

## Part – A

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

2013-14

### 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 <sup>st</sup> Cycle	B	73.40	2004	5 yrs
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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

Arts  Science  Commerce  Law  PEI (Phys Edu)

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	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other ( <i>Specify</i> )	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="YES"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="Six including Principal"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>		
2.3 No. of students	<input type="text" value="2"/>		
2.4 No. of Management representatives	<input type="text" value="1"/>		
2.5 No. of Alumni	<input type="text" value="---"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="---"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>		
2.8 No. of other External Experts	<input type="text" value="1"/>		
2.9 Total No. of members	<input type="text" value="12"/>		
2.10 No. of IQAC meetings held	<input type="text" value="3"/>		
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="3"/>	Faculty
			<input type="text" value="1"/>
Non-Teaching Staff	<input type="text" value="1"/>	Students	<input type="text" value="1"/>
		Alumni	<input type="text"/>
		Others	<input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="3,00000/-"/>		
2.13 Seminars and Conferences (only quality related)	<b>Yes</b>		

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

Better Governance Administration through Call Centre Services

2.14 Significant Activities and contributions made by IQAC

MOU by N.S.S. department with Chetana Parivar for organization of Health Check-up Camps

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 complemented by audio/visual aid	Audio visual aid used for remedial classes
One day workshop on positive discrimination to be organised	One day workshop on positive discrimination organised
COC proposals to be formulated	Proposal forwarded
“Tourist guide Certificate programme” to be started by History Dpt.	Certificate Course started
Visits of History students to Historically important temples.	Visits organised
To Establish University Recognised “Place for Higher Learning and Research	Established
To organize UGC sponsored one day International Seminar on “Women Empowerment and Globalization”	Organized two day UGC sponsored International Seminar on “Women Empowerment and Globalization”
To publish a students’ research journal by commerce Department	Students’ research journal INSPIRE By commerce Department started.

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

2.15 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	9			
<b>Total</b>				
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	Nil
Annual	02

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 Tukdokji Maharaj Nagpur University, Nagpur

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

University Recognised Place for Higher Learning and Research

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	17 + 1 Librarian	06 + 1 Principal	NA	19 Contributory

#### 2.2 No. of permanent faculty with Ph.D.

14
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#### 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	6	0	0	NA	NA	0	0	0	6

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

19
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#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	7	15	12
Presented papers	10	06	01
Resource Persons	0	02	05



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
- Training in the use of Internet
- Remedial classes and extra classes for weak students
- Providing an enriching Library experience to students
- Involving students in surveys to give them a feel of how research is conducted
- Activities under various clubs like Debate Club, Movie Club, Creativity 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
  - Poetry Writing Workshop by Marathi Department
  - Workshops on Yoga and Pranayam to help improve concentration

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

183

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 0 as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80

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	59	1.7%	5.08%	23.7%	10.17%	39%
B.Com - III	79	00	00	25%	08%	33%

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
- Ensuring the availability of a minimum of 180 teaching days and planning remedial measures if there is any shortfall
- Academic monitoring
- Taking feedback, getting it analysed and suggesting remedial action
- Conducting result analysis and suggesting remedial action
- Ensuring the implementation of at least 90% 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	2
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
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	20	03	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. Anjali Patil and Mr. Ajay Kulkarni 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.

#### 3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	00	01
Outlay in Rs. Lakhs	00	4,57,120	00	6,60,000

#### 3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	01	00	00	00
Outlay in Rs. Lakhs	60,000	00	00	00

#### 3.4 Details on research publications:

	International	National	Others
Peer Review Journals	11	05	01
Non-Peer Review Journals	00	01	03
e-Journals	00	00	00
Conference proceedings	02	02	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	2	UGC	4,57,120	457120
Minor Projects	2	UGC	50,000	50000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	--	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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:

Level	International	National	State	University	College
Number	01	00	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

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	02	00	00	00	00	00

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS: University level  State level  
National level  International level

3.24 No. of Awards won in NCC:  
University level  State level   
National level  International level

3.25 No. of Extension activities organized:  
University forum  College forum   
NCC  NSS  Any other

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

- 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"> <li>▪ 11 class rooms of 20' x30' = 6600 Sq. ft.</li> <li>▪ 5 class rooms of 25' x20' = 5000 Sq. ft.</li> <li>▪ 2 class rooms of 30' x25' = 1500 Sq. ft.</li> </ul>	-----	-----	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)		11577		11577
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 namely '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	67024		995	248189	68019	
Reference Books	1218		8		1226	
e-Books						
Journals	25			34362	25	
e-Journals	3	15000			3	
Digital Database						
CD & Video	56	27067	-----	-----	56	27067
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computer s	Comp uters Labs	Internet 1 Mbps Tata	Browsing	Comput er Centres	Offic e	Dep artm ents	Other s
Existin g	81	45	49	35 per day				
Added	-----	-----	---	-----				
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)

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT

ii) Campus Infrastructure and facilities

22600

(Building and Furniture)

iii) Equipments	11577
iv) Others	
Total	34177

## Criterion – V

### 5. Student Support and Progression- 2013-14

#### 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.

#### 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 

UG	PG	Ph. D.	Others
1092	195		

 students

(b) No. of students outside the state 

00
----

(c) No. of international students 

00
----

No	%
700	54.39

No	%
587	45.60

Men

Women

Last Year						This Year					
Gen	SC	ST	OBC	Phy. Challenged	Total	Gen	SC	ST	OBC	Phy. Challenged	Total
136	184	91	846	04	1261	195	190	112	790	--	1287

Demand ratio 1:1.9

Dropout % 11.7

## 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

95

## 5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text" value="22"/>

## 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
30	245	09	24

### 5.8 Details of gender sensitization programmes

Orientation programmes for students on gender related issues. AIDS Awareness Programme by NSS in association with Latex India Limited A Lady doctor's visit is arranged on regular basis.
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### 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	28	9519
Financial support from government	1228	1979406
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:

On receiving complaints from students, one faculty member was advised to engage lectures regularly

## 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.

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 five 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 two hours
- 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"><li>• All schemes of the government applicable to teaching staff</li><li>• 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.</li><li>• 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.</li></ul>
Non teaching	<ul style="list-style-type: none"><li>• All schemes of the government applicable to teaching staff</li><li>• 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.</li></ul>
Students	<ul style="list-style-type: none"><li>• All schemes of the government applicable to students</li><li>• 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.</li><li>• Distribution of books to meritorious students</li></ul>

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	No		Yes	Consultant
Administrative	No		Yes	Consultant

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

Help of prominent Alumni was sought for off-campus placement of students

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

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

Health Clinic for Girl-Students

Scholarship for College-Sponsored Needy Students

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

7.4 Contribution to environmental awareness / protection

Cleanliness Drive, Lecture on ground water depletion

Students of NSS were engaged in local community for environmental Awareness

7.5 Whether environmental audit was conducted?    Yes     No

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

**8. Plans of institution for next year**

Organising International Conference on Women's issues

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

## Annexure-

### C.P.& Berar College, Tulsibag, Nagpur

#### Academic Calendar for the session 2013-2014

Month	Date	Programme
June	17-06-2013	Academic Session start
July	02-07-2013	Time Table published for students
	11-07-2013	World Population Day & Rakhi making Workshop –one week
	17-7-2013	Principal Address to students
	20-07-2013	Rakhi Arpan Programme
August	01-08-2013	Lokmany Tikal Punyathithi
	11-08-2013	Shree Krishna Jayanti- Dhai Handi Programme
	15-08-2013	Independence Day Function
	22-08-2013	Late Adv. Babasaheb Padhye Smurti Lectur
	27-08-13 to 28-08-13	First Unit Test
	30-08-2013	Formation of N.S.S. & Population Council
	31-08-2013	Library Book Exhibition
September	05-09-2013	Teacher's Day Programme
	10-09-2013	First Home Assignment
	14 & 15 -09-2013	Dnyaneshwari Pathan & Granth Dindi Programme
October	01-10-2013	World Blood Donation Day
	4-10-13 to 6-10-2013	Second Unit Test
	08-10-2013 to 09-10-2013	Yoga Training session
	10-10-2013 to 13-10-2013	Remedial Course
	15-10-2013 to 16-10-2013	Second Home Assignment
	17-10-2013	Parents – Teachers Meet
November	29-11-2013 to 30-11-2013	Third Home Assignment
December	06-12-2013	Dr.Babasaheb Ambedkar Mahprininrwan Day
	13-12-2013	Interview Technique Workshop
	20-12-2013 to 22-12-2013	Third Unit Test
	27-12-2013	Late Annasaheb Gokhale Smurti Lecture series
	28-12-2013	Late Bapusaheb Kagbhat Lecture series
January	04-01-2014 to 05-01-2014	Camp for Only Girls students
	10-01-2014 to 11-01-2014	Cultural Day & Yuva Mohatsav
	12-01-2014	World Heritage Day
	15-01-2014	Late Adv.Anant Khare Smurti Lecture series
	17-01- to 19-01-2014	Physical Test
	21-01-2014	Prize Distribution Function
	22-01-2014 to 25-01-2014	Remedial Course
	26-01-2014	Republic Day Function
February	02-02-2014	Feedback from students विद्यार्थी प्रतिसाद प्रजावली
	04-02-2014	Student .....अभिवृत्ती चाचणी
	07-02-2014 to 15-02-2014	College Examination
	19-02-2014	Shivaji Maharaj Jayanti
	23-02-2014	College Examination Result
	25-02-2014	Late Raju Deo smurti Lecture series

March	08-03-2014	World Women's Day Programme
	09-03-2014	Annual Magazine Publication Sahitya Sadhana
	11-03-2014 to 15-03-2014	University Annual Exam Hall Ticket Distribution
April	01-04-2014 to 06-04-2014	Sahitya Sadhana Annual Magazine Distribution to all
	30-04-2014	Gram Jayanti
	30-04-2014	Session End