To enhance the ICT and create awareness and improve knowledge of students and staff on ICT.

➢ To improve results, particularly, of traditional courses like B.A. and B.Com by providing students extra and remedial lectures in their weak areas.

➢ To send teachers and staff for faculty and staff development programmes.

➢ To promote research climate by motivating full-time as well as CHB teachers who do not hold Ph. D. Degree to pursue Ph.D. and send more and more proposals for Minor and Major Research Projects.

➢ To send proposals to UGC for organising national seminars in the subjects like History and Political science.

➢ To prepare and send more students to university, state, and national level competitions through extension activities, sports, and cultural events.

➢ To prepare students for competitive examinations through career counselling cell and coaching classes for entry in services.

➢ All-round development of students and fostering global competency by providing an appropriate platform through extension, cultural and sports activities.

Name: Dr. D. K. Jena

Signature of the Coordinator, IQAC

Name: Shri Y. M. Nasre

Signature of the Chairperson, IQAC

Principal
Natwarlal Maniklal Dalal
College of Arts & Commerce
GONDIA Dist. Gondia (M.S.)

Annexure – I

ACADEMIC CALENDAR FOR SESSION 2014-15

S.N.	EVENT	DATE
1	Beginning of the First Term	17/06/2014
2	Staff Meeting with Principal	17/06/2014
3	Commencement of regular lecturers	01/07/2014
4	Student Welcome Function & Principal Address	01/07/2014
5	Student Union Election (As per notification R.T.M. Nagpur University)	As per Notification of RTM Nagpur University
6	Celebration of World Population Day	11/07/2014
7	College Admission Process i. Last Date of Admission ii. Last Date of Admission with permission of Vice Chancellor. iii. Last Date for Admission (First Term – Odd Sem) iv Last date of admission first term- odd sem with permission V.C	04/08/2014 04/09/2014 04/08/2014 04/09/2014
8	First Unit Test Examination	11/08/2014 to 19/08/2014
9	Independence Day Celebration	15/08/2014
10	Late Shri Manoharbhai Patel (Punyatithi Function)	17/08/2014
11	Last Date of Submission of Enrolment Forms to the University	19/08/2014
12	Late Shri Devendrabhai Patel (Punyatithi Function)	01/09/2014
13	Teacher's Day Celebration	05/09/2014
14	Hindi Divas Celebration(Pakhwada)	14/09/2014 to 28/09/2014
15	Extra Co-curricular activities for U.G. & P.G. students of different departments(During Hindi Pakawada)	14/09/2014 to 28/09/2014
16	Celebration of Mahatma Gandhi Jayanti	02/10/2014

17	Second Unit Test Examination	06/10/2014 to 14/10/2014
18	Winter Examination 1. Annual Pattern 2. Semester Patterm	05/10/2014 21/10/2014
19	Winter Vacation	21/10/2014 to 20/11/2014
20	College Reopening for the Second Terms	21/11/2014
21	Celebration of Dr. Ambedkar Mahaparinirwan Diwas	06/12/2014
22	N.S.S. Camp	12/12/2014 to 20/12/2014
23	Third Unit Test Examination	22/12/2014 to 30/12/2014
24	Republic Day Celebration	26/01/2015
25	College Annual Day (Sports meet & Cultural Activities)	28/01/2015 to 30/01/2015
26	Late Shri Manoharbhai Patel Jayanti Programme	09/02/2015
27	College Test Examination	02/02/2015 to 10/02/2015
28	Counseling & Guidance for the students	12/02/2015 onwards
29	College Teaching Staff meeting	03/03/2015
30	Annual Examination of R.T.M. Nagpur University i. Annual Pattern ii. For Semester Pattern	05/03/2015 16/04/2015
31	Summer Vacation	01/05/2015 to 14/06/2015

Feedback Analysis of Teacher
(Academic Year 2014-2015)
A)   About Teachers:-

Calculated scores based on weight assigned at all level of option:

Weightage: - (Excellent-4, Very good-3, Good-2, Average-1)

(Always-4, Mostly-3, Rarely-2, Never-1)

Sr. No	Name of Teacher	Class	Subject	Overall Mean Score
1	Prof. R.R. Khandelwal	B.Com II	F/A	3.621
		B.Com II	LSP	3.226
		B.Com III	B.Law	3.047
2	Prof.R.C.Mohture	B.Com I	BCST	3.253
		B.Com I	B.Eco	3.746
		B.Com II	M.Eco	2.488
		B.Com III	JRLL	3.158
3	Prof. S. Udapurkar	B.Com I	F/A	3.185
		B.Com I	BCST	3.278
		B.Com II	O/B	3.273
		B.Com III	B.Comm.	2.690
		B.Com III	I.Eco	3.535
4	Prof. B. Jasani	B.Com I	HRM	3.583
		B.Com I	PBM	3.195
		B.Com I	F/A	3.441
		B.Com III	I.Tax	3.195
		B.Com III	IRLL	2.901