

P.W.S. ARTS AND COMMERCE COLLEGE,
Kamptee Road, Nagpur
The Annual Quality Assurance Report (AQAR) of the IQAC
2016-17

AQAR for the year

2016-2017

1. Details of the Institution

1.1 Name of the Institution

Dr. Madhukarrao Wasnik PWS Arts and Commerce College

1.2 Address Line 1

Kamptee Road

Address Line 2

Teka-Naka

City/Town

Nagpur

State

Maharashtra

Pin Code

440026

Institution e-mail address

principal@pwscollege.edu.in

Contact Nos.

0712-2653711

Name of the Head of the Institution:

Dr. R. P. Gan

Tel. No. with STD Code:

0712-2653711

Mobile:

9890441589

Name of the IQAC Co-ordinator:

Dr. Shubha Mishra

Mobile:

9422802462

IQAC e-mail address:

principal@pwscollege.edu.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

MHCOXX10633

OR

1.4 NAAC Executive Committee No. & Date:

EC/57/RAR/42 dated November 30, 2011

(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:

www.pwscollege.edu.in

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+	76.50	2004	5 years
2	2 nd Cycle	B	2.64	2011	5 years
3	3 rd Cycle	NAAC Peer Team Visit is proposed on 21 to 23 August 2017			

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

10/12/2002

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 2011-12 submitted to NAAC on 30/09/2012
- ii. AQAR 2012-13 submitted to NAAC on 17/12/2013
- iii. AQAR 2013-14 submitted to NAAC on 10/03/2016
- iv. AQAR 2014-15 submitted to NAAC on 31/3/2016
- v. AQAR 2015-16 submitted to NAAC on 17/7/2016

1.9 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 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*)

Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc: None

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 formal meetings and multiple informal meetings with different stakeholders.

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): Yes

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

Total Nos. International National State Institution Level

(ii) Themes : NAAC Sponsored National Seminar on “Role of IQAC in Enhancing Quality of Teaching, Learning and Evaluation Process”

2.14 Significant Activities and contributions made by IQAC

IQAC of college like heart in the body, energise each segment of the institute and stimulate quality learning culture with the enhanced methods.

During this session some major decisions were taken and got implemented by IQAC as follows:

- Infrastructural development in administrative blocks and seminar hall done under the guidance of IQAC
- Painting of college building was suggested and done
- National Level seminar by IQAC and another seminar by Dept of English were held
- Two important university level sports tournaments were successfully organised
- Intercollegiate and university level cultural competitions were conducted in college
- University level NSS camp in Fetri was successfully organised over 20 college and its 150 students participated in the camp.
- Library was given attention for updating and adequate budget
- To facilitate Research facilities in the institute for the North Nagpur Students Five research centres got approved from RTM Nagpur University.
- Teaching Learning was monitored through Teacher’s Plan and Diary and with periodic meetings with HoDs.
- Registration of Alumni Association was pursued
- Eco-friendly campus was strictly implemented, by plastic free campus and “go green” with college prospectus by up loading it on college website.

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
<ul style="list-style-type: none"> ➤ “Go Green” Campus ➤ Modification of building infrastructure ➤ To Conduct Short Term Value added Courses ➤ To conduct Bridge Course for fresher ➤ Organising Cycle Race and Futsell Tournament ➤ Organizing NAAC IQAC Seminar and Collaborative seminar with AESI ➤ Extension Activities <p>University Level NSS Camp</p>	<ul style="list-style-type: none"> • College prospectus published on college web • Plastic Free Campus • Green cover added • Total revamp of administrative block with separate cabins to each unit • Total computerizing administration • Restructuring and extension of Auditorium and seminar hall • Painting of college • Ten day Course on Professional Journalism by Dept of Hindi from --- • Dept of English, Pol Sci, Commerce and Economics developed bridge courses for new comers for enhancing their foundation in the subject • Collaborative Intercollegiate Futsell Tournament was successfully organised • Collaborative University Level Cycle Race was organised • One day State Level Seminar on <i>Dhyanpith of Marathi</i> in collaboration with Akhil Bharatiya Marathi Sahitya Mahamandal and RTM Nagpur University (16 July 2016) • NAAC Sponsored one Day IQAC National Seminar on “Role of IQAC in Enhancing Quality of Teaching, Learning and Evaluation Process” (20 August 2016) • National Conference in collaboration with AESI, CENACLE & FEWE on Emerging Trends in English (20, 21 & 22 January 2017) • Symposium on Women Empowerment in collaboration with Adult Edu. And Ext. Dept. RTM Nagpur university (11 January 2017) <p><i>Regular donations to Jiwan Ashray old age home and orphanage</i></p> <p><i>Computer Set, Books, Uniforms and Shelf donated to Z.P. School in adopted Village Kawatha. And Waregaon</i></p> <p><i>A University Level NSS Camp was organised in Village Fetari where 150 students of different 20 colleges were participated.</i></p>

* Attach the Academic Calendar of the year as Annexure



2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Criterion- wise Statistics and Analysis present in AQAR 2016-17 was prior shown to the principal and Management of the college and got approved. It was also formally discussed in IQAC meeting. SWOC was discussed and segment-wise suggestions prepared to be implemented in oncoming session. AQAR was finalised to be uploaded to college web and submission to NAAC.

Part – B

Criterion – I

1.

Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	5	None	None
PG	10	None	None	None
UG	02	None	None	None
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	13	5		

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10 (PG) + 2 (UG) =12
Annual	02 (Only B.A. Final & B.Com Final)

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.

College follows syllabi of RTM Nagpur University. It is regularly updated and revised in every three/five year. Many of college teachers are on Board of studies and other significant committees of the university and got opportunity to contribute with the updating or revision of the syllabi and editing text books for different subjects.

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

None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	18	08	-	-

2.2 No. of Permanent faculty with Ph.D.

16

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

Asst. Professors		Associate Professors		Professors		Others (Non-Grant courses)		Total	
R	V	R	V	R	V	R	V	R	V
-	08	-	-	-	-	-	2	-	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

1	-	26
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	10	95	10
Presented papers	5	43	-
Resource Persons	-	5	-

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

- Students are introduced to e-resources through various educational e-sites by teachers and through Librarian
- Through Study circles of the departments study tour and visits frequently organised for the maximum exposure

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

230

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

None

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

10		
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2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage:

Programme	Total students appeared	Total Pass	Division				
			Distinction %	I %	II %	III %	Pass %
B.A. Final	182	100	01	02	54	43%	54.94 %
B.Com Final	110	54	-	-	27	27	49.09 %
M.A. Final (Marathi)	08	07	-	04	03	-	87.50 %
M.A. Final (Hindi)	24	20	-	16	04	-	88.73 %
M.A. Final (English)	05	04	-	02	02		80%
M.A. Final (Pali-Prakrit)	10	08	03	4	01	-	80%
M.A. Final (Sociology)	49	49	03	25	21	-	100%
M.A. Final (History)	25	22	-	13	09	-	91.66 %
M.A. Final (Political Science)	44	35	-	09	22		75%
M.A. Final (Economics)	16	10					62.50 %
M.Com. Final	34	15	01	14	-	-	44%

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

- IQAC encourages teachers to be acquainted with new Teaching and Learning Methods.
- Teachers are encouraged to take up Research projects, attend Conferences and seminars.
- Use of ICT is encouraged
- Regular meetings IQAC and Faculty members are held to discuss teaching and learning Methods, results and students centric issues
- Contributory teachers are appointed for Non-grant section for UG and PG

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	
HRD programmes (Workshop on Research Methodology)	4
Orientation programmes	
Faculty exchange programme (Under MoU)	05
Staff training conducted by the university	
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	
Others : Seven day leadership workshop for SC/ST women	

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	26	08	----	05
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- In the session many constructive academic changes brought forth in college by IQAC
 - Network Resource Centre and Commerce computer lab renovated
 - Wi-Fi campus for access to e-resources
 - INFLIBNET / NLIST in central library installed which helps researcher accessing world wide e resources.
 - Departments
 - Faculty members regularly publish research papers in National and International journals.
- IQAC encourages two peer reviewed journals 'Perspectives' and 'Cenacle' to be published annually on time

3.2 Details regarding major projects: None

	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		115000/-		

3.4 Details on research publications (By Faculty)

	International	National	Others
Peer Review Journals	-	28	
Non-Peer Review Journals		5	
e-Journals		5	
Conference proceedings	07	15	06

3.5 Details on Impact factor of publications: 2

Range Average H-index Nos. in SCOPUS

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

: 01

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2016-2017	UGC	115000/-	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects :10 <i>(other than compulsory by the University)</i>	2016-17	Self -Financed	-	
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: None

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

Only Academic Consultancy is given by 9 faculties

3.11 No. of conferences organized by the Institution

Level	International	National	National With AESI	State with Marathi Mahamandal	University	College
Number		01	1	01	01	2
Sponsoring agencies		NAAC	Self Financed	Self Financed	Self Financed	Self Financed

Workshop

National	State Level	Regional	Other (In-house)
			05

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: None

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: none

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 (Annexure)

Total	International	National	State	University	Dist	College
		04	05			

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 (Post Doctoral)

3.21 No. of students Participated in NSS events:

University level State level
 National level International level
 Others (With NGO)

3.22 No. of students participated in NCC events:

University level State level
 National level International level

1

3.23 No. of Awards won in NSS:

University level	<input type="text" value="1"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. Of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="2"/>	College forum	<input type="text" value="5"/>
NCC	<input type="text" value="02"/>	NSS	<input type="text" value="12"/>
Any other (In Adopted Village Kawatha & Jeevan Ashray old Age Home)			<input type="text" value="06"/>

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

- All Activities are student centric. The mission of the institution is the upliftment of the marginalised sections of the society of North Nagpur.
- Various extension activities are organised in the college auditorium, in the neighbourhood, adopted village Kawatha and in Jeevan Ashray Old Age Home.
- Regular tree plantation is undertaken in the neighbourhood.
- The auditorium is given free of cost to the local social organisation who conduct various students career development related activities.
- Various women empowerment activities are organised in the college neighbourhood. Utkarsha is one of the activities targeting the economical development of socio-economically weaker women.

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	3.17 Acres		-	3.17 Acres
Class rooms	48		UGC	48
Laboratories(Computer Lab and Language Lab)+ Network resource Centre-1	03		UGC	03
Seminar Halls	02		Self Funded	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.(CCTV, 1 Laptop, 4PC, 1 Xerox)	10			
Value of the equipment purchased during the year (Rs. in Lakhs)	2,61,725/-			
Others				

4.2 Computerization of administration and library

<ul style="list-style-type: none">Administrative office is totally computerized. Regular Maintenance and replacement is done.The library is partially computerized. Internet facility is provided to students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	38868	3449315	1296	368587	40164	3817902
Reference Books	4663	498637	111	59000/-	4774	557637
e-Books					0	0
Journals	34	66800			34	66800
e-Journals			NLIST	5750		5750
Digital Database			01	-	1	-
CD & Video	38		2		40	-
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	10	5	4	14	21	10	
Added	05							02
Total	61							

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

- Internet access is provided in many departments.
- Technical up gradation and training is provided regularly to non teaching staff.
- Students are also given computer training through Network resource centre, Computer laboratory and commerce laboratory.

4.6 Amount spent on maintenance in lakhs:

i) ICT	98,025/-		
ii) Campus Infrastructure and facilities	1,60,630/-		
iii) Equipments (including Microsoft Licence)	97856/		
iv) Others (Broadband Bills)	3,52,219/-	Total:	7,08730/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student support services are very important facet of the college.
- Through IQAC and its Alumni representatives many student support services are organised. These support services monitors the working of the canteen, photocopy centre, NET / SET coaching centre etc.
- The Alumni Association also helps in students' placements and creating awareness among students by arranging different programmes.

5.2 Efforts made by the institution for tracking the progression changed

Since the college has no professional courses, it is difficult to track progression of students individually. The alumni association takes membership and keeps records. 30% of students opt for PG courses, who return as students to college.

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
1946	573		

(b) No. of students outside the state

15

(c) No. of international students

0

Men

No.	%
1387	55%

Women

No.	%
1151	45%

This Year

Gen	SC	ST	OBC	Ph. Challenged	NT	SBC	Minority	Total
187	1445	174	484	10	99	96	96	2577

Last Year

Gen	SC	ST	OBC	Ph. Challenged	NT	SBC	Minority	Total
166	1249	136	434	15	35	93	67	2244

Demand ratio 1:1 Dropout 14%

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

College has UGC Sponsored NET SET coaching center and Entrey in Services since 2010.

Special coaching is provided through various NGOs like MITCON, BAARRYS and talks, short term training courses are conducted by Employment Cell.

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

Social counselling and career guidance is student centric since the college is situated in North Nagpur which is largely populated by marginalized sections of society. The Dept of Sociology has a social counselling Cell, which solves many domestic and social issues of students. Career guidance is UGC granted course. The institution also has an Employment Cell, which guides students in different levels.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>		
Number of Organizations Visited	of	Number of Students Participated	Number of Students Placed	of	Number of Students Placed
01		10	10		100

5.8 Details of gender sensitization programmes

The institution is a Co-ed college. Therefore gender sensitization is an important subject. The women’s Cell organizes lectures, workshops for gender awareness. Various study circles also organizes multiple awareness programmes through essay writing, quiz competition etc.

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: None

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	84	12864/-
Financial support from government	Not yet Received	
Financial support from other sources		
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 are no major grievances. The grievances at college level regarding the cleanliness which has been redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the Institution:

The institution envisions moulding of students who have humanitarian views, scientific approaches and are firm believer in positive social change. Such inspired youth will uphold the human values of liberty, equality and fraternity, and also shoulder the responsibilities of taking nation to greater heights.

Mission of the Institution:

1. To give advantage but affordable education so that the poorest of the poor students can avail it
2. To promote marginalised students towards professional courses and all round personality development.
3. To create environment of research through various training programmes, class, assignments, workshop, seminars and projects.
4. To undertake different educational programme and projects jointly with other institute for the benefit of students. Promote and stimulate students to become responsible citizen and entrepreneurs.

The mission of the institution is to provide an opportunity of education to the poorest of the poor. Therefore right from the admission process to academic teaching this mission is focused upon.

The mission and vision are continuously communicated to students, teachers, and staff through various academic, extracurricular and extension activities. An effort is taken to involve the parents through parent-teacher meet and many annual programmes like Vyakhyan Mala (Lecture Series) on death anniversary of Dr. Ambedkar have been organized since the inception of the college.

6.2 Does the Institution has a management Information System

The institution does not have an MIS. Though the working of Administrative Office and Library is fully computerised

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

6.3.1 Curriculum Development

The curriculum design for BA and B Com courses is done as per the directives of the University. Many faculty members of the following departments namely Economics, Hindi, English, Marathi and Commerce are elected members of the Board of Studies of the university level. 8 faculty members are in the Special Task Force of RTM Nagpur University.

6.3.2 Teaching and Learning

Many Add On courses have been introduced this year.

- Department of Hindi designed and conducted a short term course on “Professional Journalism”
- Department of Commerce conducted 2 short term courses in the Commerce lab
- Department of English organised a short term course on Communication Skills through the Language laboratory.
- Department of Pali and Department of Ambedkar thought organised a month long Course respectively.
- All Departments continuously take Remedial classes to improve students in the subjects like Economics, English and Commerce.
- Department of English and Hindi have movie clubs to enhance perception of the students.

6.3.3 Examination and Evaluation

In this session semester pattern has been introduced at the UG level as per the directives of RTM Nagpur University. The final years of B.A. and B.Com programmes are still in annual pattern. Therefore, regular orientation was given to students and teachers were sent to orientation programmes organised by UGC-HRDC.

Department of Hindi regularly organises an Annual Examination Orientation programme for UG and PG students.

The Examination Cell regularly organises four unit tests and one Annual Test Examination.

The university has a central evaluation system in which all faculty members are involved in valuation, moderation, paper setting, etc.

6.3.4 Research and Development

The institution has two Research Centres for Buddhist Studies and Dr. Ambedkar Studies. These centres also have JRF and Research Fellows attached to them.

In this session five Research Centre for English, Hindi, Marathi, Economics and Commerce approved by RTM Nagpur University.

A place for Research and higher learning established in Central Library in the light of these approved Research Centres.

College Annual peer reviewed Journals "Perspectives" and "Cenacle" are enlisted in UGC list of Journals

6.3.5 Library, ICT and physical infrastructure / instrumentation

- College library is well equipped with updated books, references and journals.
- Library recently installed INFLIBNET/ NLIST for e-resources and enriching research in college.
- The Network Resource Centre was established in 2010 which is the only centre giving free internet facilities to college students. it also facilitates students for submission of their online applications for various competitive examinations.
- Smart Classroom established on 3rd floor for various courses and classroom teachings.
- 03 LCD bought for increasing ICT based teaching-learning in the campus
- A permanent fence for ground is built for various sports
- Renovation and painting of entire college building

6.3.6 Human Resource Management

- Out of 26 faculty members 16 are Ph.D. 09 are Ph.D. Supervisors.
- Placements are updated
- 26 faculty members have completed MRPs so far
- Regional level workshop conducted for Non-Teaching Staff
- Teaching and Non-Teaching Faculty members are regularly sent to Orientations and Refresher Courses

6.3.7 Faculty and Staff recruitment

Recruitment on any level is as per UGC norms and University guidelines. The recruitment is regularly done as per vacant posts. A proper process is followed under the purview of expert committee in appointing new faculty.

Government of Maharashtra has withered fresh recruitment since 2012. Therefore, no permanent staff has been recruited.

6.3.8 Industry Interaction / Collaboration

- Employment and Placement Cell regularly invites 3-4 local industries for placements. It also organises interaction with agencies like insurance companies as career option for students.
- Each teaching departments has academic MoUs and collaborations with local industries and institutions. Through these MoUs 4-5 placements are given.
- Department of Commerce organises workshops and guest lectures on entrepreneurship development.
- Department of Commerce and Economics organise industrial visits every year

6.3.9 Admission of Students

Online Prospectus introduced from this session to support "Go Green Movement"

Admission at "one Go" modified as the best practice of the college.

Academic and social counseling is provided to students at admission level for helping them with the right choice of subjects.

6.4 Welfare schemes for

Teaching	PWS Employee's Credit Cooperative Society & Welfare Fund
Non teaching	PWS Employee's Credit Cooperative Society & Welfare fund
Students	Govt. Scholarships, Needy Students Fund (Vidyarthi Kalyan Nidhi)

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) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	College Committee headed by Principal
Administrative	Yes	M/s Ratan Chankak & Co.		

6.8 Does the University/ Autonomous College declare 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?

The institution is an affiliated college, therefore all the Examination Reforms are implemented through the University.

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

University bring this issue for discussion in various bodies, but no such decision has been finalized.

6.11 Activities and support from the Alumni Association

- Many Alumni are employed in the institution as faculty members and non-teaching staff.
- Registration of Milind Alumni Association has been initiated.

6.12 Activities and support from the Parent – Teacher Association

The Parent Teacher Association has an annual meet with parents. Their suggestions and grievances are noted and feed back is given to the Principal. There are a large number of Alumni who are also parents of the students.

6.13 Development programmes for support staff

Internal Complain Committee has formed. Each complains taken up instantly. Support staff sent for advance computer courses. Financial assistance is provided through Loans by PWS employee's Credit Cooperative Society.

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

E-Prospectus through college website for paperless transaction

Tree audit started

All internal formats and notices are given through email

Regular Tree plantation in the campus and in neighbour by NSS

Various awareness activities are conducted by environment cell

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.

- To promote ICT based teaching-Learning Digital Classroom was installed this year.
- 2 additional LCD Projectors installed in Auditorium and Conference Room.
- INFLIBNET /NLIST made available through Library for Teachers and Students

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

The institution has only two UG Programmes. Therefore a formal ATR is not prepared. The working of the institution is as per the Academic Calendar. They are chalked out and implemented in the IQAC Core committee meetings.

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

Two Best Practices of the Institution:

- Admission At one go
- Shodh Satsang by Dept. of Hindi

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

7.4 Contribution to environmental awareness / protection

- Campus made plastic free
- Tree Audit is conducted
- Prospectus of college published through college website to support go green movement.
- Regular Tree Plantation

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (For example SWOC Analysis)

Strength:

- More than 90% students come from Socio-economically weaker communities who trust and rely on college for their higher educational needs.
- Alumni of the college are inducted as full time employee who work for the development of college shouldering additional responsibilities.

Weaknesses:

- Lack of physical space for the infrastructural development for beginning Professional Courses
- Low attendance by Students with part time jobs affects classroom teachings

Opportunities:

- Empowering students from weaker sections of society with Employable Skills
- ICT based teaching and smart classroom based teaching could make our student more competitive in the job market.

Challenges:

- Limited job opportunities for college students due to traditional courses.
- Teacher's active involvement in additional administrative requirements affects teaching-learning process.

8. Plans of institution for next year

- To Establish solar lights in the campus
- To introduce more skill oriented courses.

Name *Dr. Shubha Mishra*



Signature of the Coordinator, IQAC

Name *Dr. Ramesh P. Gan*



Signature of the Chairperson, IQAC

Annexure I

College Audit 2016-17

PWS COLLEGE KAMPTEE ROAD, NAGPUR
SENIOR COLLEGE
RECEIPTS AND PAYMENT ACCOUNT
FOR THE YEAR ENDING 31ST MARCH 2017

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
OPENING CASH AND BANK BALANCE		SALARY TO STAFF	
CASH IN HAND	223.00	TEACHING STAFF	
NON SALARY BANK (2421)	5,21,669.48	BASIC	1,39,74,570.00
SALARY BANK (2116)	22,70,016.00	CLA	80,640.00
BOM SALARY ACCOUNT	7,604.62	DEARNESS ALLOWANCES	1,70,30,670.00
		HOUSE RENT ALLOWANCE	27,94,914.00
		TRAVELLING ALLOWANCE	6,49,200.00
GRANT IN AID			3,45,29,994.00
SALARY GRANT	4,33,78,526.00	NON TEACHING STAFF	
MEDICAL BILL	3,90,293.00	BASIC	35,72,640.00
D.A. ARREARS	22,42,053.00	CLA	52,860.00
G.P.F. LOAN	50,000.00	DEARNESS ALLOWANCES	43,58,904.00
LEAVE ENCASHMENT	2,62,400.00	HOUSE RENT ALLOWANCE	7,14,528.00
STOP PAYMENT	89,878.00	TRAVELLING ALLOWANCE	1,49,600.00
SALARY ARREARS	8,60,593.00		88,48,532.00
PLACEMENT	9,38,331.00	GRANT IN AID PAID	
		D.A. ARREARS	13,93,482.00
OTHER RECEIPTS		MEDICAL BILL	3,90,293.00
E.E.C. SCHOLARSHIP	2,250.00	LEAVE ENCASHMENT	2,62,400.00
UNIVERSITY EXAM ADVANCE	7,00,000.00	OTHER ARREARS	11,25,294.00
BANK INTEREST	18,081.00	FULL & FINAL SETTLEMENT OF GPF	47,65,404.00
OTHER RECEIPTS	5,520.00		79,36,873.00
UNIVERSITY EXAM FEES FROM STUDENTS	3,77,147.00	OTHER COLLECTIONS PAID	
		UNIVERSITY EXAM ADVANCE PAID	6,30,000.00
TRANSFERRED FROM SCHOLARSHIP		CYCLE STAND TO PG. CLG	37,205.00
TUITION FEES	10,08,800.00	STOP PAYMENT	89,878.00
EXAM & OTHER FEES	13,98,995.00		7,57,083.00
		SALARY DEDUCTIONS	
SALARY DEDUCTIONS		SHIKSHAK'S BANK	1,29,000.00
SHIKSHAK'S BANK	1,29,000.00	PWS CREDIT CO-OP SOCIETY	28,32,053.00
PWS CREDIT CO-OP SOCIETY	28,32,053.00	DR. AMBEDKAR BANK	4,26,450.00
DR. AMBEDKAR BANK	4,26,450.00	D.C.P.S.	13,36,494.00
D.C.P.S.	13,36,494.00	G.P.F.	27,86,000.00
G.P.F.	27,86,000.00	GROUP LIC	40,800.00
G.P.F. LOAN	1,78,290.00	GROUP LIC	1,78,290.00
GROUP LIC	40,800.00	G.L.I.C. CLAIM	3,91,141.00
G.L.I.C. CLAIM	51,54,464.00	FLAG DAY	94,700.00
INCOMETAX	44,86,954.00	INCOME TAX	45,72,939.00
INCOMETAX	11,09,428.00	LIC	1,109,428.00
LIC	43,800.00	SARASWAT BANK	43,800.00
SARASWAT BANK	43,800.00	PROFESSIONAL TAX	
PROFESSIONAL TAX	1,24,300.00		



RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
FLAG DAY	62,900.00	YAVATMAL BANK	15,000.00
FLAG DAY (JR CLG)	21,000.00	PROFESSIONAL TAX	1,24,300.00
BHANDARA BANK	86,400.00	BHANDARA BANK	86,400.00
YAVATMAL BANK	15,000.00	CHITANAVISPURA BANK	45,000.00
CHITANAVISPURA BANK	45,000.00		1,42,11,795.00
RECOVERY	10,862.00	PAID TO UNIVERSITY	
REVENUE STAMP	614.00	ENVIRONMENTAL FEES	10,360.00
		CONTINUATION FEES	25,000.00
		ANNUAL FEES	2,43,250.00
		STUDENT WELFARE FUND	9,730.00
		STUDENT AID FUND	9,730.00
		STUDENT MEDICAL FUND	9,730.00
		GAME FEES	48,650.00
		STUDENT UNION FEES	9,730.00
		ASHWAMEDH	7,784.00
		IMMIGRATION	10,800.00
		EXAM FEES	7,04,494.00
		DEGREE	1,600.00
		LATE	1,650.00
		OTHER	1,278.00
		APPLICATION	1,500.00
		AVISHKAR	7,784.00
		NEW COURSE	50,000.00
		OTHER NIKSHEP	1,650.00
		SPORTS REGISTRATION	9,100.00
		INDRADHANUSH	7,784.00
		ABHIYAN	7,784.00
		AVAHAN	7,784.00
		DEPOSITS	7,784.00
		E-SUVIDHA	97,300.00
		DISASTER MANAGEMENT	19,460.00
		MEDICAL CHECK UP FEES	9,165.00
		ENROLLMENT	1,01,860.00
			14,22,741.00
		CONTINGENCIES	
		ACCOUNTING CHARGES	13,000.00
		ADVERTISEMENT	41,295.00
		BANK CHARGES	10,616.93
		BUILDING MAINTAINANCE	44,100.00
		CLEANING EXPENSES	14,186.00
		COMPUTER MAINTAINANCE	1,26,324.00
		CYCLE STAND CHARGES	5,000.00
		CONVEYANCE	1,000.00
		COLLEGE EXAM EXPENSES	34,373.00
		ELECTRICITY CHARGES	2,53,893.00



Annexure II

Academic Calendar 2016-17



Dr. Madhukarrao Wasnik P.W.S. ARTS & COMMERCE COLLEGE
KAMPTEE ROAD, NAGPUR
(Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

ACADEMIC - CALENDER for the Session - 2016-17

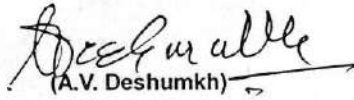
- 1) **ADMISSION** :
 - a) College reopens after summer vacations : 16.06.2016
 - b) Admission Commence : 20.06.2016
 - c) Last date of Admission : 1st Aug., 2016 (as per University Rules)
 - d) Teaching Commence from : 01.07.2016
 - e) Introductory Meet of students & Teachers : 4th week of July, 2016
 - f) Inauguration of Study Circles of Depts. : 1st week of August, 2016
 - g) Staff Meetings : (1) 2nd day of 1st session
(2) End of the 1st session
(3) 2nd day of 2nd session
(4) End of the 2nd session
- 2) **NATIONALS DAYS** :
 - 1) Independence Day : 15.08.2016
 - 2) Republic Day : 26.01.2017
- 3) **DAYS OBSERVED** :
 - 1) International Yoga Day : 21.06.2016
 - 2) World Population Day : 11.07.2016
 - 3) Shahu Maharaj Jayanti : 26.07.2016
 - 4) Teacher's Day : 05.09.2016
 - 5) Dr. Laxminarayan Day : 30.09.2016
 - 6) Swachata Abhiyan Day : 02.10.2016
 - 7) Mahatma Gandhi Jayanti : 02.10.2016
 - 8) Dr. Ambedkar Memorial Lecture Series : 06 & 07.12.2016
 - 9) Savitribai Fule : 03.01.2017
 - 10) Dr. Babasaheb Ambedkar Jayanti : 14.04.2017
 - 11) Rashtrasant Tukdoji Maharaj Jayanti : 30.04.2017
- 4) **COLLEGE ANNUAL DAY CELEBRATION** : Last week of February, 2017
- 5) **MEDICAL EXAMINATION** : 3rd Week of January, 2017
- 6) **SPORTS** :
 - 1) Inter Collegiate Sports Tournaments : Last week of October, 2016
 - 2) Sports Week : 1st Week of February, 2017

Contd... 2

- 7) N.S.S. FOUNDATION DAY : 24.09.2016
- 8) N.S.S. CAMP : N.S.S. Outdoor Camp for 10 days.
(Oct.- Jan.)
- 9) COLLEGE UNIT TEST :
- A) First Session :
- 1) 1st Unit Test : 1st Week of August, 2016
- 2) 2nd Unit Test : 1st Week of October, 2016
- B) Second Session :
- 1) 1st Unit Test : 1st Week of January, 2017
- 2) 2nd Unit Test : 1st Week of March, 2017
- 10) COLLEGE ANNUAL TEST EXAMS. : 2nd Week of March, 2017


SPECIAL INSTRUCTIONS :-

- 1) All efforts should be made to achieve more than 180 teaching days in Annual Pattern and 90 days in Semester Pattern.


(A.V. Deshumkh)

Convener

Academic-Calendar Committee
2016-2017


(Dr. R.P. Gan)
Offi. Principal

Copy to :-

- 1) Principal - P.W.S. College, Nagpur.
- 2) Vice-Principal - P.W.S. College, Nagpur.
- 3) Convener - NAAC - Committee
- 4) Convener - College Examination Committee
- 5) Convener - N.S.S. Department
- 6) Convener - Cultural Department
- 7) Convener - Sports Department
- 8) Member - L.M.C. (Teaching)
- 9) Secretary - Staff Council
- 10) H.O.D. of All Department

Annexure III

Best Practices 2016-17

Best Practice 1: “Admission processes at one go.”

Goal:

The goal of the practice is to provide admission to the student, fill up required forms of scholarship, examination and get the appropriate I card, all at the same time, on a single given time of a day.

Background:

Even though the administrative section of the college is computerized, the college has developed an admission system in synchronization with the admission committee, non-teaching staff and the Principal’s office. Almost 75% students take scholarship and nearly 50% of the students are working, especially on the PG level. The whole process begins with scrutiny of admission form by the Committee and counseling of the students as and how required. Then filling up of scholarship form and completing details of student profile, fees and then final issue of I cards.

Therefore with the help of streamlining the human resource, the process of admission is completed within few hours

The Context

The changed practice has great significance because 50% of students are working. A large number of students come from nearby rural areas who cannot afford the bus ticket. Earlier the whole process would put a financial strain on the pockets of the students, therefore in this context the practice has gained importance.

The Practice

The Practice was implemented only since last year. It is important to understand that the whole process different sections and earlier required at least 2-3 days to complete the process. Now the process is completed in few hours. Even though the University requires the final formats to be filled online, the synchronization helps students to save their travel time and expenses. University declares different dates for filling up of examination forms,

scholarship forms, but the office completes the formalities prior to the declaration of dates, which is admirable. Both these facets are very meaningful for working and poor students.

Evidence of Success

The success of the practice is reflected in following ways:

- a) The Parents have given a positive feedback.
- b) The students are happy about it.
- c) The Online process required by the University is completed on time.
- d) It is less strain on the non-teaching staff.
- e) The admission process is completed on time and classes begin as per schedule.

Best Practice 2: “Shodhsatsang”

Goal

- To create greater awareness towards research and its methodology among young teachers, who are doing research and for PG students. Also reduce the fear of taking on serious research proposals.
- Attitude towards research usually revolves around gaining promotion or just another degree.
- Therefore the aim of the practice is to change the perspective towards research and make it a more fruitful activity.
- One of the aims is to revise a research thesis, which has already been awarded for the benefit of other teachers and PG students.
- Usually the thesis which are once completed and submitted are not looked into or circulated.
- Therefore the Dept of Hindi started this practice as *Shodhsatsang* so that the writer personally is able to clarify his/her stand The students also benefit by the discussion on one particular issue
- Bring about transparency of research methodology among students.
- Inspire researchers to turn their thesis into a book format for greater accessibility.

Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words.

The Context

- In traditional courses like Arts and Commerce researchers have many mis-conceptions regarding methodology, hypo thesis etc, especially in vernacular mediums.
- Senior faculty members who are supervisors and have greater research experience help in sorting out the cobwebs of young researchers.
- These discussions make information easily accessible.
- It was challenging to initiate the practice and invite faculty members to participate.
- Initially it took time to convince people and collaborate the time. Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

The Practice

The Practice was started by Dept of Hindi only for their PG students. Gradually all the faculty members got involved. The whole discussion is done in an informal manner that gradually the hesitance disappeared. The main speaker of the day reads out the gist of his/her thesis which has been submitted. Question-answer session follows. Weakness in the argument of the thesis is pointed out by senior and experienced faculty. In some cases the discussion becomes useful in the viva which is yet to take place.

Describe the Practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.

Evidence of Success

- Two faculty members benefitted in the viva, after being part of Shodhsatsangh.
- One faculty member was turning his thesis into a book. The practice helped to give him a new insight.
- Participants have benefitted in refining their skills in writing research papers.