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6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

❖ Curriculum Development

Since curriculum is framed by University and a list of prescribed text books and references are clearly given, teachers used their knowledge to plan (Through Teaching Plan) its delivery in the classroom level through appropriate teaching method. HoDs and other senior teachers also help in adopting certain method for the same. Many of the college teachers are on various academic bodies of university, therefore, the very objectives of the curriculum delivery has been communicated to the faculties in the departmental meetings. Teachers' participation in curriculum related workshops is encouraged which help in implementing it on college level. Some of the college teachers have edited various course Text Books for university curriculum, are ready hand available resources for the delivery of the curriculum. These teachers also send suggestions to university Boards of Studies for the reforms in the curriculum time to time. In the university, the semester pattern (CBCS) has been implemented for all the courses from 2016-17, college teachers actively participated in the curriculum development process on the level of syllabus framing, moderation and valuation of question papers and answer papers, etc.

❖ Teaching and Learning

Student centric teaching-learning is the real soul of the academic purposes in the institution. College HoDs and Senior teachers who are related to university academic bodies, always guide rest of the faculties for shifting of teaching methods from traditional to the Modern one. A traditional lecture method is quite reduced and interactive and participative learning is encouraged in the college. In the departmental meeting always strategies for curriculum delivery is formally or informally discussed. Teaching plans submitted by the faculties are evaluated by the HoDs and appropriate suggestions are provided to them for actual implementations. Teachers Visits to Library to access its resources to prepare study material for students, Use of online resources and PPT method is highly recommended. In the classrooms, discussion method, demonstration by students, individual and group assignments, interactive methods, PPTs, project works, visits to curriculum related places and industry, off class consultations with teachers, etc. is encouraged.

❖ Examination and Evaluation

RTM Nagpur University have adopted Semester pattern system for all the courses. Being affiliated college to cope with the examination pattern and to prepare our students, we have initiated continuous evaluation process. Two unit tests along with written assignment and viva-voce are conducted in each semester. Besides these formal tests, students are given home works by each subject teachers, evaluation of students study material, solving of university question paper and appropriate guidance by teachers is always provided. Results Unit Test and evaluation of assignments has been communicated to each students in the classroom, it helps in improvements of students understanding in the subject.

For the first year students who are new to university examination system, an orientation by college teachers is provided to them. Department of Hindi takes initiatives in organizing such orientation in each session. College has university examination centres therefore, college teachers participates in examination as an internal supervisors and invigilators.

❖ Research and Development

College teachers are qualified and highly motivated in the subject research. They participate in various seminars, conferences and workshops to enhance their subject knowledge. They also present their research papers and participate in discussions. Teachers participating in seminars, Refresher /Orientation courses are given DL. FIP option is equally open for the teachers to avail for Ph. D.

Many of the college teachers are approved Post Graduate Teachers and Ph. D. Supervisor by the University. In the light of significant strength of supervisors, college has established research centres recently which are approved by RTM Nagpur University. College has research centres for Ph. D in Pali, English, Hindi, Economics, Commerce and Marathi. Therefore, to foster research environment in the campus, orientations and symposium is organized for research scholars time to time. Library has separate reading space for research scholars and teachers and they are also provided space in individual department for interaction with supervisors and other scholars. These scholars are also given access to college computer laboratories for internet access and for writing their theses. Scholars are also encouraged to publish their research papers with the help of their respective guides.

Undergraduate and post graduate students are also encouraged for research initiatives through the departmental projects funded by college. The project undertaken by departments are field visits based therefore, students get exposure to the external research fields and its problems. Students direct involvement in groups helps in inculcating research culture and professionalism.

❖ Library, ICT and Physical Infrastructure / Instrumentation

College central library is one of the best libraries in the city. It has over 40,000 books and references, besides it offers separate reading space to students, teachers and research scholars. Network Resource Centre offers free internet access facility to all the users.

The functioning of library is partially automated and continuous updating is undertaken. College library uses *Libman* software for library, beside it offeres online search of books through OPAC system. Two sets of computer are kept for students use to search the books. Library has bought INFLIBNET for college students and teachers where separate passwords and ID are given to each individual to use. Students are allowed to download various online resources on free of cost basis. Library has different sections of books including reference section, UGC books, journal and magazine section, MRP books, Donated Books, Ph.D. and M.Phil dissertation section, text books and general books sections where students has direct access. Library organizes orientations for students where librarian gives utility based information about subject related library resources and presents rules and regulations of library. Students are directly taken to the library sections related subject and make them aware about resources.

❖ Human Resource Management

Evaluation of human resource requirement in the college is done round the year. As per the vacancy created in in teaching or Non-teaching section in the college, a proposal to University and Joint Director of Higher education is sent for No Objection Certificate to fill the posts for full time basis. Since Government of Maharashtra kept a hold on recruitment since 2012-13, a large vacancy has been created in both granted and non-granted sections due to retirements of employee and of increase of sections.

To meet the demand requires in teaching, workload has been filled by qualified contributory teachers every year. These appointments are given temporarily for current session only. An advertisement is given in the month of June/ July and walk in interview is conducted. A team of expert teachers is given by University for interviews selects suitable candidates for the posts. The proposal for approval of all these contributory teachers is sent to university. These teachers are paid according to the rule of Government of Maharashtra. Non-teaching sections are also filled its vacant positions by contributory clerks.

❖ Industry Interaction / Collaboration

To implement the curriculum effectively healthy interaction with industry and employment sector is developed in the college. Some departments like Commerce and Economics have MoUs with corporate bodies for various purposes like students training, industry visits, guest lectures and workshop by experts, organizing interface and for social outreach programmes, etc. Employment and placement cell and Guidance cell organize interactive sessions for students with industry / corporate experts. Through these interactions students get ideas about corporate market and job requirements. Every year, to give on field experience, our students are taken to various industry, corporate firms, manufacturing units and banks. Exposure to the real work experience helps students prepare their mindset as well as to undergo appropriate training and skill based education.

❖ Admission of Students

College stands successfully for last 50 years on the trust of its alumni. Our passed out students are the real ambassadors who make mouth to mouth publicity of college. Besides, college has official website (www.pwscollege.edu.in) which is updated and publishes admission related notices and online free prospectus.

College has admission committee separately for Commerce and Arts. The committees organize its meeting jointly in the month of April to discuss the process of admission in the next session besides few reforms in the process. The committee's works in collaborations with admin staff including admission section, examination section and scholarship section.

The process of admission begins in the first week of June after the results of HSSC. Since college has developed "Admission at One Go" process, students complete his/her admission process within a day. The admission, examination and scholarship sections are fully computerized and are using "MasterSoft Cloud" provided by Master Software Pvt. Ltd. Therefore, admin staff completes entire process online on the same day.

An authorized cloth store also has a ready section for college uniforms, so students get his/her uniform stitched in time. The committee offers every possible help to students including academic counselling, subject choices, filling of application, examination form and scholarship forms. Since college has developed "Single Window" system, he is supposed to submit all kinds of fees at the same window along with admission form. Economically weak students are provided with partial/fully concession in admission fees besides installments facility is also available. College has developed a stress free admission process which is appreciated by passed out students and parents.