

Annual Quality Assurance Report
(AQAR)
2016-2017

Submitted to
National Assessment and Accreditation Council
(NAAC)

Bangalore - 560072, Karnataka, India



By



VSPM Academy of Higher Education



MAHATMA GANDHI ARTS & COMM. COLLEGE, PARSEONI

Tah. Parseoni, Dist. Nagpur - 441105

Affiliated to RashtrasantTukadojiMaharaj Nagpur University, Nagpur

Website : www.vspmmgcollege.org

Email : principal@vspmmgcollege.org

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.)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

Mahatma Gandhi Arts& Comm. College, Parseoni.

1.2 Address Line 1

Mahatma Gandhi Arts& Comm. College, Ramtek Road
Parseoni The. Parseoni, Dist.Nagpur

Address Line 2

Mahatma Gandhi Arts& Comm.
College, Ramtek Road, Pench Fata, Parseoni The.
Parseoni, Dist.Nagpur

City/Town

Parseoni

State

Maharashtra

Pin Code

441105

Institution e-mail address

principal@vspmmgcollege.org

Contact Nos.

07102-225193

Name of the Head of the Institution:

Dr. V.S. Irpate

Tel. No. with STD Code:

07102-225193

Mobile:

*9404529930

Name of the IQAC Co-ordinator:

Mr.Pramod M. Gorde

Mobile:

*9423677334 *07448195580

IQAC e-mail address:

iqacvspmmgcollege@gmail.com

1.3 NAAC Track ID

(For ex. MHCOGN 18879)

MHCOGN11410

1.4 NAAC Executive Committee No. & Date:

EC/32/407 on dated 03/05/2004

1.5 Website address:

Web-link of the AQAR:

<http://www.vspmmgcollege.org/AQAR2016-2017.docx>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	Institutional Score/ CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C	56.00	03/05/2004	2009
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

18/06/2010

1.8 AQAR for the year

(2016-17)

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

- i. AQAR 2012-2013 Submitted to NAAC on (05/12/2017)
- ii. AQAR 2013-2014 Submitted to NAAC on (05/12/2017)
- iii. AQAR 2014-2015 Submitted to NAAC on (05/12/2017)
- iv. AQAR 2015-2016 Submitted to NAAC on (05/12/2017)

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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

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

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

Autonomy by State/Central Govt. / University	<input type="text" value="Nil"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input checked="" type="checkbox"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (Specify)	<input type="text"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	<input type="text" value="13"/>

2.11 No. of meetings with various stakeholders: No.

Faculty Non-Teaching Staff Students Alumni Others

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

11th July 2016 Tree Plantation programme.
 All college students Participation in cultural programmes.
 Guest lectures by different departments
 Alumni Meet.
 Blood donation camp 24/09/2016
 Parent teacher Meet.
 University Level NSS Camp at Kolutmara 08 to 14 February 2017

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
To conduct academic audit	Academic Audit conducted by IQAC
To take feedback from student	Feedback collected from students at the end of Session
To celebrate Birth anniversary of Rastrapita Mahatma Gandhi	To celebrate Birth anniversary of Rastrapita Mahatma Gandhi 02/10/2016 Books Exhibition
To celebrate Birth anniversary of founder Late Arvindbabu Deshmukh	The birth anniversary of Late Arvindbabu Deshmukh celebrated on 12/05/2016
To encourage faculty members and students to participate various conference and seminars	Faculty members are participated in various international, national and state level conference/seminar/workshop
To encourage faculty members and students to participate various university and college level sports	Student participated in in various college, university and national level sport competition
New wash rooms for students	New wash rooms are made available for girls and boys.
New water tank and water filter	New water tank and water filter are set.
Submission of UGC record	The UGC certificate courses record (Applied Sociology, Functional English and Economics Self-help Group) are submitted.

* *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Electric transformer is setup
- Increase in the existing furniture
- New wash room is under construction
- Submission of the UGC record

Part –B

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 programme
PhD	---	---	---	---
PG	03	---	---	---
UG	02	-----	-----	-----
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	---	---	---	---
others	---	---	---	---
Total	05	---	---	---
Interdisciplinary	---	---	---	---
Innovative	---	---	---	---

1.2 (i) Flexibility of the Curriculum CBCS/Core /Elective Option/Open Option : **Elective Option for UG and CBCS for PG**

(ii) Pattern of programmes

Pattern	Number of programmes
Semester	B.A. I, and B.Com. I, M.A. I, II are semester
Annual	B.A. II, III and B.Com. II, III are Annual Pattern

1.3 Feedback From Stakeholders Alumni Parents Employers students

Mode of Feedback Online Manual Co Operating Schools

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

B.A. I sem& II sem, B.Com. I sem& II sem are started from the session 2016-17 80Marks are on theory paper and 20 Marks are for internal assessment (Attendance 05 Marks, Unit test 05Marks, Assignment 05Marks, Seminar 03Marks and Conduct 02 Marks)

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
08	04	03	01	01 Lib

2.2 No. of permanent faculty with Ph.D.

0

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
	5								5

Posts of Commerce and Home Economics are recruited by contributory teachers.

2.4 No. of Guest and Visiting faculty and Temporary faculty

03

05

The faculty who teaches UG (Soc., Eco. Mar.) Also teaches PG.

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	06	07
Presented papers	---	---	---
Resource Persons	---	---	---

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

The college encourages the faculty to complement the chalk and talk system of teaching learning with student centric teaching learning.

The college authority also provides LCD projectors, laptops for power point presentation to encourage the faculty to adopt new and innovative approaches for class room teaching.

Dept. of English, Marathi, Literature always used audio –visual aid for student learning i.e. screening of film, display of drama.

Study tour at historical places are organized by History Dept. and show the students how the exuviations is going on.

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

238

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

Double Valuation

- Unit tests are conducted for students during session.

- B.A. I sem& II sem, B.Com. I sem& II sem are started from the session 2016-17 80Marks are on theory paper and 20 Marks are for internal assessment (Attendance 05 Marks, Unit test 05Marks, Assignment 05Marks, Seminar 03Marks and Conduct 02 Marks)

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

Nil

2.10 Average percentage of attendance of students

80 %

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. Isem	216	-	-	03	06	04.17%
B.A. II sem	162		06	26	03	21.60%
B.A. II Year	105			04	25	27.62%
B.A. IIIYear	55	-	-	03	12	27.27%
B.Com. Isem	101	-	02	10	07	18.81%
B.Com. II sem	82			16	03	23.17%
B.Com. II Year	28			09	0	32.00%
B.Com. III Year	04	-	-	02	-	50.00%
M.A. Isem (Mar)	11		01	01		18.00%
M.A. IIsem (Mar)	07		04			57.00%
M.A. Isem (Soc.)	30		12	06		60.00%
M.A. II sem (Soc.)	28		12	7		67.85%
M.A. I sem(Eco.)	18			01		05.00%
M.A. II sem (Eco.)	13	-	-	01	-	7.69%
M.A. III sem (Mar)	08		01	05		75.00%
M.A. IVsem (Mar)	08		02	04		75.00%
M.A. III sem(Soc.)	16		07	08		93.00%
M.A. IV sem (Soc.)	15		05	08		86.00%
M.A. III sem (Eco.)	07			06		85.00%
M.A. IV sem (Eco.)	07			02		28.00%

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

- * The regular academic teaching work as per time table provided to IQAC
- * Students feedback
- *Academic activities during the year.
- *The College level exams.
- *The College Governing Body and the Principal evaluate the quality teaching-learning as a

whole.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	Yes
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	Yes, 02
Others	

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	04	02	---	---
Technical Staff	---	---	---	---

Criterion – III

3. Research, Consultancy and Extension

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

Most of the work of the Research Projects is in progress. However, the college has taken initiatives for creating awareness by attending conference/seminars/ workshops/Trainings/Guest lectures etc. on current Scenarios of research activities in various subjects& shared the knowledge with students, teachers& communities. Students' Seminars were also conducted on research topics to involve them in thinking process. Most of the departments have internet facilities for students, teachers 8 researchers. Necessary and important journals, periodicals& online are subscribed by the library 90% of the teachers are involved in research and have published 70 Research papers in the last five years.

3.2 Details regarding major projects Nil

	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		0.6 Lakhs.		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	01	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	07	06	02

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	Pol-Sec (2016-18)	UGC	60000/-	
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			60000/-	

3.7 No. of books published

4

i) With ISBN No.

ISBN 978-81-922290-9-6
ISBN978-93-81868-32-4
ISBN978-81-921131-2-8
ISBN978-81-923117-8-4

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) UGC
ICSSR

3.10 Revenue generated through consultancy

NIL

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	Nil				
Sponsoring agencies					

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 :**NIL**

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	
International	Applied	Nil
	Granted	
Commercialised	Applied	Nil
	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
02	01				01	

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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)**Nil**

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: **Nil**

University level State level

National level International level

3.23 No. of Awards won in NSS: **Nil**

	University level	<input type="text"/>	State level	<input type="text"/>
National level		<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC: **Nil**

	University level	<input type="text"/>	State level	<input type="text"/>
National level		<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>
NCC	<input type="text"/>	NSS	<input type="text" value="0"/>
		Any other	<input type="text"/>

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

- NSS Camp. (University Level) 08 to 14 feb. 2017 at Kolutmara a tribal remot area Parseonitahsil
- Blood Donation Camp 24/09/2017
- WSC project 46 students participated.
- 24 Hr. Ambulance for patient and (students and general public) for LataMangeshkar Hospital, Digdoh, Nagpur.
- 48 sitter vehicle for the patient of this area ones in a week for LataMangeshkar Hospital, Digdoh, Nagpur.
-

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	02 Acre.	---	Management	02 Acre
Class rooms	06		UGC, Management	06
Laboratories	---	---	---	---
Seminar Halls	---	---	---	---
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	---	---	---	---
Value of the equipment purchased during the year (Rs. in Lakhs)	0.42	---	---	0.42
Others	---	---	---	---

4.2 Computerization of administration and library

Software is prepared for admission process execution of which will be from 2016-17 onwards. The campus main building, hostel and library are under surveillance of CCTV. E-governance system is established in the office and library are computerized. Computers, printers, photocopiers, fax etc. Are available in main office. Library advisory committee gives suggestions for the development of the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3006	419742	275	74445	3281	494187
Reference Books	5373	1930603	09	2500	5382	1933103
e-Books	---	---	--	---	---	---
Journals	173	48437	---	---	173	48437
e-Journals	---	---	---	---	---	---
Digital Database	--	--	---	---	---	---
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	35	14	Yes	---	01	04	10	5+1 Laptop
Added	---	---	---	---	---	--	--	--
Total	35	14	connected	---	01	04	10	5+1 Laptop

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

- The library is equipped with 3 computers to enhance facility available with library for faculty and students.
- Main office is well equipped with computers, internet, printers and photocopies.
- Each department is provided with a computer system for teaching staff with internet.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 33,150/-
ii) Campus Infrastructure and facilities	----
iii) Equipments	Rs. 42,975/-
iv) Others	Rs. 31,327/-
Total :	Rs. 1,07,452/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC ensures all reserved category students to get the scholarships on time. Students' orientation programme is conducted at the beginning of every academic session where newly admitted students are made aware about the various Student Support Services available in the college. The IQAC also renders these information by publishing it on college prospectus.

5.2 Efforts made by the institution for tracking the progression

Personal guidance, on both academic and non-academic matters, is made available to the students through mentoring, which is offered in the College at multiple levels. Each student meets their mentor, on a one-to-one basis. Teacher take these are personal meetings to gets to know the student personally and keeps track of their academic performance, attendance record, course registration, and fulfilment of course requirements and so on, giving guidance where necessary on matters pertaining to academics.

5.3 (a) Total Number of students

UG	PG	PH.D	Other
546	97		

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

	No	%		No	%
Men	307	47.74	Women	336	52.25

Last Year (2015-2016)						This Year (2016-2017)					
General	SC	ST	OB	Physically Challenged	Total	General	SC	ST	OB	Physically Challenged	Total
86	12	40	409	---	659	99	11	29	399	--	662
	4						5				

Demand ratio 1:1

Dropout % - 2

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

Training, guidance, lecture are conducted for the students for the competitive examinations like MPSC, UPSC, particularly for the Staff Selection Commission Examination.

No. of students beneficiaries 02

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	--
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	02

5.6 Details of student counselling and career guidance

- The students having the problem in academics and some other personal problems, are solved through counselling done by subject teachers and class mentors.
- Some student's approaches to principal for career guidance and are guided by principal through counselling.
- Programs on currier guidance is taken by the college.
- Currier Guidance Cell gives information about various post and there advertisement in the daily New paper.

No. of students benefitted 77%

5.7 Details of campus placement

Number of Organizations Visited	On campus		Off campus
	Number Of Students Participated	Number Of Students Placed	Number of students Placed
--	-----	----	----

5.8 Details of gender sensitization programmes

- Programs for girls are taken in college like health issues, diet and importance of exercise.
- Leader ship development programme under YIN.
- Educational Tour.
- 'Pori JaraJapunChal' gender sensitization programme
- Programme on (Sexual Harassment Against Women At Working Places.) a Cell is established 26/02/2016
- World Women Day. 08/03/2017

5.9 Students Activities.

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

State/ University level 05 National level -- International level- ----

No. of students participated in cultural events.

State/ University level Nil National level ----- International level ---

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number Of Students	Amount
Financial support from institution		
Financial support from government	Proses is going on	
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organized / 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 02

NSS Camp. (University Level) 08 to 14 feb. 2017 at Kolutmara a tribal remot area Parseoni tahsil
Blood Donation Camp 24/09/2017

5.13 Major grievances of students (if any) redressed:

1) New Building of wash room (for girls and gents) is made available.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

- To promote higher education in the remote and economically backward region.
- To create cultural, moral values and national integration.
- To serve the social needs and to uplift the living standards of the rural and tribal youths by imparting higher education
- To encourage them for self-employment and for that to start short-term educational and training courses to make them self-dependant.

MISSION

- To facilitate educational opportunity to the under-privileged section of society.
- To provide quality higher education to its students.
- To develop academic programmers based on local/regional/national/ global needs.
- To inculcate discipline, higher levels of culture and time values of life among the youth

6.2 Does the Institution has a management Information System

- Yes. The institute has management Information System. All the information of the institute regarding administrative procedures, finance, student admission, student's records, evaluation and examination procedures, research administration, etc. is available to everyone on demand. Similarly, it is updated by the institute and maintained as database by the Director, Higher Education, Pune, Maharashtra. The data can be retrieved and accessed online.
- MIS is also used for Administrative processes including finance Network through Software's like Tally.

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

6.3.1 Curriculum Development

- As the institute Curriculum development. The institute has to follow the curriculum developed by the university.
- Semester Patterns is adopted by RTM Nagpur University for B.A. & B. Com faculties.
- Active participation of faculty members through representation in various subjects as well as via participation in various workshops organized for curriculum development and execution.

6.3.2 Teaching and Learning

- The traditional method of teaching and learning is being replaced by advanced technology like ICT, PPT, charts and seminars to enhance the quality of higher education.
- Organization of competition for students.
- Each faculty member prepares exhaustive teaching plan for the course module for every session.
- The allotted syllabus is completed by every staff member within time.
- Continuous up-gradation of library. To meet the growing academic requirements.
- Special coaching is provided to slow learners.

6.3.3 Examination and Evaluation

- Final examination is responsibility of the university. The institute shoulders big share of responsibility for conduct of university examinations.
 - Before the semester wise University Exams the students are evaluated by conducting Unit Tests, Seminars, Home Assignments, and Oral Tests etc.
 - Evaluation in the University Exam is being carried by Valuation and Moderation Method.
 - Every month in class test exam is conducted. Before the University exam, Model answer papers are provided.

6.3.4 Research and Development

- The institute is a recognized by RTMNU
- Research Advisory committee provides essential facilities and encourages the faculty to participate in various research based activities such as Conferences, Seminars, Workshops, Symposium, etc.
- Faculty members are encouraged to submit proposals for Major or Minor Research Projects
- Research Committee regularly posts information about, forthcoming workshops, seminars and conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library is enriched with textbooks, journals, reference books, magazines etc.
- Library is atomizes.
- Reading Room is made available to the students.
- Wi-fi service is provided in the premises of the Institution.

Staff Rooms 01,

Reading Hall 01

- This year, the library stock was enriched by addition of **275** new text books of various subjects

09 reference books

- As a part physical infrastructure/Instrumentation, the Institution has a huge playground for various sports activities.
- Infrastructure :01 Sports room (10ft X20ft)
- Instruments :Net Ball Kit Rs. 3000/-

6.3.6 Human Resource Management

- The Institution tries to Manage the required Human Resource.
- As per and need, Resource Persons from outside are invited.
- Healthy relationship with NGOs is maintained to organise collaborative extension activities.
- One day work shop on 'Harassment of Women at working places' is organized by the college on dated 26/02/2016. A Cell of 3 member is formed.

6.3.7 Faculty and Staff recruitment

- The recruitments are made in accordance with the Rules and Regulations laid by University Grants Commission, State Government and PTM Nagpur University.

6.3.8 Industry Interaction / Collaboration

- College Departments has a collaboration with Surrounding Colleges for research and academic development of the faculty and Students.

6.3.9 Admission of Students

- **Prospectus:**

At the beginning of academic session the institute prepares updated prospectus which provides detailed information about the institute regarding the courses offered and infrastructural facilities. It provides eligibility criteria for admission to each course, fee structure, documents necessary for the admission, etc. It also provides detailed information about academic as well as support facilities. The academic calendar, rules and regulations. The information about PG Courses.

Institute Notice Board

The information related to admission process is also displayed on the college Notice Board for the convenience of the students.

6.4 Welfare schemes for Teaching

Teaching	GPF,LIC, Medical Reimbursement, Leave Travel concession, Loan Scheme by our Credit Society branches
Non Teaching	GPF, LIC, GIS, Medical Reimbursement, Various Govt. Loan Schemes, Leave Travel concession & Banks.
Students	Student Welfare Fund, Book Bank, Scholarship, Concession to Economically Weak Student.

6.5 Total corpus fund generated

Rs.

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	RTM Nagpur University Nagpur	Yes	VSPM Academy of Higher Education, Nagpur
Administrative	Yes	RTM Nagpur University Nagpur	Yes	VSPM Academy of Higher Education, Nagpur

6.8 Does the University/ Autonomous College declares 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

N.A.

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

Not Applicable

6.11 Activities and support from the Alumni Association

- Tahsil Level Indian Constitution competition is Organized by the faculty Pol. Sci.in collaboration with alumni association. ‘PAULWAT PRATISTAN’
- Felicitation of Ph.D. award teachers is organized by alumni.
- Various cultural programme i.e. elocution competition, Debate competition on current subject and environment, pollution of the students of high schools, Jr. Colleges, and Senior Colleges (Inter Collegiate) is organized by alumni

6.12 Activities and support from the Parent – Teacher Association

- Parent Voluntary take active participation in Institution activities like Blood, Donation, Plantation, Health care.

6.13 Development programmes for support staff

- The staff Members are supported for adequate training as and when required.
- Promoted to the faculty members for presenting Maximum research papers in seminars and conferences etc.
- Teaching and non-teaching staff have attended various workshops conducted by sister institutes of the management and of other colleges as well.
- Career advancement and promotion schemes are available for the staff
- Loan facilities, medical expenses reimbursement, etc. Schemes are available for the support staff.

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

- Plantation programme in the campus is conducted every year by NSS Volunteers.
- During the cleanliness of campus, the wasted plastic material is being disposed off regularly.
- Rain-water harvesting in the campus.
- Dust bins have been provided in every department and in the every wing of the building
- Students are also discipline to switch off electric gadgets and thus save energy.
- Students are counselled not to waste the paper and minimize the use of paper.

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.

Computerization of Administrative Block;

The college Administrative has been fully computerized (Attendance, Course Planning and coverage, Lecture notes, staff Profiles, Internal marks) the administrative staff has been given formal training to understand the technicalities pertaining to working on the technology.

Computerization of Library: -

The college has made the library partially computerized .The library is having its OPAC system. The students are having their web browsing space in the library .The total working in the library is now on the computers. All the teachers of the college are the members of INFLIBNET.

Cashless transaction: -College has organized a lecture on a cashless transaction and BHIM APP.

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

1. New Water Tank and Water Filter.
2. Wash Room for girls and boys.
3. Meeting of staff held twice in a year
4. International YOGA Day 21 June 2016
5. Tree plantation 01 July 2016
6. Gandhi Jayanti Programme. 02 Oct. 2016
7. 'Road safety week' 21 to 27 Dec. 2016

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

- **Vermi compost activity:** Awareness of organic farming among the students for application of practical knowledge of Vermicomposting.
- The library is equipped with 03 computers to enhance facility available with library for faculty and students.
- The scrap paper disposal tank. Scrap materials of the trees of the college campus is used as fuel on 10 days Residence NSS camp.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- **Efforts for carbon neutrality;**

Our college has motorcycle stand, car stand, at the very entry of college and no students or the teacher is allowed to move within the campus on vehicle so as to reduce carbon dioxide. For maintaining the cleanliness of the campus the college appointed a requisite number of daily wage workers.

- Tree plantation programme.

7.5 Whether environmental audit was conducted? Yes No

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

Cycle stand for the students

The college is planning to use solar energy in future for street lighting.

Science course (B.Sc.) for the students

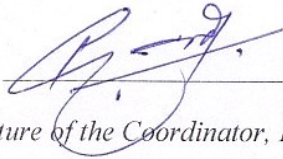
Junior college (11th – 12th HSC) Arts, Commerce, Science stream for the students.

8. Plans of institution for next year

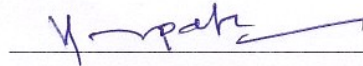
NAAC accreditation

Name PRAMOD M. GORDE

Name Dr. VINAYAK S. IRPATE



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Annexure I

1. Academic calendar of the session (2016-2017)

**MAHATMA GANDHI ARTS & COMMERCE COLLEGE PARSEONI
DIST- NAGPUR
ACADEMIC CELENDER 2016-17**

S.N.	Programme in Session	Date	Organizer
1	Session – I	16/06/2016 To 15/10/2016	
	Admission Process	17/06/2016	
	International Yoga Day	21/06/2016	S.R. Kahate
	Starts Regular Periods	01/07/2016	
	Late. M.A. Deshmukh Birth Anniversary	01/07/2016	
	World Population Day	11/07/2016	L.B.Jadhao
	Tree Plantation	22/07/2016	R.D.Kabhe
	Ranganathan Day Celebration	12/08/2016	P.N.Dhote
	Independence Day	15/08/2016	
	Formation of Subjects Group	25/08/2016 To 30/08/2016	
	Last Date of Admission by University	01/09/2016	
	Last Date of Enrollment by the University	05/09/2016	
	Teacher Day	05/09/2016	L.B.Jadhao
	Late. A. D. Deshmukh Death Anniversary	19/09/2016	L.B.Jadhao
	N.S.S. Day	24/09/2016	K.S.Manmode
	Laxminaryan Day & Alumni Meet	30/09/2016	
	Mahatma Gandhi Jayanti & Book Exhibition	02/10/2016	P.M.Gorde
	Diwali Vacation	16/10/2016 To 15/11/2016	
2	Session – II	16/11/2016 To 30/04/2017	
	University Exam (W)	21/10/2016 onwards	
	Constitution Day Celebration & Reading Elicitation Competition	26/11/2016	S.N.Jawale
	Dr. B.R. Ambedkar Mahaparinirvana Din	06/12/2016	D.T.Shende
	N.S.S. Special Camp	27/12/2016 To 04/01/2017	K.S.Manmode
	Aids Awareness Programme	27/12/2016 To 04/01/2017	K.S.Manmode
	Swami Vivekananda Jayanti	12/01/2017	P.M.Gorde
	Republic Day Celebration	26/01/2017	S.R.Kahate
	Sports Meet	27/01/2017	S.R.Kahate
	Mahatma Gandhi Martyrdom Day	30/01/2017	S.N.Jawale
	Practical Exam & Tutorials	01/02/2017 To 10/02/2017	S.N.Jawale
	Education Tours	15/02/2017	K.S.Manmode
	Language Day (Marathi)	27/02/2017	R.D.Kabhe
	World Women Day	08/03/2017	D.T.Shende
	Send-Off Programme	10/03/2017	P.M.Gorde
	University Exam (S)	17/03/2017 onwards	S.N.Jawale
	Dr. B.R. Ambedkar Jayanti & Late. Smt. M.A.Deshmukh Death Anniversary	14/04/2017	R.A.Raut
	Maharashtra Day	01/05/2017	R.A.Raut
	Summer Vacation/ Valuation, Moderation by the Teacher	01/05/2017 To 15/06/2017	

Principal
M. K. Patil
PRINCIPAL
Mahatma Gandhi Arts &
Commerce College,
Parseoni, Dist. Nagpur

Best
Practice
:

Vermicompost and scrap materials of the trees of the college campus is used as fuel on 10 days Residence NSS camp.

