

Part – A

AQAR for the year (*for example 2013-14*)

2011-12

I. Details of the Institution

1.1 Name of the Institution

C.P.& Berar E.S. College

1.2 Address Line 1

Tulsibag

Address Line 2

Mahal

City/Town

Nagpur

State

Maharashtra

Pin Code

440032

Institution e-mail address

info@cpberar.co.in

Contact Nos.

Name of the Head of the Institution:

Dr. Milind Barhate

Tel. No. with STD Code:

0712-2722329

Mobile:

09823140032

Name of the IQAC Co-ordinator:

Arvind P. Sovani

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|-------|-----------------------|-----------------|
| 1 | 1 st Cycle | B | 73.40 | 2004 | 5 yrs |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)

iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College yes

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Edu) Arts Science Commerce Law PEI (Phys

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Rashtra Santa Tukdoji Maharaj
Nagpur University, Nagpur

1.12 Special status conferred by Central/ State Government--

UGC/CSIR/DST/DBT/ICMR etc

NO

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other
(Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State
Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

MOU with local NGO Vikalp for Environmental Education and Environmental Audit
MOU by Commerce Department with Shailes J. Dahake & Co.,Associated Chartered Accountants for training.
MOU by Commerce Department with Sainath Prakashan, Nagpur for training

2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|--|--|
| Remedial classes to be co,plemented by printed notes for weak students | Notes distributed at the time of Clearance |
| 1. Lecture by Dr. Abhay Bang (international repute) on di-addiction | Lecture arranged |
| To organize a UGC sponsored Seminar | Successfully organized a one day national Seminar on "Positive Psychology and Modern Life" |
| To start Add-on Diploma course by Commerce Department | Add-on Diploma course by Commerce Department started |
| To organize Research Methodology Workshop | First Research Methodology Workshop was successfully organised |
| To Publish maiden volume of Research Journal Sanshodhan | maiden volume of Research Journal Sanshodhan published |

* Academic Calendar of the year as is attached as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body LMC

Provide the details of the action taken

LMC and Management approved the AQAR

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | 5 | Nil | | |
| UG | 2 | Nil | | |
| PG Diploma | | | | |

| | | | | |
|------------------|---|---|--|--|
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | 2 | | |
| Others | | | | |
| Total | 9 | | | |

| | | | | |
|-------------------|--|--|--|--|
| Interdisciplinary | | | | |
| Innovative | | | | |

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | Nil |
| Trimester | Nil |
| Annual | 07 |

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

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

**Please provide an analysis of the feedback in the Annexure*

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

As per Rashtra Santa Tukdoki Maharaj Nagpur University, Nagpur

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|-----------------|
| 27 | 17 + 1 Librarian | 8 + 1 Principal | NA | 13 Contributory |

2.2 No. of permanent faculty with Ph.D.

11

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

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|---|------------|----|--------|---|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| 0 | 3 | 0 | 0 | NA | NA | 0 | 0 | 0 | 3 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| |
|----|
| 13 |
|----|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---------------------------------|---------------------|----------------|-------------|
| Attended Seminars/ Workshops | 0 | 8 | 13 |
| Presented papers | 4 | 7 | 1 |
| Resource Persons | 0 | 3 | 3 |

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

- Use of Audio Visual Aids like LCD Projector, Smart Board, etc.
- Industrial visits for real life experience
- Seminars of students
- Training in the use of Internet
- Remedial classes and extra classes for weak students
- Activities under various clubs like Debate Club, etc.
- Activities initiated by departments to suit the needs of their particular subject like -
 - Vocabulary Enrichment by English Department
 - SQR3 revision programmes by Commerce Department
- Workshops on Yoga to help improve concentration Use of Audio Visual Aids like LCD Projector, Smart Board, etc.
- Industrial visits for real life experience
- Training in the use of Internet
- Remedial classes and extra classes for weak students
- Activities under various clubs like Debate Club, etc.
- Activities initiated by departments to suit the needs of their particular subject like -
 - Vocabulary Enrichment and Implementation of Teaching Tool developed by English Department
 - E-STAR and SQR3 revision programmes by Commerce Department
 - Workshops on Yoga and Pranayam to help improve concentration

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

186

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

Cannot be initiated by the college since this is under the purview of the University

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

0

2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise distribution of pass percentage : Please see annexure

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-----|--------|--------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A. - III | 94 | 00 | 00 | 21.27% | 7.45% | 28.72% |
| B.Com - III | 96 | 00 | 01% | 19.00% | 15.00% | 35.00% |
| | | | | | | |

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

The IQAC is instrumental in many ways when it comes to formulating and carrying forward the teaching learning processes:

- Development of Academic Diary
- Planning for implementation of Academic Calendar
- Helping in identifying experts from various fields so as to invite them for guest lectures, etc.
- Academic monitoring
- Taking feedback, getting it analysed and suggesting remedial action
- Conducting result analysis and suggesting remedial measures
- Ensuring the implementation of at least 80% of the goals set at the beginning of the year
- Brainstorming on various issues like how to increase attendance, how to improve results, how to improve student behaviour on campus, how to motivate students to participate in extra curricular activities, etc. Implementing these findings.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 5 |
| UGC – Faculty Improvement Programme | 0 |
| HRD programmes | 0 |
| Orientation programmes | 0 |
| Faculty exchange programme | 0 |
| Staff training conducted by the university | 0 |
| Staff training conducted by other institutions | 0 |
| Summer / Winter schools, Workshops, etc. | 0 |
| Others | |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 23 | 05 | Nil | Nil |
| Technical Staff | NA | NA | NA | NA |

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC and Research committee gives support to Ph.D. Scholars of the college, as result Prof Miss Rashmi Paraskar awarded Ph. D.
- IQAC encouraged the faculty members to participate in Workshops on Research Methodology and concerning conferences and seminars.
- For promoting the Research climate in the Institution IQAC, provide support to the faculty members for submission of Major and Minor Projects and research publications. As result Dr. Rajesh Naikwade granted major research project by UGC

3.2 Details regarding major projects:

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 00 | 00 | 01 | 01 |
| Outlay in Rs. Lakhs | 00 | 00 | 4,57,120 | 6,50,000 |
| | | | | |

3.3 Details regarding minor projects:

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 01 | 01 | 00 | 01 |
| Outlay in Rs. Lakhs | 50,000 | 60,000 | 00 | 70,000 |

3.4 Details on research publications:

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 05 | 10 | 01 |
| Non-Peer Review Journals | 00 | 01 | 03 |
| e-Journals | 00 | 00 | 00 |
| Conference proceedings | 00 | 03 | 00 |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---------------|----------------------------|------------------------|----------|
| Major projects | - | - | - | - |
| Minor Projects | 2 | UGC | 50,000 | 1,10,000 |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects (other than compulsory by the University) | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | -- | - | 50,000 | 1,10,000 |

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy:

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | 00 | 01 | 00 | 00 | 01 |
| Sponsoring agencies | -- | UGC | -- | -- | College |

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

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total :

3.16 No. of patents received this
Year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | 00 |
| | Granted | 00 |
| International | Applied | 00 |
| | Granted | 00 |
| Commercialised | Applied | 00 |
| | Granted | 00 |

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

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 00 | 00 | 01 | 00 | 00 | 00 | 00 |

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

10

80

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

03

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level

11

State level

4

National level

2

International level

00

3.22 No. of students participated in NCC events:

University level

31

State level

02

National level

05

International level

NA

3.23 No. of Awards won in NSS:

University level

00

State level

00

National level

00

International level

00

3.24 No. of Awards won in NCC:

University level

NA

State level

NA

National level

NA

International level

NA

3.25 No. of Extension activities organized:

| | | | | | |
|------------------|---------------------------------|---------------|---------------------------------|-----------|---------------------------------|
| University forum | <input type="text" value="00"/> | College forum | <input type="text" value="00"/> | | |
| NCC | <input type="text" value="00"/> | NSS | <input type="text" value="14"/> | Any other | <input type="text" value="00"/> |

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

Social Responsibility:

- Blood Donation
- Plantation
- Rally organised by the institution on awareness about social issues

Criterion-IV

4. Infrastructure and Learning Resources

4.1 Details of increase infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|---|---------------|----------------|------------------|
| Campus area | 47000 Sq. ft. | ---- | ---- | 47000 Sq. ft. |
| Class rooms | <ul style="list-style-type: none"> ▪ 11 class rooms of 20' x30' = 6600 Sq. ft. ▪ 5 class rooms of 25' x20' = 5000 Sq. ft. ▪ 2 class rooms of 30' x25' = 1500 Sq. ft. | ----- | ----- | 13100 Sq. ft. |
| Laboratories | 3 Laboratories iii) Psychology 45' x50' = 2250 Sq. ft. ii) Home Economic 75' x90' = 6750 Sq. ft. iii) Computer 30' x40' = 1200 Sq. ft. | ---- | ----- | 10200 Sq. ft. |
| Seminar Halls | 3 Seminar Halls Multipurpose Hall i)30' x60' = 1800 Sq. ft. Diwankaksha ii) 30' x20' = 600 Sq. ft. General Seminar Halls iii) 25.5' x15.5' = 395 Sq. ft. | ----- | ----- | 2795 Sq. ft. |
| No. of important equipments purchased (>1-lakh) during the current year | | | | |
| Value of the equipment purchased during the year (Rs.in Lakhs) | 3,12,000 | | | 3,12,000 |
| Others | | | | |

4.2 Computerization of administration and library

Office and Library have been fully automated "Office Management Software" is being use in the office of the college and the software

| |
|---|
| n amely ‘SLIM21’ is being used for computerized activities of the Library |
|---|

4.3 Library Services

| | Existing | | Newly | | Total | |
|------------------|----------|-------|-------|--------|-------|-------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 63952 | | 2110 | 135106 | 66062 | |
| Reference Books | 1210 | | 6 | | 1216 | |
| e-Books | | | | | | |
| Journals | 25 | | | 52819 | 25 | 52819 |
| e-Journals | 2 | 10000 | | | 2 | 10000 |
| Digital Database | | | | | | |
| CD & Video | 56 | 27067 | | ---- | 56 | 27067 |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computers Labs | Internet 1 Mbps Reliance | Browsing | Computer Centres | Office | Departments | Others |
|----------|-----------------|----------------|--------------------------|-------------------------|------------------|--------|---------------|--------|
| Existing | 71 | 35 | 39 | 35 per day per computer | | | | |
| Added | 10 | 10 | 10 | 35 per day per computer | | 12000 | 25645 Library | |
| Total | 81 | 45 | 49 | 1715 per day | | | | |

4.5 Computer, Internet, training to teachers and students and any other programme for Technology up-gradation (Networking, e-Government etc)

Every year training is imparted to teachers and students about the use of computer and internet. New versions of micro soft windows are purchased. Also softwares namely ‘Office Management Software’ and ‘SLIM21’ are regularly upgraded as and when they are upgraded by the software development company.

4.6 Amount spent on maintenance in lakhs:

| | |
|--|-------|
| i) ICT | 30228 |
| ii) Campus Infrastructure and facilities (Building and Furniture) | 2087 |
| iii) Equipments | 6992 |
| iv)Others | |
| Total | 39307 |

Criterion – V

5. Student Support and Progression- 2011-12

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Principal's Interactive Address at the beginning of session for newly admitted students.
2. Providing information about available student support services in the prospectus.
3. Coordinators deputed for each student support service.
4. Committees of staff members formed to address the issues of students.
5. College Council Meeting twice in a year for discussion on student progression.
6. Suggestion Box for Student

5.2 Efforts made by the institution for tracking the progression

1. Students are encouraged to participate in sports, cultural competitions.
2. Computer lab with internet access free of cost.
3. College website for awareness of student support services utilized.
4. Attendance register is maintained.
5. Reading room with library is established and remains open from 7.00 am to 9.00 pm everyday including Sunday.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 1385 | 189 | | |

(b) No. of students outside the state

00

(c) No. of international students

00

Men

| No | % |
|-----|----|
| 795 | 51 |

Women

| No | % |
|-----|----|
| 779 | 49 |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|-----|-----|-----------------|-------|-----------|-----|-----|-----|-----------------|-------|
| Gen | SC | ST | OBC | Phy. Challenged | Total | Gen | SC | ST | OBC | Phy. Challenged | Total |
| 144 | 213 | 255 | 815 | -- | 1427 | 185 | 276 | 219 | 888 | 06 | 1574 |

Demand ratio 1:1.5

Dropout % 12.96

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

The college has a UGC supported guidance centre for competitive examinations as well as NET/SET. Guest Lectures are arranged on regular basis for aspirant candidates. The library in the centre provides a good number of books. Workshops for interview techniques are arranged every year.

No. of students beneficiaries

115

5.5 No. of students qualified in these examinations

NET

2

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

33

5.6 Details of student counselling and career guidance

UGC supported counselling and career guidance centre remains open every day from 7.00 am to 9.00 pm for aspiring students. The attendance register is maintained. A large reading room (well furnished) is available for peaceful readings. Seminars and workshops related to the issue are organised to help students for facing interviews and organized to help students for facing interviews and passing the exams.

No. of students benefitted

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 34 | 250 | 12 | 12 |

5.8 Details of gender sensitization programmes

Orientation programme for students on gender related issues by Population Club

A Lady doctor's visit is arranged on regular basis.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|---------|
| Financial support from institution | 26 | 8460 |
| Financial support from government | 1029 | 1759800 |
| Financial support from other sources | 00 | Nil |
| Number of students who received International/ National recognitions | 00 | Nil |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: We envisage a generation of youth sound of knowledge, competent in their chosen profession, and confident of their ability to steer society towards ever better values.

Mission: We at C.P. & Berar E.S. College strive for a continuous improvement of all processes and for providing an environment conducive to the pursuit of knowledge and overall personal growth. We aim at grooming future citizens with good employability skills and sound values that knit the fabric of society.

6.2 Does the Institution has a management Information System

Yes, the institution has a management information system in the form of a software called CMS (College Management System) which is updated every year. All processes including accounts, record keeping, digitization of old records, admission procedure, etc. are computerised and this has been very helpful in retrieval of data, analysis of the same for corrective measures and decision making in day to day activities.

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

6.3.1 Curriculum Development

Curriculum development falls under the purview of the affiliating University and the college has no role to play in it.

6.3.2 Teaching and Learning

Over the past years the IQAC has proved itself very capable of improving the processes and policies of teaching and learning at the college. The Principal takes a keen interest in the working of the IQAC and has given it a fairly free hand in designing and implementing strategies for improvement of teaching and learning.

Besides, the Principal also holds regular review meetings in which aspects of teaching and learning are discussed. To ensure discipline, he also does the rounds of the college and verifies that not only are classes being held regularly, but there is also sufficient strength in the class. He encourages the use of

innovative techniques of teaching. He also often talks to students informally to find out their needs and grievances regarding teaching and learning.

6.3.3 Examination and Evaluation

Examination and Evaluation is once again under the purview of the affiliating University and even internal assessment is only possible in a few select subjects. However, the college does have its own system of class tests, unit tests, practice examinations, etc. These are meticulously held although students tend not to take them very seriously as they have no bearing on their final marks. The IQAC keeps an eye on how these exams impact student performance in their university examination and, if needed, suggests ways to make it more effective.

6.3.4 Research and Development

The College has a well established Research Committee and all teachers holding Ph.D.s are de facto members of the committee. This committee furthers research by helping others complete their doctoral studies and by functioning as a peer committee for guiding paper writing by staff members.

Besides this, the college has always been very encouraging of efforts of staff where research is concerned. This is done by:

- Providing documentary support to any staff member who needs it for sponsorship of any conference, workshop, etc.
- Providing Duty Leave for staff who need to complete their Refresher or Orientation courses or to attend conferences and present papers.
- Passing a congratulatory resolution in college council meetings for any achievement of the staff including the award of a Ph.D. degree

In the presence of such a positive atmosphere, staff is able to conduct research diligently and this is borne out by the high number of Ph.D.s and research papers among the staff.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a very old and very well stocked library which is regularly upgraded with new books. In recent years, it has been running in a computerised fashion for provision of better services.

The college also has a very good computer lab where students are given training on how to use the internet. Some classes are also held here. All this is at no charge to the students.

The college has a fully functional gym at its Reshimbag ground and students can avail of this facility at a nominal fee.

6.3.6 Human Resource Management

Human resources, whether in the form of students or teaching staff or non teaching staff is the real backbone of any organisation. The C.P. & Berar College is keen to nurture this resource.

- Students are exposed to much more than just the core syllabus in the form of NSS and NCC activities, cultural programmes, guest lectures, etc.
- Teachers are encouraged to constantly upgrade through refresher and orientation courses, undertaking research projects, registering for doctoral research, attending and presenting at conferences, attending workshops, etc.
- Non teaching staff is encouraged to undergo training in office software and keep abreast of upgrades. Their opinion on how best to execute office related processes is sought and valued.

6.3.7 Faculty and Staff recruitment

The precise procedure for faculty and staff recruitment is laid down by the government and the college abides by it at all times. Even regards our vacant positions, the college has diligently been putting up its case with the Joint Director (Higher Education), and plans to fill the vacancies immediately upon approval from the JD office.

6.3.8 Industry Interaction / Collaboration

The college has by now worked out MoUs with three different organisations with a view to provide training and employment to students of C.P. & Berar College.

6.3.9 Admission of Students

The following steps have been initiated by the Principal in quality improvement in the admission process:

- Maintaining transparency in the admission process
- Counselling students for the subjects best suited for their needs and aptitude
- Completing documentation at the earliest so that if a student is in possession of all documents, the entire process does not take more than a day
- Spreading awareness among students about the various welfare schemes of the government and those initiated by the college

6.4 Welfare schemes for

| | |
|--------------|--|
| Teaching | <ul style="list-style-type: none">• All schemes of the government applicable to teaching staff• Quarters to staff: These were occupied by many of our staff over the years. However, in recent years, as most people have been able to purchase homes of their own, they naturally prefer their own residences to staff quarters. One of these quarters is now being used as an office by the current MLA of the teachers' constituency. In this way, the teachers' interest is being served through the initiative of the management.• Credit Co-operative Society: For small short term loans, the management of the college encouraged the founding of a credit cooperative society. Many people have benefitted from the society so far. |
| Non teaching | <ul style="list-style-type: none">• All schemes of the government applicable to teaching staff• Credit Co-operative Society: The same facility which is extended to the teaching staff is also extended to the non-teaching staff of the college. |
| Students | <ul style="list-style-type: none">• All schemes of the government applicable to students• With the initiative of the Principal, a welfare scheme was started to help students from very poor backgrounds. Teachers collected upwards of one lakh rupees to be used towards students' fees.• Distribution of books to meritorious students |

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes

No

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

| Audit Type | External | | Internal | |
|----------------|------------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Audit Type | Consultant | | Yes | Principal |
| Administrative | Consultant | | Yes | Registrar |

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

For UG Programmes Yes No

For PG Programmes Yes No

**According to the norm of the University, the result should be declared within 45 days of the examination and this schedule is usually adhered to except in cases where there are unexpected hurdles.*

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

Since the examination is conducted entirely by the affiliating university, reforms cannot be initiated by the college.

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

The University does have a policy for granting autonomy to colleges which fulfil the requisite criteria. However, only technical colleges have so far evinced an interest as autonomy poses a slew of logistical and financial problems to colleges running traditional courses. C.P. & Berar College would also be apprehensive applying for autonomy in the face of these problems.

6.11 Activities and support from the Alumni Association

The C.P. & Berar College does have an Alumni Association and meetings of the same are held from time to time. However, it has not been possible to hold any consistent programmes with the alumni of the college owing to the personal commitments of the alumni and their inability to take out time from their busy lives. It may be noted though, that the alumni of this college have contributed financially from time to time for academic activities like conferences, et

6.12 Activities and support from the Parent – Teacher Association

The C.P. & Berar College does not have a strong Parent-Teacher Association as most students come from extremely challenging social and financial backgrounds and parents are barely able to make ends meet. Under the circumstances, the response of parents to education and related activities is not very enthusiastic and students are mostly left to fend for themselves.

That said, it is pertinent to point out that the college does try to reach out to parents and holds an annual parent-teacher meet where the progress of their wards is discussed. To make up for the unsatisfactory turnout, teacher guardians stay in touch with parents and keep them updated with the latest developments in college as well as their wards attendance and performance.

6.13 Development programmes for support

staff NIL

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

While no initiatives were possible towards making the campus eco-friendly due to shortage of funds, plantation drives are regularly undertaken by the NSS in rural areas around Nagpur.

Criterion – VII

7. Innovations and Best Practices

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

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

Add-on course by Commerce Department initiated.

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

Reserch Methodology Workshop
Rehabilitation of Alcoholic Persons

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes No

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

To sustain student strength emphasis should be laid on COC and ICT infrastructure

8. Plans of institution for next year

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure-**C.P.& Berar College, Tulsibag,Nagpur****Academic Calendar for the session 2011-2012**

| Month | Date | Programme |
|--------------|--------------------------|--|
| June | 16-06-2011 | Academic Session start |
| July | 02-07-2011 | Time Table published for students |
| | 11-07-2011 | World Population Day & Rakhi making Workshop –one week |
| | 17-7-2011 | Principal Address to students |
| | 20-07-2011 | Rakhi Arpan Programme |
| August | 01-08-2011 | Lokmany Tikal Punyathithi |
| | 11-08-2011 | Shree Krishna Jayanti- Dhai Handi Programme |
| | 15-08-2011 | Independence Day Function |
| | 22-08-2011 | Late Adv. Babasaheb Padhye Smurti Lectur |
| | 27-08-12 to 28-08-11 | First Unit Test |
| | 30-08-2011 | Formation of N.S.S. & Population Council |
| | 31-08-2011 | Library Book Exhibition |
| September | 05-09-2011 | Teacher's Day Programme |
| | 10-09-2011 | First Home Assignment |
| | 14 & 15 -09-2011 | Dnyaneshwari Pathan & Granth Dindi Programme |
| October | 01-10-2011 | World Blood Donation Day |
| | 4-10-11 to 6-10-2011 | Second Unit Test |
| | 08-10-2011 to 09-10-2011 | Yoga Training session |
| | 10-10-2011 to 13-10-2011 | Remedial Course |
| | 15-10-2011 to 16-10-2011 | Second Home Assignment |
| | 17-10-2011 | Parents – Teachers Meet |
| November | 29-11-2011 to 30-11-2011 | Third Home Assignment |
| December | 06-12-2011 | Dr.Babasaheb Ambedkar Mahprinirwan Day |
| | 13-12-2011 | Interview Technique Workshop |
| | 20-12-2011 to 22-12-2011 | Third Unit Test |
| | 27-12-2011 | Late Annasaheb Gokhale Smurti Lecture series |
| | 28-12-2011 | Late Bapusaheb Kagbhat Lecture series |
| January | 04-01-2012 to 05-01-2012 | Camp for Only Girls students |
| | 10-01-2012 to 11-01-2012 | Cultural Day & Yuva Mohatsav |
| | 12-01-2012 | World Heritage Day |
| | 15-01-2012 | Late Adv.Anant Khare Smurti Lecture series |
| | 17-01- to 19-01-2012 | Physical Test |
| | 21-01-2012 | Prize Distribution Function |
| | 22-01-2012 to 25-01-2012 | Remedial Course |
| | 26-01-2012 | Republic Day Function |
| February | 02-02-2012 | Feedback from students विद्यार्थी प्रतिसाद प्रजावली |
| | 04-02-2012 | Student Aptitude Testअभिवृत्ती चाचणी |
| | 07-02-2012 to 15-02-2012 | College Examination |
| | 19-02-2012 | Shivaji Maharaj Jayanti |
| | 23-02-2012 | College Examination Result |
| | 25-02-2012 | Late Raju Deo smurti Lecture series |
| March | 08-03-2012 | World Women's Day Programme |

| | | |
|-------|--------------------------|---|
| | 09-03-2012 | Annual Magazine Publication Sahitya Sadhana |
| | 11-03-2012 to 15-03-2012 | University Annual Exam Hall Ticket Distribution |
| April | 01-04-2012 to 06-04-2012 | Sahitya Sadhana Annual Magazine Distribution to all |
| | 30-04-2012 | Gram Jayanti |
| | 30-04-2012 | Session End |