

**SHRI NARENDRA TIDKE
COLLEGE OF ARTS &
COMMERCE , RAMTEK , DISTT
NAGPUR , (MAHARASHTRA) ,
PINCODE – 441106**

**Annual Quality Assurance Report
(AQAR)**

2017-18

Submitted To

**National Assessment and
Accreditation Council
(NAAC)**

P. O. Box NO. 1075, Nagarbhavi, Bengaluru – 560072

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

Shri Narendra Tidke College of Arts and Commerce , Ramtek

1.2 Address Line 1

Ambala Road

Address Line 2

Ramtek

City/Town

Ramtek

State

Maharashtra

Pin Code

441106

Institution e-mail address

shrinarendratidke@rediffmail.com

Contact Nos.

07114-255140

Name of the Head of the Institution:

Dr. Ruprao U. Gaikwad

Tel. No. with STD Code:

07114-255140

Mobile:

9422818642

Name of the IQAC Co-ordinator:

Prof. Nitin Ghamandi

Mobile:

9049141224

IQAC e-mail address:

sntcramrek@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN21225

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC (SC) / 18 / A & A / 11.1

1.5 Website address:

www.sntcollegeramtek.org

Web-link of the AQAR:

www.sntcollegeramtek.org/aqar2017-18.doc

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

1.6 Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C	1.82	2016	Five Years (Till Nov 4 , 2021)
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

27 / 09 / 2016

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 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 2016-17 submitted to NAAC on 30/11/2017**
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

RASHTRASANT TUKDOJI MAHARAJ NAGPUR UNIVERSITY , NAGPUR

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

00

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: 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

- Supporting & Monitoring work of various committee
- Revision and modification of some add-on courses
- Making quality related recommendations
- Awareness rising programme for staff

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
IQAC chalked out various plans as mentioned in 2.14 above.	The plans discussed in IQAC were mostly carried out.

*** The Academic Calendar of the year 2017-18 has been attached as Annexure I**

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was placed before the IQAC. It was finalized after detailed discussion . It was recommended for submission.

Part – B

Criterion – I

I. Curricular Aspect

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				
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate			01	
Others				
Total	02		01	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	00
Annual	02

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

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

- Revision of syllabi is done by the affiliating university.
- Semester pattern is being introduced for B.A. II and B. Com. II from 2017-18

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 (Principal)
09	07	02	00	00

2.2 No. of permanent faculty with Ph.D.

03

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

Asst. Professors		Associate Professors		Professors		Others (Principal)		Total	
R	V	R	V	R	V	R	V	R	V
07	02	02	00	00	00	00	01	09	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

00

05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	09	01
Presented papers	00	02	01
Resource Persons	00	00	00

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

- Use of ICT in teaching & learning
- Forming whatsapp groups of students by subject teacher to send additional study material
- Student participation in assignment work & class test

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

203

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

Assignments and Unit Tests

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

00

00

00

2.10 Average percentage of attendance of students

77

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Final	48	00	00	12.5	8.33	20.83
B.com Final	57	00	1.75	47.36	14.03	63.14

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

- Members of IQAC promote better teaching – learning
- Feedback from students on curriculum & teachers
- By analysing the performance of students in university examination

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	03
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
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 (Non-Teaching Staff)	08	07	00	00
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- ◆ To motivate staff members to publish research papers and work.
- ◆ Research needs & concerns are addressed with necessary assistance

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				01
Outlay in Rs. Lakhs				0.95

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	02	00
Non-Peer Review Journals	00	02	00
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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify) (State Level Conference in Economics Subject)				
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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College

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

- Tree Plantation , Environmental Awareness , Voter Awareness , etc..
- College NSS Unit render their services to village
- College NCC Unit participated in Yoga day, Kranti Diwas Rally, Sanvidhan Jagar Rally and Visit to Old age home.
- Educational aid is given to the needy students.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9.6 acres			9.6 acres
Class rooms	10			10
Laboratories (Home –Economics Lab)	01			01
Seminar Halls	01			01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	15	01	Grants	16
Value of the equipment purchased during the year (Rs. in Lakhs)		31950		
Others				

4.2 Computerization of administration and library

Computerization of administration and of college library is in process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10111	N. A.	127	30750	10238	N. A.
Reference Books	3106	N. A.	10	9950	3116	N. A.
e-Books						
Journals	07	N. A.			07	N.A.
e-Journals						
Digital Database						
CD & Video						
Others (general, etc)	7504		52	18854	7556	N. A.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	12	05	02	02	01	05	00	01
Added	00	0	0	0	0	0	0	0
Total	12	0	0	0	0	0	0	0

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

Training & Guidance is given to the staff & students for the use of computer & internet access.

4.6 Amount spent on maintenance in Rupees :

i) ICT	0000
ii) Campus Infrastructure and facilities	1,43,847
iii) Equipments	31,950
iv) Others	3,46,018
Total :	5,21,815

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ▶ By interacting with non-teaching staff to improve student support services
- ▶ By monitoring & coordinating with the Anti-Ragging Committee , Discipline Committee , Vishakha Committee , Grievances' & Redressal Cell , etc

5.2 Efforts made by the institution for tracking the progression

- Alumni Association
- Personal Contact
- From Current Students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
572			

(b) No. of students outside the state

000

(c) No. of international students

000

Men	No	%	Women	No	%
	229	40.04		343	59.96

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
10	75	92	393	00	570	16	68	68	278	00	430

Demand ratio 1:1 Dropout: 66 %

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

- Guidance & Counseling regarding competitive examination is done by arranging seminar
- Additional assistance is provided by teachers as & when needed
- Personal guidance is also given by faculty members to the needy students
- Competitive books are made available in the library to students

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Lectures on Career Guidance are arranged by various departments
- Placement Cell

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
00	00	00	00

5.8 Details of gender sensitization programmes

- Personal rapport & healthy atmosphere is maintained in the campus for the students so as to spread gender awareness
- Syllabus related topic specially deal by department

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		
Financial support from government	213	1139162
Financial support from other sources	01	7000
Number of students who received International/ National recognitions		

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:

There were no major grievances and College has the mechanism to address & redress such issues raised by students ...

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Vision : To transform human beings through education
- Mission : Commitment to impart a liberal , modern , sound & quality education to all the sections of the society

6.2 Does the Institution has a management Information System

Yes, the college has a partially . information system. The Principal of the college acts as the chief resource person.

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

6.3.1 Curriculum Development

The curriculum is designed , updated & revised by R.T.M. Nagpur University, Nagpur

6.3.2 Teaching and Learning

College tries to provide all the best possible classroom facilities for teaching & learning for the students by maximising use of ICT , giving assignments , classroom seminar & study tour .

Staff prepares annual teaching plan and maintain daily diary

6.3.3 Examination and Evaluation

Examination & evaluation is done by the affiliating university , however , college staff members actively participate in all such works. College level internal assessment is done by unit test ,class seminar, project work and assignments

6.3.4 Research and Development

- Research committee motivates staff members to participates in research work like writing research paper
- Duty Leave is given to the staff members to attend seminars, conferences & for research work
- One staff member had submitted Minor Research Project

6.3.5 Library, ICT and physical infrastructure / instrumentation

- New books have been added to the college library and computerisation of college library is in process
- Teachers are encouraged to use ICT in teaching & learning extensively
- Physical infrastructure & instrumentation is monitored , updated & maintained with full support of administration

6.3.6 Human Resource Management

The college doesn't have all post filled but it uses the available staff in optimum way.

6.3.7 Faculty and Staff recruitment

The faculty and staff of the college is being recruited by Gondia Education Society , Gondia by following the norms laid down by affiliating university ,Govt of Maharashtra & UGC and temporary faculties are recruited every year as per requirement by the college by strictly adherence to the rules & regulations

6.3.8 Industry Interaction / Collaboration

The college is taking efforts in getting the direct collaboration with industry by overcoming all odds.

6.3.9 Admission of Students

Admission process of the college is fully transparent and strictly follows the norms laid down by the affiliating university & Govt of Maharashtra.

6.4 Welfare

schemes for

Teaching	GPF, DCPS, Group Insurance , Medical Reimbursement
Non-teaching	GPF, DCPS, Group Insurance , Medical Reimbursement
Students	Scholarship , Free ship, EBC, cash prize to merit 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
Academic			Yes	Principal
Administrative			Yes	Principal

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

N. A.

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

N. A.

6.11 Activities and support from the Alumni Association

Steps are being initiated for alumni meet every year and suggestions given by them is incorporated for future activities.

6.12 Activities and support from the Parent – Teacher Association

Meeting of Parent Teacher Association is organized and suggestions provided by them are considered for strengthening the cordial relationship between teacher and parent

6.13 Development programmes for support staff

- Orientation Programme is organised for support staff

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

- Environmental awareness is done amongst all in the college campus
- Minimum use of electrical energy and initiation for the use of solar lights
- Tree plantation programme and cleaning the campus drive

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.

- Innovations introduced during this academic year which have created a positive impact and the college did not initiate any new best practices. Existing best practices were strengthened further.

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

- Most of the activities planned for 2017-2018, as mentioned in 2.15 above, were effectively implemented

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

- Students who top in the stream as well as individual subjects in the University are felicitated
- Teachers and students who excel in community services, sports

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

7.4 Contribution to environmental awareness / protection

- Tree plantation organized by NSS & NCC Unit of the college
- Environmental awareness is created amongst all
- Use of solar energy is created in college campus

7.5 Whether environmental audit was conducted?

Yes

No

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

SWOC of the Institute

Strengths :-

- Academic ambience and disciplined work culture
- Eco-friendly campus & Academically encouraging atmosphere
- Sports , NSS, NCC , PEC , WSC , etc Units to develop students personality

Weaknesses :-

- Inadequate use of ICT facilities
- No collaboration with any industry for the placement

Opportunities :-

- Scope to expand infrastructure
- Support from alumni association
- More opportunities for employability


Challenges :-

- To improve the results
- To inculcate techno-savvy attitude

8. Plans of institution for next year

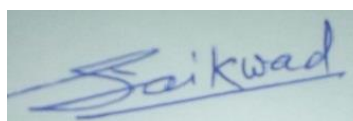
- To enhance the participation of faculties in research
- To organize student centric seminars
- All round development of students
- To prepare students for competitive examinations

Prof. Nitin Ghamandi



Signature of the Coordinator, IQAC

Dr. R. U. Gaikwad



Signature of the Chairperson, IQAC

Academic Calendar for the session 2017-2018

- ▶ Commencement of the academic session 15 -06-2017
- ▶ Commencement of the admission process* 17 -06-2017

(*Detailed admission schedules for different faculties displayed on the college notice board)

- ▶ Final deadline for all admissions 07-08-2017
- ▶ Commencement of classes 27-06-2017
- ▶ First phase of class & unit test Aug-Sept 2017
- ▶ Deadline for university winter exam form 31-08-2017
- ▶ End of First Term 15-10-2017
- ▶ Winter vacation 16-10-2017 to 14-11-2017
- ▶ University Winter examinations* 03-10-2017

(*Detailed schedule of various examinations will be announced by the university and will be displayed on notice board as & when available)

- ▶ Commencement of the second term 15-11-2017
- ▶ Deadline for university summer exam forms 01-12-2017
- ▶ Second phase of class & unit test Dec-Jan 2017-18
- ▶ Cultural events February 1st Week
- ▶ College Annual Exam February-2018
- ▶ University Summer Examination* 13-03-2018

(*Detailed schedule of various examinations will be announced by the university and will be displayed on notice board as & when available)

- ▶ End of second term 30-04-2018
- ▶ Summer Vacation 01-05-2018 to 14-06-2018

Summary of the Feedback from various stakeholders

An overview of the Feedback taken from the students on various aspects like teachers , teaching-learning experience , campus life, etc.

The following are some of its chief outcomes :

- ❖ The feedback given by the students about their teachers shows the dedication & devotion of the teachers in their teaching. The appreciation about in depth knowledge , presentation style , preparation of the topic is worthy of appreciation. Students had given commendable words for their teachers for rendering their helping hand in terms of guiding & cultivating their life towards a new vision.
- ❖ Students gave mixed kind of feedback regarding curriculum and about its various aspects. Most of the students found the importance & relevance of their curriculum but very few had adverse opinion also.
- ❖ Students were very delighted about the classroom interaction & discussion with their teachers. It was termed as fruitful for them. It opened new gates of wisdom for them. Most of the students were positive about the communication of their teachers.
- ❖ The punctual attitude of teachers is also highly appreciated by the students. Teachers' mindset in giving importance to the completion of syllabus in allotted time was another laudable feature in feedback.
- ❖ The various methods like internal assessment , class test , unit test , classroom seminar adopted by the teachers to evaluate & monitor the progress of the students were highly praised .students found it useful for their university examination.
- ❖ The feedback given about books in the college library , on the infrastructure & facilities available in the campus, cooperation of the non-teaching staff was mixed one.