The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

AQAR for the year

2017-2018

1. Details of the Institution

1.1 Name of the Institution

Indira Gandhi Arts & Com. College, Kalmeshwar

1.2 Address Line 1

Ward No. 10

Address Line 2

Near Datta Mandir

City/Town

Kalmeshwar

State

Maharashtra

Pin Code

441501

Institution e-mail address

igckcollege@gmail.com

Contact Nos.

07118-271393

Name of the Head of the Institution:

Dr. Rajendra J. Kamble

Tel. No. with STD Code:

07118-271393

Mobile: | 9850526319

Name of the IQAC Co-ordinator: | **Dr. Miss M. Y. Dhoble**

Mobile: | **7387793388**

IQAC e-mail address: | **igckcollege@gmail.com**

1.3 **NAAC Track ID** | **Yet to be assigned**

OR

1.4 **NAAC Executive Committee No. & Date:** | **EC/35/007, dated 28-02-2005**

1.5 Website address: | **www.igacck.edu.in**

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	66.20	2004	5 years
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : | DD/MM/YYYY | **20.06.2011**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

    i. AQAR **2004-05, 2005-06, 2006-07 submitted to NAAC on 04-12-2012**
    ii. AQAR **2007-08, 2008-09, 2009-10 submitted to NAAC on 09-03-2013**
    iii. AQAR **2010-11 submitted to NAAC on 27-04-2013**
    iv. AQAR **2011-12 submitted to NAAC on 30-09-2012**

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 Tukdoji Maharaj Nagpur University, Nagpur**

1.12 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 | **04** |

2.2 No. of Administrative/Technical staff | **02** |

2.3 No. of students | **01** |

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 | **None** |

2.8 No. of other External Experts | **None** |

2.9 Total No. of members | **10** |

2.10 No. of IQAC meetings held | **02 meetings per year** |

2.11 No. of meetings with various stakeholders: No.   **04**   Faculty   **02**

Non-Teaching Staff Students   **01**   Alumni   **01**   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

- IQAC served the college as per plan of action. The major contribution is monitoring the academic activities and sports related activities through official meetings and casual interaction.
- Tree Plantation programme in college premises.
- Sadbhavana Awareness Rally was carried out during Sadbhavna Week.
- NSS Establishment Day celebrated.
- Cleanliness drive was organised in college premises as a part of Clean India Mission.
- Constitution Day was celebrated.
- Dr. Ambedkar Death Anniversary commemorated.
- Blood Donation Camp was organised.
- Tehsil level oratory competition was organised.
- NSS special camp at village Walni.
- Cultural Programme Yuvarang-2018 was organised.
- Awareness Rally and Programme was carried out on National Voters Day.
- Conducted Educational Tour.
- Marathi Bhasha Gaurav Din was organised.

- 'Kavya Spardha' was organised.
- PUSH (People United against Sexual Harassment) a programme was organised.
- Tantra Pradarshani (Technical Exhibition) was organised.
- Mahatma Phule-Dr. Ambedkar Birth anniversary was organised.
- Information Technology and employment opportunity, Guest lecture by Swapnil Pande, Tushar Naik, Bhushan Gujrati of Jetking Company.
- Annualy Sports Events were conducted.
- 'Rangoli Competition' was organised.
- 'Pakkala Spardha' was organised.
- 'Kaydevishayak Salla wa Margadarshan' a programmed on guidance & advise on law related matters, was organised in association with Govindrao Wanjari Law College, Nagpur.
- Programme on 'Women's Problems and Solutions was organised.

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
- Sports activity - NSS related extension activities - Adult extension and continuous Education - Women Cell	- Encouraged students to participate in sports - Various health & social related activities conducted. - Spread social awareness by inculcating the habit of reading newspaper. - Creates Awareness regarding sexual harassment rules and regulations programmes were taken on "healthy diet", nutrition, sexual harassment and projects were prepared on various topics.

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> Management was satisfied with AQAR report and recommended it to send 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	-	-	-	-
PG	02	-	-	-
UG	02	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	04	-	-	-

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	-
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.

Revision of syllabus is done every three years by University.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	06	04	-	-

2.2 No. of permanent faculty with Ph.D. | 05 |

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
-	2	-	-	-	-	-	-	-	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

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

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

Power point presentation, group discussion, Class Test, Unit
Test, Surprise Test

2.7 Total No. of actual teaching days
during this academic year | 180 |

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

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

2.10 Average percentage of attendance of students | 75% |

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	66	-	-	12.12%	10.61%	21.21%
B.Com. Final	79	-	1.26%	35.43%	13.92%	50.61%
M.A. (Pol. Sci.)	09	-	22.22%	66.67%	-	88.89%
M.A. (Eco)	-	-	-	-	-	-

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

> The college has only 02 programmes at the UG level. Therefore IQAC monitors teaching process by interacting with faculty members and students. The results are also monitored and meeting are regularly conducted by Head of the Departments.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	01
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	01
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	08	02	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Encouraged teachers to take up MRP and to participate in conference, workshop, seminars, publish papers.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	01	02	01
Non-Peer Review Journals	-	-	-
e-Journals	03	-	-
Conference proceedings	-	-	-

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 *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No. [**01**]

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 [**01**]

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

02

-

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 [03]   Any other [02]

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

- NSS conducted a blood donation camp.

- Tree Plantation.

- NSS special camp at Walni.

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	0.54 R	-	-	-
Class rooms	09	-	-	-
Laboratories	-	-	-	-
Seminar Halls	01	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Administrative office computerized. The library is partially computerized.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1429	348638	308	63258	1737	411896
Reference Books	2849	885224	02	355	2851	885579
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (News Papers)	05	8340	-	-	05	8340

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	36	01	-	-	-	-	-	-
Added	-	-	-	-	-	-	-	-
Total	36	01	-	-	-	-	-	-

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

Computer and internet access is available to teachers & students.

4.6   Amount spent on maintenance in lakhs :

i)   ICT   39,160/-

ii) Campus Infrastructure and facilities   22,440/-

iii) Equipments   12,150/-

iv) Others   -

   Total :   73,750/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- All necessary information about student support services available in the college is displayed on the flex boards.
- For all year round students support activities organised by the college, written notices are circulated through the classrooms and copies thereof displayed on the notice boards.
- New students are informed about students support services available in the college during orientation of new students at the beginning of the session.

5.2 Efforts made by the institution for tracking the progression

- Meeting with student and staff
- Continuous monitoring of the students academic performance and attendance

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
647	58	-	-

(b) No. of students outside the state   -

(c) No. of international students   -

Men
No	%
209	29.65

Women
No	%
496	70.35

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
15	93	15	483	-	606	22	100	23	560	-	705

Demand ratio **1 : 1**   Dropout % **5.22%**

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

-

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

> Institution caters to marginalized students of lower middle class. Therefore students counselling is required on different levels. The Dept. of Sociology guides students on various social and family related problems. During the admission process, counselling is given to students who are confused about subject options, choice of programme carrier guidance is provided through employment cell and other department level activities.

No. of students benefitted | |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

- PUSH
- Law guidance support system
- Women's Problems and Solutions

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	257	3,65,700/-
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 | 02 |

5.13 Major grievances of students (if any) redressed: No major grievances

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision :**
> - To bring rural students into the main stream of higher education.
> - Enriching lives and expanding horizons of rural community through higher education.
>
> **Mission :**
> - To impart update and relevant knowledge in the discipline of Arts & Commerce.
> - To inculcate the sense of discipline, social responsibility and love for the nation to create responsible citizen in the society.
> - To provide facilities of higher education to poorest of the poor.
> - To strive for the upliftment of the downtrodden and backward segments of the society of rural area.

6.2 Does the Institution has a management Information System

> Yes

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

6.3.1 Curriculum Development

> Curriculum design and development are as per the directives of the University. University curriculum is strictly followed.

6.3.2 Teaching and Learning

> The institution has constantly tried to upgrade its infrastructure to facilitated teaching and learning. Use of ICT tools are encouraged.

6.3.3 Examination and Evaluation

> - Examination held as per university norms. Institute is centre for university examination.
> - Teachers play an important role in university exam as per paper setter, evaluators and co-officers for other centres.
> - Classroom evaluation is done as per Unit Tests.
> - The college provides library sources for competitive examination throughout the year.

6.3.4 Research and Development

> Faculty members are constantly encouraged to complete their Ph.D. research projects. Faculty members undertake Minor Projects, attend research methodology workshops and contribute actively to research. All these activities contribute to a healthy research culture of the institute.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> - Library is partially computerized.
> - Internet access is available to students.
> - ICT equipments are to be used.
> - Sports ground and classroom to be maintained properly

6.3.6 Human Resource Management

To keep available Human Resource active healthy, cooperative and helpful activities like Birthday celebration, congregation lunch, regular talks on issues (if any), arranging motivational lectures, feedback etc carried out.

The college manages the required human resource with complete accountability and transparency.

As per need resource person from outside are invited.

The college and management maintain humanitarian attitude towards the staff and as for as possible everyone is allocated duties according to person's aptitude and ability.

Enough liberty and flexibility is given by the principal to the staff for discharging their duties.

There are students grievances cell and internal complaint committee in the college through which the grievances of the student and employee and student are addressed.

6.3.7 Faculty and Staff recruitment

Recruitment of any level as per UGC and University guidelines. As the state government has not permitted to feel the vacant posts. Therefore 2 posts of Asst. Professor and 2 posts of clerk are lying vacant.

6.3.8 Industry Interaction / Collaboration

The college has only two major programmes in UG i.e. B.A. and B.Com. Therefore, there is no major Industrial collaboration.

6.3.9 Admission of Students

- The college cutters to a large section of marginalized and rural students. Therefore, the admission process is kept simple and accessible.
- The institution is committed to give education to needy students from socio-economically weak sections of society.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	Govt. Scholarship

6.5 Total corpus fund generated   As per the audited statement attached herewith

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	No	-	No	-
Administrative	No	-	No	-

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?

The institution is not autonomous, therefore has to follow the guidelines of the university.

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

University deliberate and discuss issues regarding promote autonomy on its level. But yet no such initiation and information and directions are received by college from university.

6.11 Activities and support from the Alumni Association

Alumni association is nominal body. It does not support college in either or way as alumni's are busy with their own business.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Association is nominal body. As almost all parents of students are farmers or agricultures and Industrial Labourers. So they do not attend such meetings due to their own requisite works. But they do responds to call if matter arrive with their wards.

6.13 Development programmes for support staff

The support staff is very few and employed temporarily in number. Therefore nothing separately is done for them.

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

- Trees are maintained in campus area.
- Campus area is kept clean.
- Encouragement to students and staff to develop eco-friendly habits.

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 Motivate students fresher's day and cultural events were organised.
- Group of students with leadership and organisational qualities were promoted to share responsibility to organize various programmes.
- Birth Anniversaries and Days having social and cultural importance are celebrated.

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

A formal ATR is not prepared as the working of the institution is according to Academic Calendar and monitoring and implementation is being done by IQAC core committee and principal of the college.

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

1) National Service Schemes (NSS) : Student contribution to nation building
2) Organisation of Blood Donation Camp

7.4 Contribution to environmental awareness / protection

- Environmental education course is conducted at the second year of all graduation programmes. The study material for the said course is prepared by the college for the benefit of students.
- Students are encouraged to undertake the projects on various issue of environment studies.
- College has initiated efforts for green campus.
Green audit of college campus have been initiated.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

Strength :
The institution is the first choice of the students and parents from weaker and remote marginalised section of the society.

Weakness :
- The students who came from the weaker section of society join the higher education with low percentage of marks and multiple attempts at S.S.C. and H.S.C. level.
- The PWS Society which runs the college belongs to backward communities. Students come from remote interior village. Therefore the institution is run on no profit and no loss basis. For any development works it is therefore totally dependent on UGC and Govt. Funds.

Opportunities :
Space for skill based learning programme.
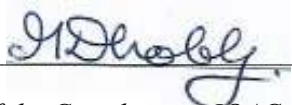
Threat :
- Since students are from backward communities and remote areas they taken up jobs and higher education takes a back seat for them.
- A large number of student's opportunity for traditional courses like B.A., B.Com. The university syllabus lacks in skill development therefore job employment opportunity for these students is very low.

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

- To built extra classrooms.
- To built Language Lab
- Introduce new soft skill courses

*Name **Dr. M. Y. Dhoble***   *Name **Dr. R. J. Kamble***

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ *** _____

Annexure I

College Audit 2017-18

INDIRA GANDHI ARTS & COMMERCE COLLEGE , KALMESHWAR
SENIOR COLLEGE
FINANCIAL STATEMENT FOR THE YEAR ENDED 31.03.2018

RECEIPT

Particulars	Amount	Amount
OPENING BALANCES		
Cash in Hand	1,714.70	
B.O. M. A/c No.8436(Salary)	1,103,463.00	
B.O. M. A/c No.3030(Non Salary)	2,200.05	
B.O. M. A/c No.0838(Non salary)	192,029.00	
B.O. M. A/c No.109	8,705.00	
B.O. M. A/c No.10046	395.22	
N.D.C.C. A/c 126	420.52	
GRANT -IN-AID		1,308,927.47
Salary Grant	18,135,695.00	
D.A. Arrears	388,133.00	
TIME BOND ARREARS	267,612.00	
PHD. ARREARS	21,755.00	
CONTRIBUTORY SALARY	142,560.00	
WITHHELD SALARY	163,694.00	
EXCESS SALARY RECOVERED	5,081.00	
Sr. Grade Arrears	98,153.00	19,267,653.00
FEES & FINES (Collected from Students)		
Tuition Fee	36,000.00	
Library Fee	4,590.00	
Games & Sports Fee	5,420.00	
Medical Exam form Fee	210.00	
Extra Cultural Activities	27,900.00	
Medical Exam fee	980.00	
Identity Card fee	36,770.00	
College Exam fee	114,600.00	
Enrollment Fees	1,020.00	
Library B.T. Card Fee	11,185.00	
Physical efficiency test fee	1,100.00	
Other Fee	3,200.00	
Identification Card Fee	27,950.00	
Other Fee(Told From Scholarship)	300,000.00	
Tuition Fee (Ex Student)	8,000.00	555,700.00
FEES & FINES (On Behalf of University)		
Students Medical Aid Fee	220.00	
Enrolment Fee	2,400.00	
Enrolment form Fee	2,490.00	
Annual Fee	3,550.00	
Students Welfare Fund	220.00	
Medical Aid Fee	220.00	
Student Union Fee	220.00	
Disaster Management fee	440.00	
Games Fee	1,100.08	
Ashwamegh Sports Fee	1,790.00	
E-Suvidha Fee	2,200.00	
Development Fund	640.00	17,210.00
OTHER RECEIPT		
Advance From Principal	6,000.00	
IT Calculation Amt Rec. from Staff	3,960.00	
G.P.F. Advance	310,000.00	
Univ. Examination cheque Rec.	409,788.00	
Amt. Received from nsm grant	900,331.00	1,630,079.00

PAYMENT

Particulars	Amount	Amount
SALARY PAID TO STAFF		
TEACHING STAFF		
PAY BAND	5,163,930.00	
A.G.P.	964,650.00	
D.A.	8,157,865.00	
H.R.A.	612,853.00	
T.A.	119,200.00	15,818,448.00
NON TEACHING STAFF		
PAY BAND	1,037,590.00	
A.G.P.	224,400.00	
D.A.	1,686,557.00	
H.R.A.	126,698.00	
T.A.	38,400.00	3,118,635.00
OTHER ALLOWANCES		
D.A Arrears	429,945.00	
Time Bond Arrears	167,612.00	
PHD. ARREARS	23,755.00	
CONTRIBUTORY SALARY	142,560.00	
Sr. Grade Arrears	63,723.00	827,645.00
CONTINGENCIES		
Bank Charges	5,319.00	
Book Purchase	57,374.00	
Printing & Stationary	28,869.00	
Generator Fuel Exp.	4,605.00	
Postage Exp.	100.00	
Mop Purchase	720.00	
Electric Bill	76,910.00	
Internet Bill	13,200.00	
Website reteww charges	25,960.00	
Games & Sports Exp.	13,973.50	
Flex Banner Printing	4,890.00	
Electric Repairing	1,400.00	
Audit Fee	17,700.00	
Extra Cultural activity Expenses	45,947.00	
Municipal Property Tax Paid	16,586.00	
Municipal Water Tax Paid	22,000.00	
Misc. Expenses	1,826.00	
Generator maintaince	7,089.00	
Sports entry fees	1,600.00	
Water Purifier Repairs	2,150.00	
Computer maintenance	1,520.00	
Wall Clock Purchase	390.00	
Play Ground Maintenance	7,000.00	
Sports Equipment Maintenance	1,400.00	
Stand Repairing	13,440.00	375,545.50
FEES PAID TO UNIVERSITY		
Yearly Affiliation	15,000.00	
Student Aid Fund	2,810.00	
Uni. Games Fee	14,050.00	
Annual Fee	70,250.00	
Ashwamegh Fee	2,240.00	
student welfare fund fee	2,810.00	
student medical aid fund	2,810.00	

RECEIPT

SALARY DEDUCTION

	Amount
G.P.F.	3,881,040.00
P.T.	47,500.00
Income Tax	2,075,616.00
G.I.C.	6,590.00
Bank Loan	1,214,370.00
D.C.P.S.	265,952.00
L.I.C.	300,933.00

TOTAL RS. 28,555,812.47

PAYMENT

	Amount	Amount
Enrolment Fee	27,290.00	
Students Union fee	1,910.00	
E-Suvidha fee	26,300.00	
Environment Fee	3,200.00	
Industrial Fee	2,248.00	
Ashrayan fee	2,246.00	
Avalkar fee	2,248.00	
Medical check up fee	1,245.00	
Disaster management fund	1,620.00	
University Deposit	2,248.00	
Avalkar fee	1,245.00	189,478.00
SALARY DEDUCTION		
G.P.F.	1,881,040.00	
P.T.	47,500.00	
Income Tax	2,075,916.00	
G.I.C.	5,660.00	
Bank Loan	1,214,370.00	
L.I.C.	276,655.00	
D.C.P.S.	260,932.00	5,761,794.00
OTHER EXPENDITURE		
G.P.F. Advance Paid	510,000.00	
Excess Salary Deducted paid	150.00	
Amount THE To A/c Govt	900,000.00	
Medical Checkup fee paid to Dr.	3,685.00	
Advance to Principal	6,050.00	
Uni. Examination charges paid	800,000.00	
IT Calculation charges paid	3,000.00	
Examination fee paid to University	213,696.00	
Revenue stamp	160.00	
CLOSING BALANCE		
Cash in Hand (office)	1,463.20	
B.O. Pt. A/c (Aesct W/Salary)		
B.O. I. A/c No. 303(Non Salary)	1,906,018.00	
B.O. M. A/c No. 0826(Year salary)	2,200.03	
B.O. M. A/c No. 100	17,979.00	
B.O. Pt. A/c No. 100/99	8,761.00	
N.D.C.C. A/c 126	395.32	
	450.92	3,837,151.00

TOTAL RS. 28,555,812.47

ACCOUNTING POLICY

1) The college has maintained cash system of accounting.

CERTIFIED THAT THE FIGURES SHOWN IN THE ABOVE RECEIPT AND PAYMENT ACCOUNT OF SENIOR COLLEGE OF INDIRA GANDHI ARTS & COMMERCE COLLEGE, KALAMESHWAR, FOR THE YEAR ENDING 31.03.2018 AGREES WITH THE BOOKS OF ACCOUNTS AND VOUCHERS MAINTAINED.

AS PER OUR REPORT OF EVEN DATE
FOR RATAN CHANDAK & CO.
CHARTERED ACCOUNTANTS

CA SANTOSH MONDAL
PARTNER
MEM NO : 175246

ATTESTED

Officiating Principal
Indira Gandhi Arts & Commerce College
Kalmeshwar

PLACE : NAGPUR
DATE : 28.07.2018

Annexure II
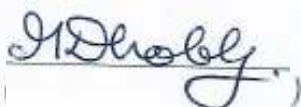
Academic Calendar 2017-18

Academic
Calendar

For the Session 2017- 18

Sr. No.	Session	Date
1.	Admission	
	a) College Reports after Summer Vacation	16.06.17
	b) Admission Commence	20.06.17
	c) Last date of Admission	1st Aug 17 (as per Uni. Rules)
	d) Teaching Commerce	01.07.2017
	e) Introductory Meet off Students and Teacher's	4th week of July 2017
	f) Inauguration of study circles of Dept.	1st week of Aug 2017
	g) Staff Meetings	2nd day of 1st session end of the 2nd session
2.	National Days Celebrated	
	1) Independence Day	15.08.17
	2) Republic Day	26.01.18
	Teacher's Parent Meeting	1st Week 8.17
3.	Days Observed	1st Week 12.17
	1. International Yoga Day	21.06.17
	2. Teacher Day	05.09.17
	3. NSS Foundation Day	25.09.17
	4. Mahatma Gandhi Jayanti	02.10.17
	5. Savitribai Fule Jayanti	03.01.17
	6. Mahaparinirvan Din	06.12.17
	7. Dr. B.R. Ambedkar Jayanti	14.04.18
	8. Rashtrasant Tukdoji Mahraj Jaynati	28.04.18
4.	College Annual Day Celebration:- Sport's Day, Cultural Day	Last week of Jan 2018
5.	Medical Examination & Physical Examination	3rd Week of Jan 2018
6.	NSS outdoor Camp	NSS Special camp for 7 days (Jan 2nd 3rd Week)
7.	College Unit Test A) 1st Prillims before Diwali Vacation B) 2nd Term in Feb. 2018	

Convener

off. Principal

Officiating Principal
Indira Gandhi Arts & Commerce Colleg
Kalmeshwar.
Dr R. J. Kamble

Annexure III

Best Practices 2017-18

1) Title of the practice :

National Service Scheme (NSS) : Students contribution to Nation Building.

Goal :

- To inculcate social welfare in students to provide service to society without bias.
- To provide hands on experience to young students in delivering community services.
- Developing students personality through community services.
- To inculcate the bond of patriotism, national integration, brotherhood, communal harmony among students.

The Context :

The college provides higher education in Arts and Commerce faculty. There have been efforts to promote holistic personality development of students through various co-curricular and extracurricular activities, organized throughout the academic year. Apart from imparting regular education, the college works to uphold and cultivate the idea of social service as a prerequisite for graduation, the dignity of labour, the value of teamwork, the spirit of co-operation and realization of the power of youth in effecting change in community. The platform of NSS helps in instilling and nurturing among students the spirit of selfless service to society and sense of responsibility and involvement to the task of Nation's development.

The Practice :

The college has full-fledged unit of 100 students. It has an annual budget of Rs. 43,500/- sanctioned by the affiliating university. At the commencement of the academic session students are encouraged to get registered for NSS. They are provided with NSS Badges and Diaries. All year around under the guidance of NSS programme officer, the NSS volunteers organize various extra-curricular and extension activities through which they learn to identify the needs and problems of the community they live in and get active in contributive to find solutions to these problems.

Blood Donation, Sickle Cell check-up, Tree Plantation, cleanliness campaign, health awareness, gender sensitization, carrier guidance, traffic rules awareness programmes are regularly organized.

The major activity of NSS is seven days special camp held in villages on the themes of awareness and community development. The students adopt the village for seven days and contribute labour towards village development by cleaning drains, sweeping roads, paving pathways etc.

The NSS volunteers, conduct cultural programmes which cover academic, cultural, social, health and hygiene issues and spread awareness against addiction, female foeticide, dowry, illiteracy, superstitions etc. The NSS volunteers also accommodate the participation of

the local villagers in the NSS activities. The NSS volunteers conduct surveys of the camp held village regarding issue like toilets, literacy, drug addiction, health, common dieses, sex ratio etc.

The NSS programme officer ensure that each participant volunteer gets an equal opportunity to perform all the activities. These activities help in instilling in the students the sense of social and civic responsibility and commitment towards the society they live. These activities bring out leadership qualities in the students, and imbibe upon them the dignity of labour, the value of teamwork, the spirit of co-operation and realization of the power of youth in effecting change in community. The surveys conducted for various purposes develop research aptitude and interpersonal communication skills.

Through such programmes, the students are physically and mentally prepared to face the challenges of life in the real world, leading to their holistic development.

Evidence of Success :

During this academic year NSS volunteers have participated in various activities conducted by college. Our NSS volunteers have contributed labour towards village awareness and development by organizing special residential camp in the village walni with the support a local grampanchayat and villagers. NSS volunteers worked hard to convince villagers the importance of clean water, clean environment, clean village, tree plantation etc. villagers realized the importance of above mentioned issued and initiated to make their village more clean. They help grampanchayats to implement tree plantation programme. Female foeticide, dowry illiteracy, superstations too have been well understood by them and they work on their own to stop such menaces happen in their village. An annual report of these activities in submitted to the university.

Problems Encountered and Resource Required :

Financial resources needed for undertaking various regular activities and special camp are sponsored by the university. The NSS programme officer conducts all NSS activities including a special camp in a planned and disciplined manner. Difficulties arises are sort out by taking help from local alumni's and villagers. Heartily participation from volunteers, the college staff and local alumni of college and kind and helpful villagers makes NSS activities a success.

2) Title of the practice :
>   Blood Donation Camp

Goal :

- To co-operate government to achieve the objectives of national blood policy.
- Blood donation is noble act and very important issue of our society. College conducts blood donation camps to make people aware of the importance of donating blood. So that it is available wherever and whenever it is needed.
- Our aim is to conduct blood donation camps to encourage our youth to donate blood so that lives may be saved using creative slogans to motivate students.
- To co-ordinate and facilitate the relationship between voluntary blood donors and blood donor organization.
- Thus promoting blood programme in vicinity.
- To recruit new donor and create donors of tomorrow.
- To create public awareness and disseminate information on voluntary blood donation and self blood.

The Context :

Human blood is essential to human life with no substitute. The gift of blood is gift of life. In India with its huge population over 1 billion collects only 7 million units. Shelf life of blood is 35-42 days hence, constant need to replenish the stocks in blood banks.

India with a second highest population in the world, rise in life expectancy, road traffic accidents, pregnancy related complications, blood related disorders etc. require significant amount of donated blood.

The donation of blood by voluntary non-remunerated blood donors is recognized as being crucial for the safety and sustainability of national blood supplies. Replacement donation by the family and friends of patient requiring transfusion are rarely able to meet clinical demands for blood. While "paid donation" poses serious throaty to the health and safety of the recipients as well as the donors themselves.

In 2002 the Government of India adopted the national blood policy, also known as the "Active plan for Blood Safety" to achieve 100% (VBD).

The goal of BD is to wipe of the scarcity of blood and ensure availability of safe and quality blood and blood components round the clock and throughout the year, reaching the far-flung remote areas in the country.

A blood transfusion serves millions of lives each year. But adequate and safe blood supply is demanding challenge in developing countries like India.

India needs about four crore units of blood every year, out of which only a meager 40 lacks units of blood are available. A nation can meet all in need for blood if only 10% to three percentage of its eligible population donate blood. India on an average has 50% of eligible population.

Voluntary blood donation is lacking among eligible population.

Factors contributed to non-donation of blood is (was) fear, ignorance, hesitation, pain related to needle prick, belief, customs and weakness after donating blood.

There is a need to improve communication and awareness on blood donation in society.

Study reveals that people donate blood if they are called upon to donate.

The Practice :
- Every year the college organize blood donation camp at college premises. Students are being encourage and educated through awareness lectures and companion to crate blood donors among them and also initiate process among these donors to become activist to work for such noble cause to serve humanity.
- We are proud to organize Blood Donation Camps and also to donate blood over selves in the effort to save people's lives. All people should be encouraged to donate blood willingly and voluntarily.
- This year blood donation camp was organized on 22nd Jan.

Evidence of Success :

In blood donation camp at college students participation as a donors is sizable and satisfactory. Those who cannot donate due to physical of other reasons works motivate probable donors. Donor doesn't remain a donor only but he become the example himself for other and carry forward this service to humanity throughout his life.

Problems Encountered and Resource Required :

As college is situated in rural area. Due to lack of awareness many misconception regarding blood donation are prevailed. After educating students of the importance of blood donation, by removing their doubts, their misconceptions gone and they become voluntary blood donors.

Govt. Blood Bank provides technical and medical help and college provides financial assistance to this activity. Due to paucity of funds we restrict this activity to college level only.

Annexure IV

Feedback- 2017-18

I. "Feedback on Students Perception on Teaching Learning Process."

For the maintenance of quality assurance in terms of teaching learning process in college, it is important to have feedback from students.

To accomplish the process feedback committee took structured feedback from the students and prepared the analysis report of the same for the purpose of further deliberation and use. Accordingly, feedback committee designed format of feedback questionnaire keeping in mind the fact that teaching skill and activity consist of subskill and attitudes. For this purpose the most significant skills that an effective teacher should use in teaching learning process identified as below :

Criteria No. 1 -   Teacher's subject knowledge and class control
Criteria No. 2 -   Teaching and interaction skills
Criteria No. 3 -   Use of innovative method and teaching aids
Criteria No. 4 -   Emphasis on skill development along with knowledge
Criteria No. 5 -   Involving students in teaching learning process
Criteria No. 6 -   Stimulation students interest in the subject
Criteria No. 7 -   Completing syllabus in time
Criteria No. 8 -   Valuation and Guidance on test paper
Criteria No. 9 -   Usefulness of notes provided
Criteria No. 10 -   Availability for consultation outside classroom

The students were instructed to evaluate subject teacher for each skill/criteria employed by him/her on the four points rating scale of performance as follows.

Excellent	Very Good	Average	Below Average
4	3	2	1

Analysis of students perception on Teaching Learning Process Academic Session 2017-18

During this academic year F/B forms were distributed randomly among students. 09 students of B.A.– I, 08 students of B.A.– II and 06 students of B.A.– III and 09 students of B.Com.– I, 08 students of B.Com.– II and 06 students of B.Com.– III returned the dully filled forms to the incharge of the feedback committee.

The following chart sums up the skill-wise horizontal and teacher-wise vertical points as given by the students :

Tables for feedback analysis of B.A. and B.Com. has been prepared separately as table 1 and table 2.

Table 1 : B.A. (Feedback) B.A. –I + B.A. –II+ B.A. –III = 9 + 8 + 6 = 23

Criterion No.	Subject Teacher								
	Dr. M. Dhoble (Eng)	H. Bagde (Mar)	Dr. R. Kamble (Soc)	Dr. N. Kalambe (Eco)	R. H. Ghodeswar (His)	(MLT)	A. R. Ganvir Pol	C. Total	%
1	88	89	86	56	41	44	44	448	97.39%
2	67	72	83	35	36	35	38	366	79.56%
3	71	67	64	33	33	38	33	339	73.69%
4	64	64	65	33	29	35	31	321	69.78%
5	61	66	64	32	35	29	31	318	69.13%
6	67	68	72	36	34	39	31	347	75.43%
7	69	71	72	35	37	39	35	358	77.82%
8	61	68	67	34	31	32	31	324	70.43%
9	62	61	62	35	36	36	30	322	70.00%
10	67	67	75	33	35	36	33	346	75.21%
Total	677	693	710	362	347	363	337		
No. of F/B	23	23	23	12	11	12	11		
%	58.86%	60.17%	61.73%	60.33%	63.09%	60.50%	61.27%		

Table 2 : B.Com. (F/B) B.Com.–I + B.Com.–II+ B.Com.–III = 9 + 8 + 6 = 23

Criterion No.	Subject Teacher							
	Dr. S. Kandge (Com)	Dr. N. Ahemad (Com)	R. A. Bhusari (Com)	(Mar)	(Com)	(Eng)	Criteria Total	%
1	70	77	72	77	85	75	456	99.13%
2	68	68	66	74	76	75	427	92.82%
3	68	69	67	80	72	70	426	92.60%
4	62	65	65	70	65	72	399	84.73%
5	79	61	68	64	72	56	400	86.95%
6	79	66	67	62	62	55	391	85.00%
7	79	67	62	67	66	57	398	86.52%
8	62	67	63	65	63	77	397	86.30%
9	65	68	62	52	64	57	368	80.00%
10	60	61	66	68	59	67	381	82.82%
Total	692	669	658	679	684	661		
No. of F/B	23	23	23	23	23	23		
%	60.17%	58.17%	57.21%	59.04%	59.47%	57.47%		

Procedure Adopted for Analysis of Individual Teacher's Valuation.

Each subject teacher can score 50 points at maximum on each feedback form. Which will indicate the fact that the teacher concern is highly skillful in pedagogical skills needing no extra efforts on his/her part to improve his/her skills.

As the subject-wise number of feedback gives differs, the maximum sum total of points that an individual subject teacher can obtain is determine by multiplying the number of feedback givers with 50 points.

The students perception on a certain subject teachers teaching-learning process performance is calculated in percentage with following formula.

Actual points scored by particular teacher, **divided by** the highest point he/she can score, **multiplied by** 100

In the present case, for instance the history teacher scored 347 points : and the highest point he could have scored are arrived at by multiplying the number of feedback givers, i.e. 11 with 50 which comes to 550. Thus $\frac{347 \times 100}{550}$ = 63.09%

Procedure Adopted for Analysis of Criterion-wise Teaching-Learning Process

Each criterion of teaching-learning process can score maximum 20 points on each feedback form, which will indicate the fact that the criteria in question is paid most attention to by the teachers collectively during teaching-learning process.

As there are 23 Feedback Form from each stream i.e. B.A. & B.Com., the highest score is criteria can score is 20 x 23 = 460 points, (23 being the number of F/B form). These points so obtained, i.e. 460 are taken as the day score against which the performance of criteria-wise teaching-learning process in the college is worked out. The criteria-wise performance of the teaching activities can be calculated in percentage with the following formula.

Actual points of particular criteria divided by 460 multiplied by 100

Conclusion

It was decided by the IQAC of the college that if the students evaluated the teaching-learning transactions, both subject-wise and criteria-wise, at above 57% could be held to be satisfactory and efforts would be made to make it better.

Any teachers evaluation following below 50 percent would be taken seriously and he/she would be advised to work hard to improve his/her performance.

The table 1 clearly illustrate that in the student's perception the teacher of history tops in all aspects of teaching-learning process with 63.09% while that of English is the list with 58.86% marks. Since no teacher was evaluated below 50% it was held that the teaching-learning transaction in the college quite satisfactory.

Criteria no. 2 - relating "Teaching and Interaction Skill" of all teacher combined, and criteria no. 5 - "Involving student in Teaching-Learning Process" scored highest at 97.50% and lowest at 69.13% respectively.

There seems to be an urgent need that the "Involving students in Teaching-Learning Process" be augmented, while all the same, students should be given impression that the teachers are impartial in awarding internal assessment marks.

The table 2 clearly illustrate that the students of B.Com. steam perception, the teacher of commerce Dr. S. R. Kandge tops in all teaching-learning process with 60.17% while Mr. R. A. Bhusari is the list with 57.21% marks. Since no teacher was evaluated below 50% it was held that the teaching-learning transaction in the college quite satisfactory.

Criteria no. 1 – relating to "Teachers subject knowledge and class control" scored highest at 99.13% and criteria no. 9 - "Usefulness of notes provided" scored lowest at 80% respectively.

There seems to be need that the "Usefulness of notes provided" be paid extra attention. While all the same, students should be given impression that the teachers are impartial in awarding internal assessment marks.

The above analysis of table 1 and table 2 carried out by the Feedback Committee was put forth before IQAC of the college for further course of action.

II. "Feedback Analysis on Institutional Overall Functioning"

Academic Session – 2017-18

During academic session 2017-18, students feedback on the overall functioning of the institution was taken through printed feedback forms distributed among them in order to assess the approach of college towards student centre-student participatory environment.

Objectives

- To assess the responsiveness of the college towards students requirements from students viewpoint.
- To realize the college's goal of creating students participatory educational environment.
- To introduce new measures in the various departments of the college by taking into considerations students expectation and requirements.

Procedure

The feedback committee designed a feedback questionnaire that covered all important departments or functions of the college.

Que. 1.   Percentage of completion of Syllabus.

Que. 2.   Use of educational/teaching aids

Que. 3.   Usefulness lectures in inciting interest in the subject and new thought

Que. 4.   Facilitation of students questioning

Que. 5.   Availability of guidance and interaction outside the classroom.

Que. 6.   Pertinence of lectures to syllabus

Que. 7.   Usefulness of lectures for exam preparation and prospective life

Que. 8.   Availability of text books and reference books about syllabus in the library

Que. 9.   Response and help from library staff

Que. 10. Responsiveness and helpfulness from office staff as to admission, exams, scholarship etc. process

Que. 11.   Use of sports facilities

All the questions can be classified as under-

Question No 1-7 are about teachers and classroom activities.

Question No. 8-11 are about library, non-teaching staff and sports department respectively.

All the 11 questions were given four response options in the order of descending fulfillment and satisfaction.

Option A meant 100% fulfillment and satisfaction which indicate the ideal state of affairs.

Option B meant 75% fulfillment and satisfaction which means the aspect in question that must be maintained, though there is a room for its improvement.

Option C meant 50% fulfillment and satisfaction which means the aspect in question is functioning at help of its potential further efforts required to bring it up to 75% and

Option D meant 25% fulfillment and satisfaction which means a warning sign drastic measures need to be taken if any credibility is to be regained.

Analysis

The printed copies of the feedback questionnaire were distributed randomly among the students of B.A. – I, II, III and B.Com. – I, II, III as to have their fearless feedback on different departments and their functioning and services provided by the college.

46 students from B.A. – I, II, III and B.Com. – I, II, III returned the duly filled F/B Forms provided to them to the Feedback Committee.

The sum total of all points under each questions do summarized in the following table.

Session 2017-18,   (B.A. – I + B.A. – II + B.A. – III = 09+08+06 = 23)

                     (B.Com. – I + B.Com. – II + B.Com. – III = 09+08+06 = 23)

Que. No.	Options			
	A	B	C	D
1	26	20	-	-
2	08	36	02	-
3	24	15	07	-
4	09	26	11	-
5	24	18	04	-
6	07	29	06	04
7	16	18	11	01
8	20	21	04	01
9	14	22	06	04
10	11	07	16	12
11	04	08	17	17
Total	**163**	**220**	**84**	**39**

The sum total of their points 50 obtained can be converted into percentage by using the following formula.

$\dfrac{X \times 100}{46}$	Where X represents the total points scored under a particular option for a particular question and 46 the total number of feedback givers

Que. No.	Options			
	A	B	C	D
1	56.52%	43.49%	0%	0%
2	17.39%	78.26%	4.34%	0%
3	52.17%	32.60%	15.21%	0%
4	19.56%	56.52%	23.91%	0%
5	52.17%	39.13%	8.69%	0%
6	15.27%	63.04%	13.04%	8.69%
7	34.78%	39.13%	23.91%	2.17%
8	43.47%	45.65%	8.69%	2.17%
9	30.43%	47.82%	13.04%	8.69%
10	23.91%	15.21%	3.78%	26.08%
11	8.69%	17.39%	36.95%	36.95%
Total	354.36%	478.24%	151.56%	84.75%
Average Total	**32.21%**	**43.47%**	**16.60%**	**7.70%**
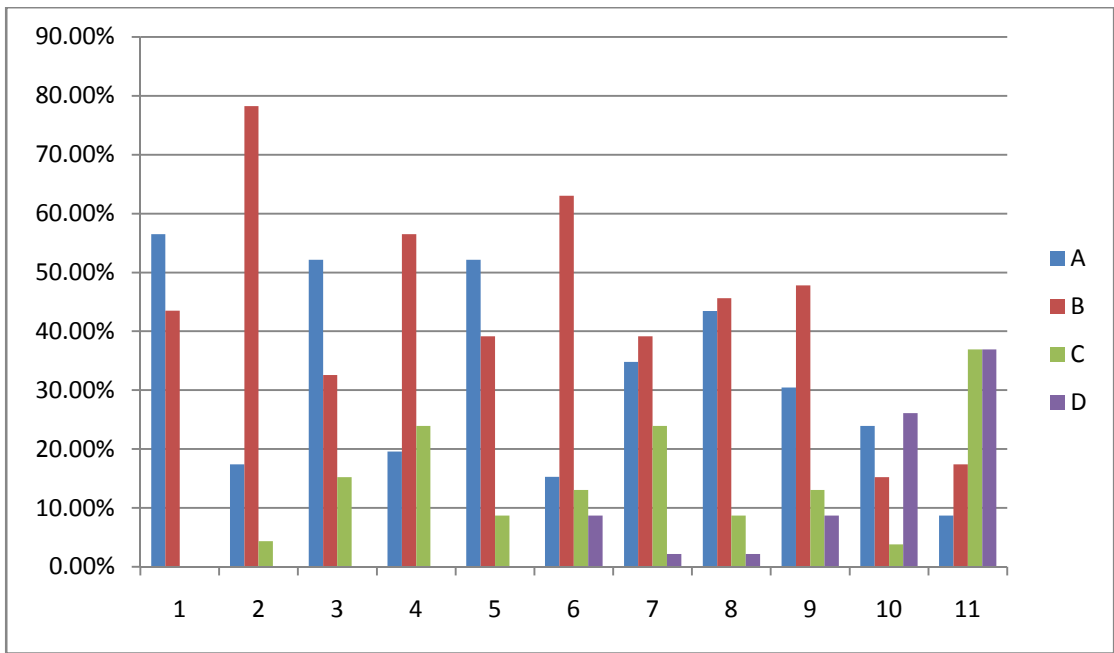
Conclusions :

From the above table following conclusions are derived

1) According to 32.21% of the feedback givers the institution is functioning at optimum level of performance in all the aspects of the institution on which feedback was sought.

2) 43.47 feedback givers rated the college at 75% of satisfaction which means that there is some room for improvement in certain areas.

3) 13.77% feedback givers assessed the college at 50% for the overall institutional functioning and activities which signifies that the college is functioning at half of its potential, requiring further efforts to bring it up to better level.

4) Only 7.70% feedback givers opined that the college is functioning at 25% of fulfillment which means a warning sign, calling for overhaul measure to be taken to raise the level of functioning of the institution to bring it to the expected stage.