



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GONDIA EDUCATION SOCIETY'S MANOHARBHAI PATEL COLLEGE OF ARTS AND COMMERCE

AT- AMGAON ROAD DEORI DIST-GONDIA 441901
441901

www.mbpcedeori.com

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Gondia Education Society's Manoharbhair Patel College of Arts and Commerce Deori, Dist- Gondia is situated in tribal and naxal-affected region. We concentrate our vision and mission in imparting higher education to the people of this locality who were deprived of having a higher educational institution till 1990. Our college is run by Gondia Education Society, Gondia and affiliated to Rashtrasant Tukdoji Maharaj, Nagpur University Nagpur. We have permanent affiliation since **01.07.1990** and got included in UGC's **2(f) and 12(B)** on 14.02.2006 Our college offer general courses like B.A., B.Com. and B.Sc. which are duly approved by Rashtrasant Tukdoji Maharaj Nagpur University. All the courses are having semester pattern of examination conducted by the university.

We are completely dependent on the financial support of the Govt. of Maharashtra and UGC. The matters regarding the recruitment of faculty and other staff have been looked after by Gondia Education Society Gondia. The management of Gondia Education Society is very powerful and committed under the chairmanship of honorable Shri. Prafulbhai Patel, Member of parliament (Rajya Sabha), President of All india Football Federation (AIFF), Govt. of India. Our college is run by Gondia Education Society which runs 21 general, technical and professional colleges apart from schools and junior colleges in Gondia and Bhandara District. Deori is 60 Kilometers away from Gondia. So a Local Management Committee is duly constituted for the smooth functioning of the college. Moreover, we have constituted various internal committees under the chairmanship the Principal of the college for the management of different institutional activities. All the activities of our college are carried out by proper coordination and cooperation among principal, staff and management. We always maintain a congenial atmosphere in our college.

We have formed the IQAC as per the guideline of NAAC and various committees, as mentioned earlier, for quality assurance. They have regular contacts and discussion with the Principal and Management regarding the deficiencies and problem in any matter of the college. We always try to create an atmosphere where staff and students put their efforts to maintain and enhance the quality in our capacity.

Vision

- **To impart Higher Education to the inhabitants of Deori Tahsil in general and to inculcate the value of higher education to the tribal community in particular.**

Mission

- **To ensure and infuse perfect discipline in terms of regularity, sincerity and punctuality amongst the students so that they contribute to society and nation as most conscious, responsible and respectable citizens.**

- To aim at overall personality development of the students and to provide a platform to them to face all the challenges of today's competitive world with utmost utilization of their potential through extra-curricular activities like NSS, sports and cultural programmes.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- A multi-faculty college with undergraduate courses.
- The college maintains strict discipline stipulated by the University and UGC.
- Strict adherence to the Academic Calendar.
- Transparent mechanism for handling grievances of students pertaining Attendance and Evaluation.
- Strong network of NSS activity. The percentage of students participating in these activities is impressive.
- Catering to the needs of socially and economically backward students.
- Almost 75 percent of the students get one or the other type of scholarship. Many students seek admission into the college only because of the availability of this facility.
- Promotion of leadership among students through the election of students to the "Student Council"- a student representative body.

Institutional Weakness

- Insufficient numbers of class rooms and shortage of permanent faculty members.
- Inadequate research laboratories and facilities for faculty members.
- Limitation of opening job oriented and skill development courses for the students.
- Lack of campus recruitment facilities.

Institutional Opportunity

- To introduce job oriented and skill development, self employed courses and other emerging subjects
- To open Post Graduate classes in some selected departments
- Improving the soft skills and employability among students, in view of their rural based background.
- Use of ICT to the fullest extent with virtual interaction.
- Improving teacher quality by virtue of making them pursue Ph.D and attend seminars/conferences and write books and research papers.
- Providing coaching for competitive exams for Government and Non-Government. Job is a valuable opportunity available to the college.
- Modernization of classrooms with ICT facilities and good ambience.

Institutional Challenge

- Student progress in terms of Higher Education and Employment. Getting better packages remains a challenge.
- Complete Digitization of the library of the college.
- Promoting creative and innovative spirit among students and faculty.
- Encouraging Young faculty to stay focused on Research.
- Implementing e-governance mechanism throughout the college.
- Research funding through projects.
- Improving language and communication skills among students,
- To provide job opportunities to the degree holders
- Due to the poor economic back ground of the locality it is difficult to open self- financed job oriented courses
- To provide hostel facilities to all the needy students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Gondia Education Society's Manoharbai Patel College of Arts and Commerce Deori Dist- Gondia is affiliated to *The Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur*. Our institution has limited flexibility in the development of the curriculum. However, each department of the institution is responsible for working out details for effective implementation of the prescribed curriculum. Academic calendar is prepared and implemented as per the guidelines of the university.

The college has a defined vision and mission that is clearly spelled out to the students in college website, college magazine, and prospectus. Few faculties from college are assisting the university in designing and development of the curriculum. As there is no much flexibility in the design and development of the curriculum, different certificate courses are offered to students to enrich the curriculum. The feedback system of the college is in place and the feedback is taken and analyzed.

Teaching-learning and Evaluation

The institution is aiming at improving the quality of teaching learning process. The college has taken major steps towards improving the quality of teaching learning by focusing on charts, graphs. The college aims to make teaching and learning “student-centric” which helps students to think, analyze, and be creative and unique. Certain steps are taken to address the needs of individuals. Not only the students, but also the college ensures the competence of staff and help the faculty to develop continuously. Faculties conduct Group quiz, debates, presentation on different topics by students in the class to help the students understand the curriculum better.

An academic calendar is prepared before the commencement of the Academic session and teachers are encouraged and expected to follow the Academic calendar. The college follows the process of continuous assessment of students by evaluating their marks in the exams and tests conducted by university and college.

The admission process is online, complying with all the government and the university norms. The college offers admission to all categories of students of different background and with different abilities- SC, ST, OBC, poor, rich and differently-abled students. The college has no gender discrimination. It has instituted a transparent mechanism for handling students' grievances.

Research, Innovations and Extension

Our College believes that an institution can become a center of academic excellence only when a research culture exists and proliferates amongst faculty and students. The College plays a very proactive role in promoting this culture. The college has a research committee in place. This research committee of the college works towards encouraging the faculty members to take up research work. The college has provided free internet access to help the faculty members in research work. There have been several projects taken up by faculty members. The teachers are encouraged to take research work minor or major. The college provides support to faculty who take up research work by different means like free internet facilities, updated library, laptops and for attending seminars/conferences. Necessary leaves are also given to the teachers involved in research work, when they go for data collection and field trips.

Infrastructure and Learning Resources

The college is located Tribal, Naxal affected and economically challenged region. It has good infrastructure. The college has well equipped and well maintained facilities for sports and games. It has outdoor courts for football, tennis, basketball, cricket and kho-kho. The college has well equipped library that is upgraded from time to time and updated with the latest curriculum. The institution has an excellent library and computer facilities with easy access to all its constituents. Spacious reading room, access to e-learning, INFLIBNET, journals/magazines and internet connection cater to the needs of students and staff. The college has biometric and CCTV equipment for monitoring attendance and surveillance.

Student Support and Progression

The college aims at providing necessary assistance to students for facilitating their progression. The college stands committed on providing support to students in terms of scholarships, health care facilities etc. The average percentage of students benefited this about 75. The placement and training cell of the college conducts various workshops and programmes to enhance their personality and help them get the jobs.

The Women's Cell of the College is in place and provides counseling to women students. There is a Grievance Redressal Cell which is entrusted with the authority to mediate any type of grievances raised by the students. The Anti-Ragging Committee and Anti-sexual Harassment Committee are in place and make sure that there are no issues on this account. These committees also work for spreading awareness in the society. Members of the faculty strongly encourage extracurricular and co-curricular activities. Feedback is taken from the students on the Infrastructure and facilities, and feedback is analyzed and corrective actions are implemented.

Governance, Leadership and Management

The college is run by *Gondia Education society*. There is exclusive governing council for the college. The

vision, mission and goals of the institution are achieved through strategic action plan prepared. Focus is laid on future development, effective leadership and participative decision making process. The college takes inputs from all the stakeholders, upholding the principle of quality improvement and assurance. The college has a systematic organizational structure to manage the functions of the college.

The College has an effective Internal Quality Assurance Cell (IQAC) which facilitates quality teaching-learning environment in the institution. Internal and external audit is carried out.

Institutional Values and Best Practices

The college has adopted many new best practices in the college. The college is focusing on spreading environment awareness among students and faculties and aim at having a green and clean environment. There are many innovative practices introduced by the college in the areas of teaching-learning, governance and for the improvement in the quality of the overall processes.

The college is undertaking Environmental awareness programs like tree plantation, cleanliness drive, green audit. Blood donation camps are organized. Our college organized many programs to create 'Gender Awareness' among all students. The college has necessary eco-system in place in terms of rain water harvesting, waste management, energy conservation, maintenance of nursery.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GONDIA EDUCATION SOCIETY'S MANOHARBHAI PATEL COLLEGE OF ARTS AND COMMERCE
Address	AT- AMGAON ROAD DEORI DIST-GONDIA 441901
City	Deori
State	Maharashtra
Pin	441901
Website	www.mnpcdeori.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	ARUN KEWALRA M ZINGARE	07199-225110	9422134578	07199-22518 0	mbpcdeori@gmail. com
IQAC Coordinator	ABHINAND AN GURUP RASAD PAKHMUDE	-	8149691299	-	abhiponly@gmail. com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details				
Date of establishment of the college		13-07-1990		
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	The Rashtrasant Tukadoji Maharaj Nagpur University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	01-02-2006	View Document		
12B of UGC	01-02-2006	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	AT- AMGAON ROAD DEORI DIST-GONDIA 441901	Tribal	6	791.74

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arts	36	Twelve Pass	Marathi	660	308
UG	BCom,Commerce	36	Twelve Pass	Marathi	360	75
UG	BSc,Science	36	Twelve Pass	English	360	273

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				7				10			
Recruited	0	0	0	0	7	0	0	7	10	0	0	10
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	6	2	0	8
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	1	0	4	1	0	10
M.Phil.	0	0	0	1	0	0	0	0	0	1
PG	0	0	0	1	0	0	4	1	0	6

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		8	8	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	238	0	0	0	238
	Female	418	0	0	0	418
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	35	36	37	26
	Female	68	47	66	40
	Others	0	0	0	0
ST	Male	130	128	119	107
	Female	239	200	166	136
	Others	0	0	0	0
OBC	Male	68	52	60	52
	Female	157	107	106	88
	Others	0	0	0	0
General	Male	22	25	7	51
	Female	26	46	25	42
	Others	0	0	0	0
Others	Male	13	17	25	10
	Female	32	33	25	9
	Others	0	0	0	0
Total		790	691	636	561

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 3

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	3

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
790	691	636	561	466

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
790	691	636	561	466

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
72	46	48	31	18

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	16	16	17	18

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
23	23	23	23	23

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 7

Number of computers

Response: 13

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
175.9	139.2	110.5	119.5	155.0

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

1.1.1 (For Effectives implementation of the curricular aspects) At the beginning of each academic session, the affiliating university provides an academic calendar however for effective implementation of the curriculum, the following steps have been taken.

1. Preparation of Academic calendar

2. Meetings - (Principal H.O.D.) conducts regular meetings. Meeting of Staff council by principal an aim to prepare institutional own comprehensive curricular and co- curricular calendar of events, to constitute committees for supervision of overall admission process, academic & extracurricular activities.

3. Time Table - preparations by Time table Committee. Time Table is prepared by the time table committee.

4. Departmental meetings faculty members by HODS.

- With an aim to develop academic plan based on the college calendar to prepare timetable for distribution of the curriculum and the classes among the faculty member keeping in mind the syllabus to be taught in various unit tests.

5. Use of ICT in Teaching Learning Process

- Institution has provided us with screen and projector for effective curriculum delivery.
- Institution has well equipped computed laboratory far
- Collecting E-Learning resources so that students and teachers can use e-learning resources

6. Lecture centered innovative techniques:

Faculty uses lecture centered innovative techniques live class room, seminars, project reports, ppt presentation, group discussion, study tours, home assignments, special lecture an current issues and field study for inculcating self confidence and the ability to think independently among the students.

7. Periodic evaluation and parents teachers meeting,-

A systematic structure of periodic evaluation has been standing of their ward. Parent teacher meetings have an important role in the chain of linkage between the college and its stallholders. Institution collects

feedback from the students regarding the quality of teaching and the syllabus a written feedback from student on various aspects of teaching such as:

Teacher's Communication skill,

Syllabus completion Teacher student report

Other required activities as presentation, assignments, projects, etc.

Thus, it is ensured that teacher is truly involved in curriculum completion along other activities and it's required to rectify principal takes the required necessary action.

File Description	Document
Any additional information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 30.12

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	1	1	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 3

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

1.3.1 Institution integrates cross cutting issues relevant to Gender, Environment and sustainability, human Values and professional Ethics into the Curriculum. (10)

The college gives importance to conduct various activities each year that address the cross-cutting issues such as Gender, Environment education, Human Rights Professional ethics, ICT Etc. These issues also form an integral part of curriculum at Institution level.

1. As per University curriculum for Semester IV (B.sc IInd Year) **Environmental science** is added in curriculum time table. Regular assessment and Exams are conducted for assessment of student's awareness regarding Environment plantation and conservation is created amongst students. Environmental rally and plantation programme is conducted every year.
2. As per government Resolution No. 2012/296/12/9 college launched "Jagar Janivancha abhiyan". The college implemented various programmes for the empowerment of women. The college always seeks the gender equality. By working under various channels like Anti-ragging, prohibition of Sexual Harassment all these activities reached at its absolute destination of women-empowerment.
3. The Women Development cell (WDC) of the college acted on the apex body to manage the campaign (Jagar Janivancha Abhiyan) and to cultivate u gender Equality, among students. Rally to spread awareness about the ill-effects of female Foeticide.
4. Slogan competition: to create Social awareness about the problems of woman in particular regarding gender discrimination.
5. Guest Lecture: to create awareness about laws protecting women.
6. Essay Competition: to increase awareness about female Foeticide amongst students.
7. International Women's Day is celebrated by organizing various programmes for empowerment of women. These programmes were focused on evaluating overall, efforts of the institution to sustain "Gender Equality" and cultivate" Gender Equality amongst Students (2017)
8. Lecture arranged by Police Department for guiding Students for self Defence & protection Acts (2016)

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 1

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five

years	
Response: 1	
File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 8.61	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 68	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: C. Any 2 of the above</p>	
File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p>
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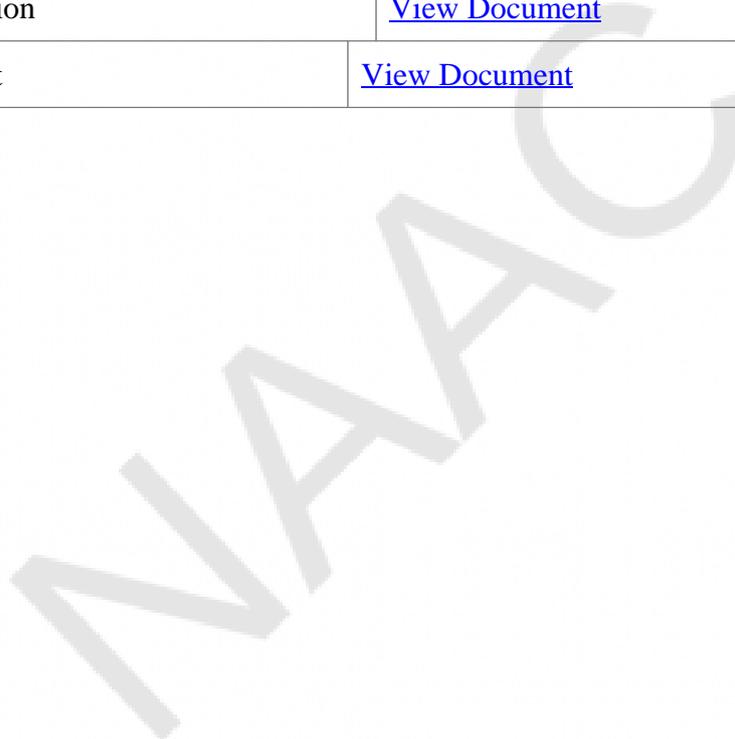
B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

File Description	Document
Any additional information	View Document
URL for feedback report	View Document



Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 51.74

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
790	691	636	561	466

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1180	1180	1180	1260	1340

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
790	691	636	561	466

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

2.2.1: The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners.

Students of B.A., B.Sc. and B.Com admitted through direct admission process. We have maintained constant monitoring and evaluation of the student through efficient means.

The assessment of the advance and slow learners are recognized by their performance in intermediate examination. This is the preliminary process to categorize the students as slow learners and advanced learners in a class. After onset of the classes as well as completion of a unit per subject, the unit test examination conducted and recognize the student as per their marks in that examination. The valuation of the internal assessment program by providing assignment and recognize the student as advance or slow learners. This streamlined process helps to encourage students to learn and create enthusiasm in classes.

Slow learners: Special attention provided to the slow learners, the specific assessment also given to them and we try to increase the pass percentage of the students, with the help of personal counseling the student, the student counselor have assesses the temperament of their personality their problems and try to motivates them to achieve their academic purpose. Extra classes also organized to repeat the critical topics to improve presentation.

Quick Learners: They are recognized by their unit test examination and quality of internal assessment assignment given, interaction the classroom and laboratory, concept understanding and personal communication. College promotes some independent learning that contributes to their academic and personal growth. The students who have initiative to receive the supportive responsibility to involve the structural outcomes also provided with special attention.

Approach for Improvement:

Arranging extra classes, counteractive or remedial classes to clarify the difficulties, details explanation of the some hard problem related syllabus to improve the presentation, student attendance is also given and recorded. The specific seminar conducted by guest lecturer and also in annual function of various departmental societies helps to motivate the students to improve the mental ability of the students to analyze problems and encourage students to regularly attend the classes. Notes of the some selected topic also given and also motivate to create their own notes and examined by respective teachers. Special attention is given to them regarding personal life. The college provides them career counseling guidance and attention by arranging the sessions for various fields of science, arts and commerce. All the teachers maintain good relation with all students.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 49.38

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

2.3.1: Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To build the strong learning environment teachers provide them opportunities to build up the strength about the course to develop high quality knowledge about the course, improve the quality of understanding in future endeavor in life.

The learning is made student-centric by conducting unit tests, question- answer sessions, discussions in the theory and practical classes. The classroom lecture is a special form of communication between students and teachers. No matter what the topic is the delivery and manner of speaking influence the students' attentiveness with learning, The students are motivated to ask questions in the classroom to promote the spirit of curiosity. Suitable improvements are made in the teaching- learning process using inputs from students' feedback. In addition to the use of conventional teaching-aids like charts, blackboards, maps and models, the staff incorporates the use of projectors to make the learning process more effective. There is also a provision for remedial teaching for slow learners who belong to weaker section of the society. The lecture method is supplemented by the interactive learning, group discussions, seminars, paper presentations, quiz competition, workshops, audio-visual methods and periodic assignments etc. Students are also encouraged to watch educational and informative TV programs on National Geographic, Discovery, Animal Planet, BBC, CNN etc. The college central library provides good number of reference books that helps the students for independent learning.

In experiential learning, the students have learned through experiences. The specific groups of students were selected with respect to their past knowledge for specific task by faculty members and allow them to achieve the task under guidance of respective teachers

In participatory learning some specific advanced learning methods like group discussions, compilations of information of various social issues or case studies, environmental surveys, educational excursions, collection and identification of the material, cataloging etc. this is most important, effective and essential way of learning to develop high quality knowledge.

In collaborative learning the teachers and students work together to speed up the knowledge, interact together to explain or resolve the task. It is same as to that of group discussion in which group of students and teachers create a topic for time bonding to discuss and provide feedback to explain the exact mean. In this learning process thorough understand of the topic is expected just like meaning, analysis and output of the problem, its drawback and result to sort out the scope and importance.

File Description	Document
Any additional information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 0

2.3.2.1 Number of teachers using ICT

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 49.38

2.3.3.1 Number of mentors

Response: 16

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The College promotes creativity among the students by providing opportunities to contribute articles like poems, short stories, compositions for publication in the Annual College Magazine and Wall Magazine published periodically. Various societies and associations organize competitions like essay, debate, quiz, creative writing, fine arts like rangoli, mehendi, alpana etc. Prizes and Certificates are given away to winners to encourage the students. They also participate in inter-college competitions. The College also encourages critical thinking and creativity among the students through extra- curricular activities.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 72.17

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 54.55

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	10	9	8	8

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 1.75

2.4.3.1 Total experience of full-time teachers

Response: 28

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 42.17

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	2	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The faculty member of the college has taken efforts to develop the presentation of students by structuring specific reforms in continuous internal evaluation at the college level.

Reforms are as follows:

1. Unit tests are conducted after completion of unit of the subjects and also conducted test examination prior to the semester examinations.
2. Remedial measures are taken by conducting extra classes to clarify the doubts and revise some important topics.
3. The question banks of all the subjects are also prepared and provided to the students.
4. The questions paper of previous year's university examinations also provided and encouraged to solve them.
5. To refine the critical thinking among students, various group discussions, debates, seminars, workshops etc., are organized in which students explore new ideas and thus enhances their performance levels.
6. All the staff members maintain good relation with students and deal with their problems in a gentle manner.
7. Absentee of the students is treated by sending letters to the parents of particular students.
8. Poor performance due to frequent non-attendance is dealt by sending registered letters to the parents of such students.
9. Various problems regarding students have solved by interaction with the parents in parent-teacher meet.
10. Observing the development in learning of slow learner and encouraging the advanced learners by reviewing their performance in exams.
11. Personal interaction with the students for their problems related to curriculum activities.
12. Arranging various kinds of sports in college campus to develop overall harmonious environs.
13. Several committees were constituted from time to time to suggest reform in education general and examinations in particular.
14. Questions papers are prepared by the subject faculty member based on the University examination.
15. Each faculty member is considered as mentor to group of students.
16. Maintain regularity in Semester wise submission of assignment for internal assessment.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. College follows Rashtrasant Tukadoji Maharaj Nagpur University Nagpur guidelines for internal assessment.

The college prepares an Academic Calendar in line with university calendar prior to the start of the academic year in consultation with the Heads of the Departments. As per the Internal Assessment scheme provided by RTM Nagpur University, the internal assessment is done by the college at least 15 days prior to the final examination of each semester. The marks are sent to the university immediately after the assessment in the prescribed format. The internal assessment marks allotted to each theory paper as per the guidelines of the university. 10 marks per internal assessment per paper are allotted. The marks is awarded on the basis of assignments like class test, attendance, projects assignments, seminar, study tour, industrial visits, visit to educational institutions and research organizations, field work, group discussion or any other innovative practices and activity. There are two assignments per theory papers. The faculties conduct the internal assessment activity during the regular teaching days or periods as a part of regular teaching activity. The records of all the activities kept in the departments until six months after the declaration of the results of the semester. At the beginning of each semester, every teacher is inform to the students unambiguously the method of propose to adopt and the scheme of marking for internal assessment. The teachers announce the schedule of activity for internal assessment in advance in consultation with head of the Departments. Final submission of internal marks to the university is before the commencement of the University theory examination.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

Students apply for revaluation and verification of marks. The University provides the photocopy of answer books to students on demand after paying some fee. After receiving own answer-sheet if student wants he/she can apply for reassessment of answer book. In addition, follow up is kept with the University until the grievance is settled.

An aggrieved student who has the grievance(s) at university level shall make an application to the university through the principal of the college. The principal, after verifying the facts, shall forward it to the concerned section of the university. The university redress all such grievances within a reasonable time, preferably within fifteen days of the receipt of application.

The application submitted by the aggrieved student shall be forwarded to the concerned section (Dy Registrar) viz. Academic grievance, administrative grievance etc. The university level committee is responsible to redress the matter.

If the student is not satisfied with this decision, he/she can submit appeal to the higher authorities (Registrar/ VC) within a stipulated time.

University level committee shall process grievance(s) submitted by the students within a stipulated period.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college prepares its academic calendar and publishes it in the prospectus in advance for the students. After referring to RTM Nagpur University Calendar, the Public Holidays are identified. The academic calendar mention the period of Semester Examinations. There is always a maximum attempt to firmly adhere the time schedule. Subject-wise teaching plan for the session is prepared by the concerned teachers. So as per their teaching plans, each Teacher has liberty to schedule their own Internal Evaluation. The staff council Meets regularly to discuss the results, improvements and problems of the students. Suggestions and guidance are also provided by the principal. Generally, traditional methods are adopted, while planning teaching, learning and assessment strategies, but new ideas for instance, group discussion, presentation, and seminars etc. are employed to facilitate the achievement of desired learning outcomes.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

All courses have particular set of objectives which are approved by the Board of Studies of the Rashtrasant Tukadoji Maharaj Nagpur University Nagpur. Course Outcome of the respective subject designed by considering these Objectives. The copies of the syllabus are kept in the College library and respective departments for students. The students are made aware of the learning outcomes through the Principal's address in the beginning of the academic year in the form of introduction programme. The faculty of every subject explains course objectives, evaluation pattern, marking scheme etc. to the students.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The college measures the attainment of the POs, PSOs and Cos through the continuous internal assessment according to RTM Nagpur University. The course outcomes (Cos) are recognizing the specific knowledge expected to be gained from the course conducted. Programme outcomes (Pos) are describe for what students are expected to know and be able to do upon the completion of a specific program. Programme specific outcomes (PSOs) are what the students of a specific programme should be able to do at the time of studying in the proramme. Constant evaluation is done regularly to know the attainment.

Unit test are programmed by the faculty members, its analysis and made strategy of improvement is done after the valuation. Seminars and group discussions organized for all students from which the students are evaluated for their knowledge, skills and thinking power. Assignments are given to the students helps to measure the attainment programme specific outcomes. The internal assessment of the student are conducted as per the criteria of RTM Nagpur University. Various competition viz. quiz competition, debate competition, helps to know about the knowledge and information of the students. Some co curricular activities, field visits help to evaluate the students.

The RTM Nagpur University conducted semester/annual examination for courses of semester and annual pattern respectively. After having the result the analysis of the terminal exam is also done to know the level of attainment of POs, PSOs and COs. Strategy for improvement is made and implemented. The result is analyses by each department in their subject.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 47.78

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 215

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

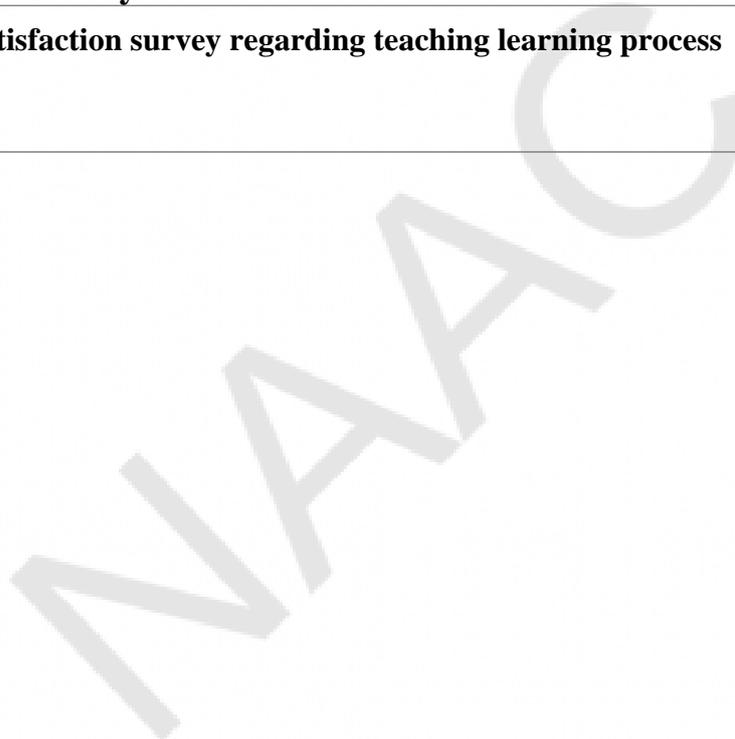
Response: 450

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:



Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 6.85

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	5.50	1.35

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 1

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 3

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 3

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other

initiatives for creation and transfer of knowledge

Response:

3.2.1. Institution has created an ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

The institution has created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge. The faculty members are empowered to take up research activities utilizing the existing facilities. The college has a Research and Development Cell to monitor and address the issues of research by Asst.Professor Dr. T. L. Lambat, Department of Chemistry and Principal, Dr. A. K. Zingare and all HOD'S. Functions of the Committee:

- Creating research culture among faculty members and students.
- Motivating to undertake minor and major research projects from various funding agencies. · Identification and assisting for finance from Management as well as funding agencies like SERB- DST and AICTE. Approved funds from N-PDF however it is under process.
- Guidance for publication of papers/articles in reputed journals.
- We visit nearby villages and promote entrepreneurial education to the backward students. Motto of the Department: To create employment opportunities to unemployed youth, increase individual savings which indeed will increase the per capita income, standard of living and thus revenue to the government.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
Any additional information	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 1.21

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	21	19	21	26

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 6.08

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	15	25	39

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

3.4.1. Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years

Staff as well as students of our Institute actively participates in various community services. Every year some services provided to the society by the staff and students, which is listed below. NSS unit of the college has organised and participated in different programs in and out of the Institute for a social and noble cause. Remarkable programs such as,

1. Cleanliness drive & Tree Plantation and conservation were held in the Institute to make campus Plastic free; all NSS volunteers took part in campus cleaning.
2. Blood donation camp was organised by the NSS unit in collaboration.
3. Seven days special camp of 03 students was held at “Village Ratnara on Gramonnati and Muli Vachva Abhiyan”.
4. Traffic Awareness Program was organised regarding safety measures to be adopted while driving. 5. Celebration of Constitution day on 26 th November and National Science Day on 28th Feb.
6. Celebration of birth and death anniversaries of National Leaders and Freedom fighters for motivation of students.
7. The institution work in collaboration by organising various co-curricular activities and competitions like seminars, quiz, debate, poster for overall development of the students.

These activities positively impact students’ social, emotional and inter-personal development. By working together with individuals students can easily learn how to communicate with society, lead and negotiate with others. These activities help the students to understand the importance of time management, improve their self-confidence and also academic and intellectual competence.

File Description	Document
Any additional information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 17

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	4	4	3

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 19

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	6	5	1	4

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 22.52

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
145	100	145	145	145

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 5

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

4.1.1. The Institution has adequate facilities for teaching- learning. Viz., classroom, Laboratories, computing equipment etc.

Facilities for the institution for creation and enhancement of infrastructure:

- 1.LMC makes plans for enhancement / creations
- 2.LMC prioritizes enhancements as per budgetary provisions.
- 3.The institutions emphasizes on enhancement of existing infrastructure and add new amenities to facilitate effective teaching and Learning like use of Over Head Projector, Computer Laboratories, establishment of Girls' common room etc.

Details the Facilities available for:

The institution strives to provide best possible infrastructural facilities to promote

Curricular and co-curricular activities as well as academic excellence among the students.

Classrooms: Spacious classroom, one equipped with public address system.

Computer Laboratory: Internet and Wi-Fi enabled computer laboratory with dedicated systems.

Laboratory: Each department is provided with well-equipped laboratory.

Botanical Garden: Eye-soothing botanical garden with the information display board for each species with bore-well

Examination Control room: Dedicated examination room with well equipped equipments.

Link: <http://www.mbpcedori.com/>

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

4.1.2. The Institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities

The Physical infrastructure is available in the college for Extra-curricular Activities.

Sports: Dedicated sports department with requisite number of sports facilities. Institution

Caters to indoor games like chess carom and has vas open ground around the 4 Acer for

Outdoor games like

Volleyball, Kabaddi, Cricket etc

Cultural activities: Various cultural programmes are organized the cultural committee

on annual basis and students are encourages by giving prizes for various activities.

NSS: A separate unit for NSS as per the prescribed norms of university with required

amenities is active since 1990. The unit organizes various activities and camp as per the

university norms.

File Description	Document
Any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class,

LMS, etc

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 7

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 0.29

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.4	0.4	0.5	0.2	0.5

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

4.2.1. Library is automated using Integrated Library Management System (ILMS)

The college has central library. There is library software for maintenance of books. The reading room is well furnished to accommodate students at a time and provides environment conducive to study. Exclusive reference section is available in the library. A visitor's book is maintained for students and staff. New

arrivals of books and journals are displayed on separate stands and racks. Security of resources is ensured through a system of checking at the exit point for all resources borrowed by the users. Visitors are also required to sign at the time of entry. CCTV cameras are installed in the library for strict surveillance. The library software details are as follows:

- Name of ILMS software : LIBMAN
- Nature of automation : Fully Automation
- Version : 2.0 version
- Year of Automation : 2011

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The College library has a very good collection of rare books dating back to 1960. Most of the rare books are in Hindi, Marathi and English. Some of the titles are *Madhyayugin Santkavya: Jain Darshan Ke Alok men, Samajeek Sanstara, Complete Works of Swami Vivekananda, Vol. 1, Modern World: A Pageant of Today, Vyavsayeek Arthashastra, Aadhunik Vyavsay: Sangathan Evam Prabandh, Prakrutik Bhugol, Marathi Natakanchi Gangotri Arthat Tanjavari Marathi Sangeet Natake, Good Companions, Vittiya Lekhankan, Uchha Lekhakarma: Khand 2, Pushpadhanu: Vangsaahityakar Shree Prabodhkumar Sanyal Krut, Bhartiya Sanvidhan Shashan Va Rajkaran, Rebels Against The British Rule* etc. These rare books are maintained specially and binding of these books is done as and when required. Although these books are not under circulation but users can access these books on I-Card in the Library. The library also has an extensive collection of reference sources like Encyclopedia Dictionaries, and Biographies etc.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 102094

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
47849	89957	112870	177338	82456

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 18.24

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 147

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

- All the systems have genuine licensed software from Microsoft Corporation.
- MS-Office is all licensed and genuine
- Most computers are connected by LAN and have internet facility
- Science departments are provided with computers and LAN for use of faculty and students.
- Library is well equipped with computers for the use of library staff, college faculty and the students.
- BSNL internet facility is provided with router for Wi-Fi connection.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 60.77

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 14.13

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
20.62	22.71	17.52	18.03	18.06

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Maintenance and utilization of the Infrastructure Facilities:

The maintenance and upkeep of the infrastructure facilities are carried out with the support of the heads of the particular department.

Laboratory Equipment:

The equipment and machineries in the laboratory are maintained by the lab attendant with the advice of HOD.

Computers, Software's& UPS:

The computer maintenance is looked after by Librarian with the help of outsourced computer mechanic. It includes smooth running of automation, up-gradation and maintenance of computer package, college website, biometric services, troubleshooting of hardware, networking equipments including internet connectivity, procurement of hardware, software.

Library:

The library is headed by librarian He is supported by the library attendant. Libman software is used to help the students for searching and lending of the books in the library.

Physical Education:

The physical education department is facilitated by the physical directors to educate the students. Physical education department is equipped with the play kits.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 75.94

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
590	501	506	456	334

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 5.17

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	3	3	1

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 19.44

5.2.2.1 Number of outgoing students progressing to higher education

Response: 14

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 40

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	1	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	1	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

5.3.2 Presence of an active Student council and representation of student on academic and administrative bodies/committees of the institution

The college does have Students' council. The students' council selection, constitution, activities and funding follow the norm of Maharashtra University Act 1994. All the member of the Students' council are selected on the basis of merit, excellence at extracurricular activities such as sports, NSS and a Lady Representative. The members of the Students' council act as a bridge and catalyst between the students and the college. The council offers its suggestions and helps in coordinating various activities. The college bears all the expenses incurred on the Students' Council meets.

Major Activities of the Student' Council:

The students' council helps to organize many extra-curricular and co-curricular activities in many ways

- The council plays a major role in the organization of mega events like annual day.
- The council help the teaching faculty I many ways right from the reception of the guests, hospitality maintain discipline, decoration of pendal etc.
- The council form a bridge between the students and the principal. This help in promoting healthy atmosphere in the college.
- The member of council work as a volunteer on many occasions. They also perform discipline duties as and when required.

Besides this, the students have their representation in the various academic/administrative bodies like Reception committee, Discipline committee and IQ

This is to certify that following students were actively involved in IQAC from 2013-2018

Sr. no.	Year	Name of the representative
1	2013-14	1. Ku. Priyanka Agrawal B. Com. III 2. Mr. Manojkumar Petkule B.A. III
2	2014-15	1. Mr. Murlidhar Kekati B. A. III 2. Mr. Lokesh Salame B. Sc. II
3	2015-16	1. Mr. Amitkumar Bhute B. Sc. III 2. Mr. Nikhil Gedam B. A. III
4	2016-17	1. Mr. Nandkishor Pisade B. A. III 2. Mr. Nitin Kumbhalkar B. Sc. III
5	2017-18	1. Ku. Gunjan Jain B. Com III 2. Mr. Pratik Gedam B. A. III

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 25.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	29	27	27	21

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

The institution does not have a registered but has a functional Alumni Association. The institution has a committee from among its staff to monitor activities of alumni association. The association itself has alumni members as co-ordinating team. This team maintains contact details of the alumni. The team regulates all activities related to Alumni. The association does not receive any financial assistance on the part of the alumni.

The last working committee had the following members

ALUMNI & PARENTS ASSOCIATION

Dr. V. M. Gangne, Lect. In Economics

Shri. B. K. Navdeve, Dept. of Physical Education

Shri J. P. Chouhan Dept. of History

Dr. C.K. Gajbhiye, Librarian

Dr. Ashish Gadwe, Dept. of Zoology

File Description	Document
Any additional information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Vision and Mission:

- To impart higher education to the inhabitants of Deori Tahsil in general and to inculcate the value of higher education to the tribal community in particular.
- To ensure & inculcate perfect discipline in terms of regularity, sincerity and punctuality amongst the student so that they contribute to society and nation as most conscious, responsible and respectable citizens.
- To aim at overall personality development of the students and to provide a platform to them to face all the challenges of today's competitive world with utmost utilization of their potential through extracurricular activities like NSS, Sports and cultural programs.

Goals and Objectives:

- To provide access to learning opportunities to largest possible numbers of students from the region irrespective of caste religion, and economic status of the students.
- To provide all-round development of the student through various cultural and extra-curricular activities
- To imbibe values in students and provide quality education besides its regular university syllabus.
- To inculcate to a sense of civic responsibility, social commitment, and moral accountability among the students to make them not only better citizens but also employable students.
- To provide exposure to learners through latest trends in relevant branches of knowledge by organizing various academic programmes, workshops, study tour, field work, seminars etc.

The vision and mission statements are in keeping with the intellectual potential and needs of the region. Most of the students seeking higher education are from rural and tribal areas. They are from weaker section of the society and as per our mission we provide them an education at an affordable cost. The college ensures that the vision and mission of the institution is in tune with higher education policies of the state and the nation.

The college translates its vision into its activities by:

- a) By establishing a number of committees and cells to deliberate on various issues pertaining to higher education.
- b) By creating conducive atmosphere in the campus and organizing various activities to all-round development of student.
- c) By imparting quality education.
- d) By establishing nature club, women cell, computer center.

The college imbibes moral and spiritual value amongst the students and built values like nationalism, dedication, commitment to social causes and integrity through NSS and other activities. The college encourages the use of technology. The college also ensures that the teacher update their knowledge and skills. Students are also motivated to become lifelong learners by using their potential.

File Description	Document
Any additional information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

6.1.2 The institution practices decentralization and participative management

The institute is governed by *Gondia Education Society, Gondia*; which is a registered body. The management, principal and faculty work in conjunction to formulate and implement its policy and plans to ensure quality in higher education.

The principal is academic and administrative head of the institution. He is also an ex-officio secretary of the Local Management Committee. A meeting of Local Management Committee is held in the start of academic session. In the meeting, various decisions are taken regarding academic growth within the limitation of government and university regulations. The LMC have governing body representative, faculty representative and non-teaching representative. During the meeting the principal report is reviewed by the committee. A thorough discussion is ensued, during the meeting valuable suggestion offered by the members & after a detail discussion on every issue, final resolutions are taken for the implementation for the growth of the college. The resolutions made in the previous meeting are also reviewed to monitor the progress and take necessary action. The principal communicate the policy decision to all the faculty and non-teaching members taken in the meeting. The principal bears the ultimate responsibility for the smooth functioning of the college. The decisions taken in the LMC are referred to the governing body of the

institution for final approval. The college has constituted different committees and nominated faculty and non-teaching staff as coordinator and members which play an important role in the planning and implementation of activities in different spheres of institutional functioning. The principal have an interaction with the faculty members, non-teaching staff, students, parents also play an important role in the smooth running of the college. The management and principal encourage the participation of the staff in the process of decision making, which is necessary for the efficient and effective running of the college.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

The meetings of the College Council are held regularly wherein teaching plan, workload, examination and other activities are discussed. There are various committees for carrying out the activities of the college.

The LMC is an overall monitor and decision maker for broad institutional purposes. For the day-to-day running and management of the college, and for decision making in routine affairs, the principal is chiefly responsible, supported by various committees.

Various committees are formed for the smooth functioning of the college and the faculty members are appointed as co-coordinators and members of these various committees.

The Rashtrasant Tukadoji Maharaj Nagpur University Nagpur provides Academic calendar before the start of new academic session. All the affiliated colleges work as per the schedule provided by the University. The college also prepares its own academic calendar in tandem with the University Academic calendar.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

The Governing Body is responsible for Policy making and to verifying the reports through the Secretary & Correspondent. The decision making procedures are made at appropriate levels in the organizational hierarchy. Various cells and committees as per the university/ government guidelines are also included in the organizational structure of the institution. A committee comprising of faculty members and administrative staff are involved in the planning and implementation, academic audit and evaluation.

Service Rules:

The institution strictly follows the service rules according to the UGC norms. The institution runs for 7 hours. The teaching and non-teaching faculty have the benefits of PF, DCPS, Casual Leaves, Earned Leaves , Medical Leaves and Maternity leaves etc.,

Recruitment is taken place according to the norms of the University, a body comprising of Secretary, Dean Academic Affairs, Principal, HOD and Subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters.

Promotional policies:

The institution strive hard to keep the good academic standards.

Grievance Redressal Mechanism:

Once the members of the faculty, non-teaching staff or supporting staff concerning their appointments or employment where the grievances relate:

- To matters affecting themselves as individuals
- To matters affecting their personal dealings or relationship with other staff members of the college or students
- If other remedies within the faculty, staff, department or other similar area have been exhausted, the member of the staff may raise the matter with the Head of the department or similar authority.
- If the staff member is dissatisfied with the result of approach as mentioned above or if the grievance directly concerns the HOD of the department , the staff member may directly approach the Principal for the redressal of his/her grievance.
- If the Principal feels that the grievance is trivial or invalid, he will take no action upon it.
- If he feels otherwise he shall inform the grievance committee and take the action accordingly

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

According to Maharashtra University Act, 1994, a Local Management Committee is formed to enhance efficiency of work and to solve the problems of staff members, teaching and nonteaching. L.M.C. advises on the issues like college annual budget, academic year plan, curriculum and co-curriculum activities, etc.

The meetings of the College Council are held regularly wherein teaching plan, workload, examination and other activities are discussed. The LMC is an overall monitor and decision maker for broad institutional purposes. For the day-to-day running and management of the college, and for decision making in routine affairs, the principal is chiefly responsible, supported by various committees. Various committees are formed for the smooth functioning of the college and the faculty members are appointed as co-coordinators and members of these various Committees.

A) The various committees formed in the college are as follows:

- ADMISSION COMMITTEE
- CULTURAL COMMITTEE
- SPORTS COMMITTEE
- LIBRARY COMMITTEE
- SRC IN-CHARGE
- NSS
- DISCIPLINE COMMITTEE
- GRIEVANCE REDRESSAL CELL
- EXAMINATION COMMITTEE
- ALUMNI & PARENTS ASSOCIATION
- CAREER GUIDANCE CELL
- TIME TABLE COMMITTEE
- PURCHASE COMMITTEE
- WALL MAGAZINE COMMITTEE
- COMMITTEE FOR THE NATURE CLUB
- NAAC CO-ORDINATION
- IQAC

The above mentioned committees assist in looking after the college administration, curricular, co-curricular activities. Healthy interaction and co-ordination exist among the teaching and non-teaching staff and the management is maintained.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

It is true that satisfied employee is an asset for the institution. Hence, several incentive measures are taken by the institution for their welfare.

- Faculty and staff members are encouraged to pursue studies and attend advance academic / administrative training programmes.
- Medical leaves are given to the employees during his / her job period.
- Earn leave can be availed by the staff.
- The college motivates teaching and non-teaching staff to use the computers and internet facility.
- The college is fair towards employee while taking the loans from the bank.
- There are also govt. schemes to provide loans against PF A/C. for though who wish to buy or construct houses, medical treatment , etc.
- Life Insurance Policy premium, loan installment is automatically deducted from their salary.
- There is a provision of maternity / paternity leave for the staff.
- Duty leave is given to the staff, if applicable.
- Career advancement benefits are given as per the guidelines of UGC and rules of govt. of Maharashtra.

File Description	Document
Any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 20.33

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	1	5	4

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

The achievements of faculty members are monitored and maintained through performance appraisal system as per the guideline of the UGC. The appraisal report of faculty is made by the concerned on the basis of yearly achievements, discipline and quality etc. and then submitted to head of the departments and head of department submitted it to the head of the institutions.

The participation of the teachers in various activities is closely monitored by the principal. The performance appraisal reports duly filled by the teaching staff is assessed by the principal and counter signed by the management. The principal plays an active role in the performance appraisal of the staff. The management keeps a vigil on the professional behavior and attitude of members of the teaching as well as non-teaching faculty through the reports of the principal.

Annual increments and other benefits (placement in grades, increments for Ph.D.) are given to teaching and non-teaching faculty by the university and J D office respectively. The proposal regarding the placements in grades and increments for Ph.D are submitted to the respective office under the signature of the principal and counter signed by management.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

6.4.1 Institution conducts internal and external financial audits regularly

A Chartered Accountant has been appointed by the management for external audit, who audits all the income and expenditure of the college. The CA audits the yearly accounts of the college and prepares the annual income and expenditure statement along with balance sheet of the college which is duly signed by him. The college regularly submits all the audited statements to the government. The budget and auditing procedure are fair, regular and standardized. The government grants are also being audited by administrative officer of higher education of the state government and the same is also audited by AG. The last audit was done for the financial year 2017-2018. There was no audit objections.

File Description	Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The effective and efficient use of available financial resources of the college is ensured through proper system adopted by the college. When there is a need of any expenditure incurred on any

item, a proper demand in writing is made by the faculty of concerned departments or non-teaching staff with full details of requirement to the principal. The principal scrutinizes the application and if the purchases are high in cost the concerned has to invite quotation of reputed concerns. A meeting of purchase committee is held on the receipt of the quotation. The principal forward the same quotation to the management for final approval. Purchases are finally made on the approval and sanction of management all the official formalities are completed i.e. preparation of vouchers / stock entry and issue of cheques to the

concerned parties.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

We established IQAC as per the norms of UGC on 02/08/2005. As per the guidelines, IQAC must meet at least once in a quarter which helps in reviewing our strength and weakness which help in institutionalization of quality assurance process. IQAC helps the college for planning, guiding and monitoring quality assurance and enhancement of the college through the system.

IQAC systemizes the efforts of academic and administrative excellence. In such a way, IQAC helps us in institutionalizing quality assurance process.

The following decisions were approved by the management:

- 1) Introduction of Wi-Fi in the college campus
- 2) Restructuring of the college building
- 3) Makeover of the internal college Premises.
- 4) To apply for Minor Research Project
- 5) To establish Computer Center
- 6) To install Water purifier with RO.

Decision Implemented: All above mentioned decisions were approved by the management and were implemented by the college authorities.

The primary goals of IQAC are:

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- Optimization and integration of modern methods of teaching and learning.

The following are the roles and responsibilities carried by IQAC:

- To coordinate the distribution of information on various quality parameters of higher education.
- To coordinate the documentation of the various programmes / activities leading to quality improvement.
- To coordinate the quality-related activities of the institution.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.

(EXAMPLE 1)

In the IQAC meeting held on 22nd December 2014, the members discussed the benefits of CCTV surveillance in the college campus for security purpose. It was unanimously decided to purchase and install CCTV in the college (Indoor and outdoor) campus. Now our college is completely under CCTV surveillance.

(EXAMPLE 2)

In the IQAC meeting held on 14th December 2015, the members discussed the matter of quality improvement and providing IT based environment to the students. It was unanimously decided that the seminar hall should be equipped with Audio- Visual instruments and Public Address System. Now the seminar hall is renovated and equipped with Audio- Visual instruments and Public Address System.

File Description	Document
Any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

IQAC monitors the teaching learning process regularly through their organizing committee members. All the Head of the departments are the members of it. IQAC conducts an annual meeting every year in the month of January to check the learning process, structures & methodologies of operations and learning outcomes. These annual meetings are intended to check the overall result analysis and to check the planned

goals and achievements of IQAC.

- In every tri quarterly meeting of IQAC few decisions and modifications are taken on the regular process.
- Class Teachers, Class Representatives, HoDs and Staff meetings are conducted periodically to review teaching and learning process.
- • In the annual meeting all the Head of the departments present a detail presentation report about the planned agendas & achieved goals for the year.
- Principal and the Management Committee plans for what else can be added for the improvement and suggests the modifications to it.

Example 1: Students Feedback is collected and analysed.

Example 2: Power point Presentations were shown to students.

File Description	Document
Any additional information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification

5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

Response:

Post Accreditation Quality Initiatives:-

Manoharbhair Patel college of Arts and Commerce College, Deori is well aware of its duties & responsibilities of disseminating quality education in a tribal place like deori. Limitations notwithstanding, the college has been making honest and sincere efforts to realize the goals and objectives the founders of the college envisaged. Besides the college has always been eager to fulfill the needs of the changing times and demand of the society.

The wholesome part is that all the teachers remain fully committed to ensure high standard of teaching & learning healthy discipline in the college premises and practicing healthy practices to ensure all round development of the students. The college has always felt its commitment to the society and its needs. Grooming the students into sports persons has been one of the principal objectives of the college for which all necessary steps are taken. The college has always encouraged the teaching faculties for career advancement scheme as well as motivating them to do research works on their own.

The institution has taken a large number of quality enhancement initiatives after the first accreditation in 2004. They have already been mentioned in the different criteria elaborated earlier. The major quality enhancement initiatives are as follows:

- Infrastructure and essential physical facilities have been improved.
- More reference books, text books, magazines, periodicals and journals are added to the college library.

- Adequate reading room facility is provided.
- Book Bank Facility started. Inter-library Loan Facility is provided.
- Computerization of the library has been done.
- The traditional classroom teaching is supplemented by the modern audiovisual aids.
- 07 Proposals for Minor Research Projects have been sent to the UGC and among which 6 MRPs have been submitted.
- The faculty attended and presented papers in UGC sponsored National/State/International level conferences/Seminars/Workshops.
- Remedial Teaching provided.
- Career Counseling and Guidance Cell constituted.
- • College Magazine “Ninaad” is regularly published to foster creativity of the students.
- Free Internet Access to the faculty and students provided.
- One Act Play and Debate competition organized.
- Blood Donation Camp, Cleanliness Drive and Tree Plantation Drive started on large scale.
 - Seven faculty members are awarded Ph.D whereas two faculty members submitted Ph.D.
- College level Competitive exams conducted.
- Career Guidance Cell, and Grievance Redressal Cell are established.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 5

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

7.1.2 Gender sensitivity facilities:

a) Safety and Security:

College provides co-education; therefore, equal opportunity for both the genders is the priority. College Campus is completely surrounded by a 10 feet concrete wall. There is only one entrance for safety purpose. College has discipline committee which constantly monitors the student activities. Entire college is under surveillance of CCTV and footage of it is under observation of Principal's as it is made available on T. V. Screen which is installed in Principal's cabin College has recently employed uniform to all the students. Therefore it is now easy to discriminate between college students and outsiders.

Whenever college arranges educational tour, minimum two to three female staff members go along with female students. We take undertaking from all the students before the tour.

CCTV Cameras are installed in the college building

b) Counseling:

Primarily every teaching staff member of college indulges in counseling on gender equity issue. Apart from this, members of grievance redressal cell have prime responsibility to look in this matter. The cell organizes various programs on gender equity in the form of debate, speech completion, speeches of lawyer etc. Even a college has put complaint box at suitable places where students especially girl students can drop their complaints, if they hesitate to talk freely with redressal cell.

c) Common Room:

College has separate common room for girl students where they can take a rest and feel safe and stress free. Also in case of any medical emergency like weakness, fever, fainting, issues related menstruation, they can shift to common room temporarily before proper medical help arrives.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 6.41

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 438

7.1.3.2 Total annual power requirement (in KWH)

Response: 6833

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 42.93

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 822.71

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1916.25

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

7.1.5 Waste Management

Solid Waste Management:

College has installed dust bins at multiple places in college campus. Students are clearly instructed not to litter in the campus and in case of any solid garbage has to put in the dust bins. Periodic 'Shramdan' activity conducted by NSS unit with the help of NSS volunteers in the campus that helps in keeping campus free of any kind of solid garbage. Nagar Panchayats garbage collector van daily comes to college to collect all the garbage. Above all every member of college tries to minimize the paper wastage.

Liquid Waste Management:

Every outlet of disposed liquid has connected to the septic tank and underground drainage so that liquid do not accumulate on the surface which helps in maintaining neat and clean ambience of the campus.

E- Waste Management:

-The college has emphasis on paperless office to save carbon emission in printers.

-Reuse of one -side- printouts.

- All e-waste is disposed to the Municipal Corporation or sell it to the scrap merchant.
- The non-working computer spare parts and other non-working equipments are safely disposed outside.
- The cartridges of laser printers are refilled outside the college campus.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

7.1.6. Rain water harvesting structures and utilization in the campus:

College has its own water well which suffice the water requirement of college throughout the year. The surrounding area of water well does not have any concrete structure in fact well is on open grazing ground. Whatever the rain falls on ground water get percolated to the underground water table of well that renews the level of water table in every rainy season. In addition college buildings roofs are unique i.e. roofs have steep slopes, therefore water do not accumulate on it and fall down on the ground which is not covered with concrete flooring that helps water to sips down. Till date college has never faced any water scarcity problem. College do not have municipal water supply because from many years college is fulfilling its water need through well. For drinking water college has water purifier which supplies pure water for everybody throughout the year.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

7.1.7 Green Practices:

- Students, staff using

1. Bicycles:

Most of the students of college are from economically weaker section. Therefore, apart from few students most of them use bicycle to attend the college. Whereas most of the staff members live within a walking distance from college, so they don't use any vehicle that minimizes the carbon emission. Teaching staff of the college promote the use of bicycle for the students.

1. Public Transport:

Majority students of the college are from remote places around the Deori. So main source of transport for them is state transport buses as well as private six seater autos. Buses have very good frequency. The lecture timings are so adjusted that every student even from remotest place can comfortably attain a college.

1. Pedestrian friendly roads:

College has single building. The road that connects to the building with main road is sufficiently wide enough for pedestrian. Even the main road outside the college entrance is wide enough. There are no food vendors or pan or tea stalls nearby the college so no question of overcrowding. The road is completely safe for pedestrians. On either side of road, there is plenty of vegetation present that provides pollution free atmosphere.

• Plastic free campus:

Plastic is hazardous for environment. Through environmental awareness classes students are educate to discourage use of plastic. Plastic sheets and plastic bags are not allowed in the campus.

• Paperless office:

In recent times most of the office work and transactions becomes on line that minimizes the use of paper. The general instructions or notices for the staff circulated to the staff members through college's official whatsapp group. Even the N.S.S. department has its whatsapp group. Any notices regarding NSS conveyed to the students through whatsapp group this helped in minimizes the use of paper.

• Green landscaping with trees and plants

- College inherited green landscaping naturally since its opening day. Complete campus is surrounded by green vegetation. There are lots of trees and plants available in college campus. The NSS unit of college every year plants trees in college campus.

-

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 5

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

File Description	Document
Any additional information	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 5

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Celebrating National festivals irrespective of religion reflects national integrity of our Country. College celebrates National festivals like Independence day, Republic day and Gandhi Jayanti every year as a part of culture and heritage. We celebrate Independence day and Republic day to pay homage to all the freedom fighters who sacrifices their lives for achieving independence. On the occasions of Independence day and Republic day all the staff members and students gather in the morning on college ground. The principal of college unfurls the National flag followed by National anthem in chorus. The principal addresses the

students about the importance of the day.

Gandhi Jayanti: College celebrates Mahatma Gandhi jayanti every year on 2nd October. Invited speakers throws light on the herculean work done by Gandhiji. Also students get to know the importance of truth, peace and non-violence, the virtues given by Gandhiji to the people of India.

Apart from National festivals college also organizes functions on birth/death anniversaries of our National heroes. These great personalities have devoted their lives to India. Therefore being a part of educational system, it's our fundamental duty to remember their work by celebrating their birth/death anniversaries. Most of the functions are organized through college's N.S.S. unit.

We observe birth/death anniversaries of Swami Vivekanand, Savitribai Fule, Jyotiba Fule, Babasaheb Ambedkar, Rashtra sant Tukdoji Maharaj, Shivaji Maharaj, Mahatma Gandhi, Dr. Sarvapalli Radhakrishnan, Lal Bahadur Shastri, Dr. APJ Abdul Kalam every year.

We also celebrate Birth anniversary of founder of Gondia education society, Shri Manoharbai Patel.

The reason behind this activity is to motivate, encourage, and to inculcate virtues of these great personalities into their behaviour.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary function.

College has always maintained complete transparency in its financial, academic, administrative and other functions. For transparent work office of college follows all the necessary precautions.

Financial Functions: College has maintained different accounts in banks for separate transactions. There are separate accounts for salary grant, Non-salary grants, NSS grants, Fees grants, Scholarship grants and etc. College has been following all the necessary procedures like salary audit, non-salary audit, University fees audit, scholarship audit etc. For entry of different types of fees, fees register is maintained. For every cash entry, receipt is provided. The cash book and ledger books are maintained properly. Recently college

has registered under Public Finance Management System (PFMS). Any grant coming from government shall be given through PFMS. For any transactions with university, Demand Draft (D.D.) is used.

Academic Functions: College works strictly adhering to time table of respective faculty. Regular presenty/absent of students marked properly in presenty sheet. All the data related class tests, assignments is well maintained.

The entry and exit of teachers in college premises is marked by presenty machine. At the end of every month principal checks the data of machine. Recently, uniform is made compulsory for the students. This has brought discipline as outsiders can be easily tracked. I-card is compulsory for everybody including teachers. University Internal assessment marks properly entered online and hard copies of it are saved in departmental files.

Administrative functions: Principal monitors closely the administrative functions. Service book of every permanent employee has been properly updated. Receipts of every transaction are maintained in files, ledger books. Live stock register and dead stock registers are properly maintained and updated. Yearly approvals of every visiting contributory teacher have been issued properly. Admission forms, exam forms, scholarship forms etc are filled up as per the guidelines provided by RTMN University. The amount of scholarships received is properly disbursed to respective student.

Every book purchased in library has its accession number. All the bills regarding it are properly filed and yearly audit has been conducted.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

7.2.1 Describe at least two institutional best practices (as per NAAC format given in next page)

Best Practice 1

1. Title of the Practice

Physical Training for entry in Defense and Police Services in the college premises.

2. Goal

- To provide an opportunity of employment to the students.
- To nurture Healthy mind and body.
- To enhance the sporting activity in the institution.
- As an initiative towards services to the Nation and building National character of students.

3. The Context

The college is situated in tribal and naxal affected area and Most of the students of our institution belong to socially and economically weaker sections of the society. Exposure to information and opportunities is rare. The college could be an evocative resource in bridging the gaps. The college holds an extensive campus with various facilities at the Department of Physical Education. The competent faculty at this department is an acquired advantage to the institution.

A resourceful youth who is capable of controlling extreme conditions in National Interest is today's immediate need. The services offer a very good opportunity of employment. Such an initiative in campus is certainly to bring health awareness through exercise and naturally augment the sporting activity in the Institution. In this context the institution decided to take up this activity.

4. The Practice

- **The physical Training given includes:** Running (Short and Sprint), Shot put, Long Jump, Pull-ups including walking in place of pull-ups for women students. These are the main components during selection trials.
- **Supplementary Exercise as warm-up:** Shuttle run, sprints, hurdles run, deeps, stepping, skipping and Surya Namaskars. In addition these cadets also avail the Gym facility.

- **Available Physical Facilities:** The ground, the skipping ropes, shot put, hurdles, time watches, measurement tapes and other allied material.
- **Role of Physical Education Director:** The Director trains, Monitors and organizes practice sessions of the cadets. Being in-charge of the Department, he looks after the requirements and provision of appropriate facility. He plans the training sessions in the morning as well as evening hours so that routine of college activity does not suffer. The two sessions provide flexibility to participate as per the convenience of the aspirants.
- **Information of Selection Trials:** The department keeps a track of selection trials at regional, state and national levels and informs the cadets of the same.
- **The physical Test:** The department organizes physical tests at times.
- **Participants:** Around 50 to 60 students participate in the training programme every year.
- **Selection:** Every year 7-8 cadets are selected in the defense and police services.
- **Constraints/Limitations:** The department has single male faculty that puts a limitation on maximum number of students that could be accommodated. Secondly due to lack of female instructor limited participation of women students observed.

5. Evidence of Success

About 30 to 40 students have been selected in defense and Police services during the last five years. The evidence at the department is in terms of list of selected candidates after gathering correct information. Though cadets are selected every year, the benchmark of 15 selections is yet to be achieved. The efforts are centered upon achieving the benchmark. However, more efforts and innovations in this direction would ensure the attainment of benchmark.

6. Problems Encountered and Resources Required

- Finance and other resources such as Ground and equipments are sufficient to cater to the needs of even 70 to 80 cadets. The major problem encountered is availability of skilled personnel in sufficient number. At present there is only one person (Physical Education Director). Secondly, Woman instructor shall prove to be of real help.
- As students belong to socially and economically weaker section, the nutritional diet needed for such physical training is seldom found in the students. As a result, many cadets fall short of Stamina.
- Strong resolve, which would surely help focused efforts, has been observed to be scarce commodity.

Best Practice 2

1. Title of the Practice

Regular test series to enhance performance at University Examination Goal

2. Goal

The main goal of the college is to transform the student into well meaning citizens through the committed pattern of instructions based on carefully prepared and well designed curriculum of the university, to meet the changing needs of the time are the basis while building a rich corpus of talent, to bring enormous changes in the perceptions of the students toward examination which the traditional only one examination in a year method changed in to periodical and semester wise, to train the students to appear for examination with confidence and to improve the students performance at University Examination.

3. The Context

The test series is believed to help to reduce the pressure on the students during /before examinations, as the student will have to sit for multiple numbers of tests throughout the year thereby decreases the accumulated stress of University examination in the students. Still the college was facing certain challenges which were of at most importance. The first challenge the college was facing of administrative nature of conducting the examinations.

The college had been following the age old pattern of working manually in the office. The management and the principal decided to strike back in powerful manner by introducing the technological world to the administration. The whole at the administrative branch has been automated.

Apart from that the library too has been computerized. The College in the academic world introduced the technique of remedial classes and preparing question banks keeping, free of cost by addressing their problems. Their skills are sharpened and chiseled keeping in view the patterns of the final examinations; they are given question bank prepared by the expert faculty. This has helped them to attain their targets in a better way. Over the years, the college has provided increased access to education and opportunity for skill development to sustain the quality of education, it is imperative to have an objective, consistent and reliable assessment tool. Assessment through multiple choice questions is one such reliable method. To make the summative question paper more objective, it is imperative that a quality question bank is available in all subjects. This necessitated the creation of the question bank for summative assessment on objective questions.

4. The Practice

The test series is implemented to evaluate the skills of a student in a subject and to make the student know how much he/she has been through.

The students get wealth of valuable guidance and feedback from the teachers every time immediately after the examination and they are given extra guidance in the core subjects of their respective specialization in particular. The college ensures that the students are provided with the questions framed by the experienced faculty at the college. This action has resulted in a step fall in the incidences of failure. The question banks have facilitated the students in such a way that their efforts in the final examinations have started bearing fruits which will reflect in their result.

5. Evidence of Success

The pass percentage has increased to a great extent. Students learn through a process at trial and error and examinations which are an important part of learning process for students, the feedback on their performance has greatly contributed to their progress down the line. The question bank of all courses consists of a pool of validated multiple choice and objective questions. Questions comprising all the units of syllabus at the three cognitive levels of learning via, knowledge, understanding and higher ability serve as a valuable asset to the institution. The drop-out rate and the failure rate have scaled low, down the line. The students are given extra coaching free of cost, in all the subjects in general and they are given extra guidance in the core subjects of their respective specialization in particular. The college ensures that the students are provided with the question framed by the experienced faculty at the college. This action has resulted in a step in the failure and the question banks have facilitated the students in such a way that their efforts in the final examinations have started bearing fruits which reflects in their results.

6. Problems Encountered and Resources Required

Teachers identify students who may need extra support during their examinations. There are some problems that we encountered like to declare result in time. Managing examination stationery, key administrative document, attendance registers for recording the presence of each candidate in the examination. Completion of syllabus since the teaching faculty gets engaged in the examinations. Similarly the students also face a lot of problems in studies. The remedial classes came as a boon for such students. The students now find easy to combat with the problems they were facing. The college required the infrastructure in the shape of computer systems.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

7.3.1. Describe/Explain the performance of the institution in one area distinctive to its vision, priority, and thrust.

Gondia district is situated at the easternmost boundary of Maharashtra. Earlier Gondia was a part of Bhandara district but later on it became an independent district. The characteristic feature of district is the considerable population of **Gond Tribe** (hence the name Gondia), local Adivasi tribe. Apart from Gonds, castes belonging to schedule category also have large population. Moreover the progress of district is largely affected by very violent Naxal activities. Due to this, most families are struggling for their daily livelihood.

Looking at the agony the great Late Shri Manoharbai Patel decided to uplift the standard of living of local residents, for this he thought that a better education is the way to do it. Therefore he established the Gondia Education Society to impart quality education to downtrodden people, which later on opened schools and colleges in every part of Bhandara (then Gondia was a part of Bhandara) district.

Deori is one of the taluka places out of eight taluka's of Gondia. It is situated in the heart of great Nagzira forest. Major chunk of Deori's population belongs to SC/ST. Deori remained the most underdeveloped taluka as compare to other talukas of Gondia. This is due to high amount of naxal activities and hesitant attitude of local Gond tribal people to upgrade standard of living. For the bread and butter most of the families were depending upon tendupatta collection (Bidi Labour), Moha Flower collection and labour in other's farm. The poverty was driving the youth from Gond Samaj into Naxal activities. This was all happening because of lack of higher education. There was no degree college in Deori before 1990. The nearest college was in Gondia which is 70 kilometers away from Deori. Only youngsters from better families were able to go for degree level education and the youth from ST category deprived of it. Keeping all these challenges in the view, Gondia education society had decided to set up a degree level college in

such a backward taluka. This gives birth to **Manoharbhair Patel College of Arts and Commerce**, to impart higher education to the youth belonging to backward category.

College has started giving education on tag line of '**Bahujan Hitay Bahujan Sukhay**'. Initially there were only few students admitted but in subsequent years many more students added. Due to quality faculty, college was able to attract students from every part of society. But one of the biggest achievements of college is that the number of students belonging to Gond Samaj (ST category) has been increased considerably till date. And this becomes the college's **distinction**.

For many years college had only two streams i.e. Arts and Commerce but considering overwhelming response, Gondia Education Society decided to add one more feather in the crown i.e. it started science faculty in 2008 keeping in mind that the youth from Gond samaj should also have science as carrier option. Since then college has never seen back. It has constantly striving to set highest bench mark in the field of education. All the teachers are well qualified. All of them have zeal to pass on the knowledge to youth coming from downtrodden families especially from Gond Adivasi's. Every faculty member takes extra effort to encourage and motivate the adivasi families to send their wards for higher education. College provides very pleasant and comfortable atmosphere to these youngsters. Every member of college faculty makes them believe that they belong to the society. When they go out of the college after completing their education, they become confident with dynamic persona. Many Passed students belonging to ST category went on for post-graduation. Many of them are in government jobs. Currently above 50% students of college are belonging to ST category.

Our future plan is to start Post-graduation courses in various subjects so that graduates of the college, need not go out of Deori for higher education. At present lots of challenges are ahead, to achieve this goal. The biggest challenge up front is the shortage of infrastructure, the tough rules and regulation laid by the affiliated university and lack of funds. Another problem is the lack of transport connectivity with remote villages of Deori. After 3.30 pm there is considerable decline in the frequency of buses or even complete absence of it. Being a naxal affected area, college cannot be extended beyond 3.30 pm. Due to time constrain extended teaching for the students is not possible. In spite of all these lacunas, we as a unit constantly are doing our level best to give quality education.

Abiding the social responsibility college will continuously walk along the path to hold the distinction in the education of youths from downtrodden families especially Gond Adivasis.

File Description	Document
Any additional information	View Document

5. CONCLUSION

Additional Information :

Our college is primarily a UG one. The teachers are encourage and provided leave and library facilities for research and development. We have no collaborations with any local bodies, organization and industries. We promote our extension activities through NSS, Sports and Cultural programmes.

We have Nine class-rooms including laboratories of geography, Botany, Zoology and Chemistry and a well-developed library along with a furnished reading-room. We have a separate room for sports and Physical Education and a Play-ground having the facilities for athletics, cricket, Volley-ball, Kabaddi, Kho-Kho and football. Though we do not have a separate hall or auditorium, we organize various extra-curricular activities in the class-rooms at zero-hours. We have separate common rooms for teaching staff and girl students. Separate toilets for Principal, male staff, female staff, girls and boys. Our class-rooms are kept busy from 9 a.m. to 5.00 p.m. as we run Arts, Commerce and Science faculties in different shifts. The library and reading-room is kept open from 10-00 a.m. to 5.00 p.m. to ensure that students and lecturers can use optimally. We have formed various committees for vigil and purchase of books, item for teaching aids and infrastructure.

Our College publishes its updated prospectus annually. It contains information regarding existing courses, fee structure, scholarship and other facilities for students and information regarding principal, faculty members and staff position, goals and mission of the institution, the executive body and the members of the management. We provide counseling services to the students through Employment Guidance and Counseling cell. The very specialty of our college has been having no grievances either from students or from staff members during last five years through a Grievance. Redressal Cell is working here.

We constitute students' council every year strictly according the rules of RTMNU. Students' council always encourages students to participate in curricular and extra-curricular activities including sports and NSS. We honor the students who achieve first position in the college at the final university examination in different subjects and facilities, and the students who succeed in extra-curricular activities including sports and NSS at collegiate and inter-collegiate level.

Concluding Remarks :

Desite of having situated in tribal, naxal affected and economically challenged region, we are imparting quality education in such area. With the help of well qualified staff, we need to work on our Strength, Weaknesses, Opportunities and Challenges. Such a move will open new avenues to the our students in backward region.