The Annual Quality Assurance Report (AQAR) of the IQAC
2013 - 2014

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Vasantrao Naik Government Institute of Arts and Social Sciences, Nagpur

1.2 Address Line 1

> Opposite to Vidhan Bhavan

Address Line 2

> Pt. Jawaharlal Nehru Marg

City/Town

> Nagpur

State

> Maharashtra

Pin Code

> 440001

Institution e-mail address

> directorvngiass@yahoo.com

Contact Nos.

> 9975849004

Name of the Head of the Institution:

> Dr. R. G. Atram

Tel. No. with STD Code:

> 0712 - 2565658 / 2523288

Mobile:

> 09975849004

Name of the IQAC Co-ordinator:

> Dr. Renu Bali

Mobile:

> 07387418718

IQAC e-mail address:

> renubaliindia@rediffmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

> 12100

> EC/62/RAR/036

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.vngiassnagpur.org

Web-link of the AQAR:

www.vngiassnagpur.org/aqar.html

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	1st Cycle	B^{+}	76.00	2004	
2	2nd Cycle	A	3.01	2012	
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   01/06/1985

1.8 AQAR for the year *(for example 2010-11)*   2013 - 14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i.   AQAR 2012 - 2013 submitted to NAAC on 22-09-2013

1.10 Institutional Status

   University   State √ Central ☐ Deemed ☐ Private ☐

   Affiliated College   Yes √   No ☐

   Constituent College   Yes ☐   No √

   Autonomous college of UGC   Yes ☐   No √

   Regulatory Agency approved Institution   Yes ☐   No √
   (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education $\boxed{\checkmark}$ Men $\boxed{}$ Women $\boxed{}$

                              Urban $\boxed{\checkmark}$ Rural $\boxed{}$ Tribal $\boxed{}$

Financial Status   Grant-in-aid $\boxed{}$ UGC 2(f) $\boxed{\checkmark}$ UGC 12B $\boxed{\checkmark}$

Grant-in-aid + Self Financing $\boxed{}$ Totally Self Financing $\boxed{}$

1.11   Type of Faculty/Programme

Arts $\boxed{\checkmark}$ Science $\boxed{}$ Commerce $\boxed{}$ Law $\boxed{}$ PEI (Phys Edu) $\boxed{}$

TEI (Edu) $\boxed{}$ Engineering $\boxed{}$ Health Science $\boxed{}$ Management $\boxed{}$

Others   (Specify) $\boxed{\text{. Social Sciences}}$

1.12   Name of the Affiliating University *(for the Colleges)* $\boxed{\text{Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur}}$

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

Autonomy by State/Central Govt. / University $\boxed{-}$

University with Potential for Excellence $\boxed{-}$ UGC-CPE $\boxed{-}$

DST Star Scheme $\boxed{-}$ UGC-CE $\boxed{-}$

UGC-Special Assistance Programme $\boxed{\checkmark}$ DST-FIST $\boxed{-}$

UGC-Innovative PG programmes $\boxed{-}$ Any other (*Specify*) $\boxed{-}$

UGC-COP Programmes $\boxed{-}$

2.   IQAC Composition and Activities

2.1   No. of Teachers $\boxed{09}$

2.2   No. of Administrative/Technical staff $\boxed{02}$

2.3   No. of students $\boxed{02}$

2.4   No. of Management representatives $\boxed{01}$

2.5   No. of Alumni   `02`

2.6   No. of any other stakeholder and
      community representatives   `02`

2.7   No. of Employers/ Industrialists   `02`

2.8   No. of other External Experts   `01`

2.9   Total No. of members   `17`

2.10 No. of IQAC meetings held   `07`

2.11 No. of meetings with various stakeholders: No. `02`   Faculty `06`

      Non-Teaching Staff Students ` `   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 `01`   State ` `   Institution Level ` `

      (ii) Themes | Best Practices for Quality Enhancement in Higher Education |

2.14 Significant Activities and contributions made by IQAC

      | Conducted 02 day NAAC sponsored National Conference |

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
Commencement of Departmental Libraries with assistance of alumni	Partially
To conduct a NAAC sponsored National Seminar.	Achieved

      * *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body   Yes $\boxed{\checkmark}$ No $\boxed{}$

Management $\boxed{}$ Syndicate $\boxed{}$ Any other body $\boxed{\checkmark}$

Provide the details of the action taken

Approved by the Local Administrative Committee of the Institute

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	15		Nil	
PG	13			
UG	18			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	01-UG & PG Psychology IGNOU			Merged schemes of UGC 02 (Entry in Services+NET)
Total	46 + 01			

Interdisciplinary	02			
Innovative				

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

Pattern	Number of programmes
Semester	13
Trimester	-
Annual	18

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.

-

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

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
56 + 01	42	15	-	

2.2 No. of permanent faculty with Ph.D.

34 + 01

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**
66	24	15	Nil	-	Nil	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   -   72 CHB   06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	37	71	06
Presented papers	34	47	09
Resource Persons	01	05	

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

02

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)

02

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

06

2.10 Average percentage of attendance of students   78.12

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.	935	03.91	08.29	09.73	08.96	29.19
M.A.	694	11.23	26.65	29.10	03.60	70.60

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

- Keeps a check on the classes as per the time table.
- Faculty is advised to take extra classes if course not completed not disturbing the working of the Institute.
- Record of unit test/open book exam/class tests/test exam is maintained by every teacher in the department.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	04
UGC – Faculty Improvement Programme	-
HRD programmes	02
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	01
Others	7

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	04 + 09*	Nil	02	Nil
Technical Staff	06	Nil	06	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- Organizing meeting/workshops/seminars focussed on quality Research.
- Word of mouth promotion that help faculty to opt for research projects.
- Arrange interaction with eminent personalities from the research area.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	02	3	-
Outlay in Rs. Lakhs	-	11,12,600/-	16,32,600/-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		04	04	-
Outlay in Rs. Lakhs		2,34,500/-	3,75,000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	17	
Non-Peer Review Journals	-		
e-Journals	-	-	
Conference proceedings	30	45	09

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	2013-2014	UGC	16,32,600/-	11,12,600
Minor Projects	2013-2014	UGC	3,75,000/-	2,34,500/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			20,07,600/-	13,47,100/-

3.7   No. of books published   i) With ISBN No.   [14]   Chapters in Edited Books   [-]

ii) Without ISBN No.   [-]

3.8   No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST   [-]

DPE   [-]   DBT Scheme/funds   [-]

3.9   For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme   [-]

INSPIRE [-]   CE [-]   Any Other (specify)   [-]

3.10   Revenue generated through consultancy   [-]

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	02	-		
Sponsoring agencies	Self	NAAC -01 UGC - 01			

3.12   No. of faculty served as experts, chairpersons or resource persons   [05]

3.13   No. of collaborations   International [01]   National [02]   Any other [02]

3.14   No. of linkages created during this year   [02]

3.15   Total budget for research for current year in lakhs : -

From Funding agency [UGC]   From Management of University/College [-]

Total   [20,07,600/-]

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
01				01		

3.18 No. of faculty from the Institution
who are Ph. D. Guides | 28 |
and students registered under them | 99 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 04 |

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

JRF | 18 | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | 12 | State level | 36 |

National level | | International level | |

3.22 No. of students participated in NCC events:

University level | | State level | |

National level | | International level | |

3.23 No. of Awards won in NSS:

University level | | State level | |

National level | | International level | |

3.24 No. of Awards won in NCC:

University level | | State level | |

National level | | International level | |

3.25 No. of Extension activities organized

University forum | | College forum | |

NCC | | NSS | | Any other | |

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

- Competition for college students was conducted by Govt. of Maharashtra and higher and Technical Education named ßtkxj tkf.kokapkÞ- Aim of the competition was gender equality, building up confidence among students and self dependence. Our students participated in the above said competition and secured IInd place and were awarded cash prize   of Rs. 50,000/-.

- Women's cell of the institute works on various women issues and social awareness programmes.

- Rotary Club, Nagpur has adopted students of our Institute as "Rotract Club". Students in collaboration with the club take part in various competitions and also organizes competitions for the students in the institute.

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	74,479.12 sq.m	-	State Govt.	74,479.12 sq.m
Class rooms	28	0	State Govt.	28
Laboratories	03	0	-	03
Seminar Halls	03	05	State Govt.	08
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

> Partially autonated

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	534	2,40,972.00	814	60,658.00	1348	3,01,630.00
Reference Books	2,934	6,65722.00	2,522	7,27,909.00	5,456	13,93,631.00
e-Books	74,138	2,500	80,409	2,500	-	5000
Journals	78	75,670.99	-	-		
e-Journals	3,717	2,500.00	5,902	2,500	-	5,000
Digital Database	-	-	-	-		
CD & Video	123	-	-	-		
Others (specify)	-	-	-	-		

4.4   Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	80	01	80	80	01	12	20	NSS+IQAC 02
Added	-	-	-	-	-	-	-	-
Total	80	01	80	80	01	12	20	02

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

> -

4.6   Amount spent on maintenance in lakhs :

i) ICT   9,000/-

ii) Campus Infrastructure and facilities   50,00,000/-

iii) Equipments   6,45,000/-

iv) Others   -

Total :   56,54,000/-

Criterion – V

5.   Student Support and Progression

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

- The chairman, co-ordinator as well as members of IQAC arrange interactive session with the various Heads of the Department and through exchange of information of ideas the various support services for students are enumerated.

- The students are made aware about the various awards, scholarships and monitory assistance available for them.

- Skill development programmes are arranged. Slow, learners are encouraged to avail help provided by the faculty. An exposure to the social obligations and its importance and relevance are expressed upon the students by way of visits to various organizations.

- Participation of students in National, International, State, Regional, Seminars, Workshops, conference is encouraged.

5.2   Efforts made by the institution for tracking the progression

- Feed back from students, parents, alumni.
- Comparison of results from one test/session to another.
- Evaluation of students progress on daily basis in class room teaching - learning process.
- Class test are arranged in every 15 days.

5.3   (a) Total Number of students

UG	PG	Ph. D.	Others
1094	515	52	

(b) No. of students outside the state   -

(c) No. of international students   -

	No	%
Men		

	No	%
Women		

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
347	469	285	787	08	1896	349	470	309	869	04	2001

Demand ratio   1:1   Dropout % 14.17%

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

Guidance for competitive examination such as NET, SET, MPSC

No. of students beneficiaries   NIL

5.5 No. of students qualified in these examinations

NET   07   SET/SLET   02   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   01   UPSC   01   Others   -

5.6   Details of student counselling and career guidance

- Career counselling and career path identification.
- Although there is no formal placement methods. Faculty of the department provides information to the students about job opportunities that are available. Since most of the students are interested in teaching the information regarding the avenues, open are provided to the students. Since the curriculum includes skill development the students are provided information about small scale entrepreneurship.
- Soft skill development and orientation to well being - the department conducts workshop for the benefits of the girl students that encourages personality enhancement, ICT programmes in Human Rights, Stress Management, Sex education, Premarital counselling, Mental Health etc.

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

There is a women's cell as well as prevention of sexual harassment cell that deals with any complaint that are registered

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | 61 | National level | 15 | International level | - |

No. of students participated in cultural events

State/ University level | - | National level | 06 | International level | 06 |

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 02 | National level | - | International level | - |

Cultural: State/ University level | 06 | National level | 03 | International level | 02 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	1094	46,69,140
Financial support from other sources		
Number of students who received International/ National recognitions	Free ship - 81 Minority 13 Phy. Handicap - 02 Eklavya 01 EBC 212	2,74,956

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | 06 | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 17 |

5.13   Major grievances of students (if any) redressed: The institution has a grievance cell and each department has placed a suggestion box, where in the students are asked to write and put their grievances in the grievance box. Once a month, the grievances are checked and redressed by the committee.

Criterion – VI

6.   Governance, Leadership and Management

6.1   State the Vision and Mission of the institution

> **Vision :**
>
> - ,d ân; ,d fpÙk
> - One Heart One Mind
> - To lead from darkness to light
> - To develop students for nation building through social and affordable education.
> - To develop an autonomous educational and research institute, social and cultural centre of excellence.
>
> **Mission :**
>
> - To impart quality education and there by achieve excellence.
> - To provide maximum amenities to the students to maximize capacity building.
> - Moving towards providing better opportunities for technological and ICT proficiency.
> - To strengthen in students their capabilities by way of capacity building.
> - Guiding students in the areas of creating job opportunities and self employment.
> - Inculcating a value system among students.

6.2   Does the Institution has a management Information System

> Being a Government Institute, management system does not exist. But the relevant information is forwarded to the Joint Director and Director of Higher Education. The institute also has a Local Enquiry Committee & Local Advisory Committee that provides important feed back & vice - versa.

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

6.3.1 Curriculum Development

> Feed back from students, parents and alumini as well as information regarding the requirement by industries with regard to life skill is obtained and while framing the curriculum these are considered.

6.3.2 Teaching and Learning

> Quality improvement is brought about in teaching by adopting technology, various evaluation methods and an exposure to the outer environment besides class room teaching. Quality of learning is improved due to the new strategies adopted in teaching opportunity is provided to the students to express themselves in various ways confirming the effectiveness of teaching methods.

6.3.3 Examination and Evaluation

> - Quality improvement is brought about by implementing innovative method of conducting exams, such as open book exam, test exams, unit test, surprise test and class test.
> - Evaluation :
> - Paper correction by teachers as well as by student themselves.
> - Self evaluation by students.
> - Evaluation of some papers of test exam are done by faculty members of other colleges. The result obtained is then conveyed to the student.

6.3.4 Research and Development

> Every faculty member is encouraged to take up minor or major research project. Timely meetings are conducted by the Director of the Institute as well as the co-ordinator - IQAC and a feed back about the progress of Research is taken a note of.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> -

6.3.6 Human Resource Management

> -

6.3.7 Faculty and Staff recruitment

> Recruitment is carried out by the MPSC. In case of vacancies - the Director of Higher Education, Pune, permits Adhoc appointments so that the functioning of teaching - learning process is not affected.

6.3.8 Industry Interaction / Collaboration

> Industry interaction is encouraged so as to encourage human resource development. Being a social Science Institute, development of life skill is encouraged so as to create opportunities of employment is non-technical posts.

6.3.9 Admission of Students

> - Merit list is displayed in order to encourage impartial and transparency in admission of students.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	01

6.5 Total corpus fund generated   -

6.6 Whether annual financial audit has been done   Yes √ No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			√	College Committee
Administrative	√	Auditor General		

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?

> NA

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

> NA

6.11 Activities and support from the Alumni Association

- Alumni of the Institute are invited to share their knowledge and experience with the students.
- Books are donated by the Alumni.
- Alumni provides constant feed back in the way of job opportunity available to the students.

6.12 Activities and support from the Parent – Teacher Association

- Feed back from parents regarding curriculum, discipline, quality of teaching, wards progress, sharing of report of feed back is provided.

6.13 Development programmes for support staff

Nil

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

- Vermicomposting
- Growing Herbal Plants.
- Environment books and brochures are mainly distributed to the students at regular intervals.
- Movies and programmes emphasising the effect of war on human as well as on environment are shown to the students.
- Actual behaviour of students towards environment is also assessed and then counselling is provided so that the gap between the knowledge as well as the actual behaviour is bridged.

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.

- Dept. of Home Economics has taken up the task of educating girl students about the laws favouring women. In order to create social awareness the students are encouraged to present skits on various social aspects in collaboration with various NGO's national and international organization. The department has worked for students and staff member of the Institute.
- Books are donated by the Alumni.
- Alumni provides constant feed back in the way of job opportunity available to the students.
- Department of Political Science in collaboration with Pune University and centre for study of developing societies has organized workshops on research methodology and voting behaviour. The department organized survey of six Lok Sabha Constituencies of Vidarbha.
- Department of Hindi Works for slow learners and academically bright students.
- Department of Music has introduced Listener's club where audio and visual programmes and demonstrated.

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

> Department of Psychology is planning to start guidance and counselling cell for students, teachers and others.

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

> - Teacher Mentor Scheme
> - Earn and learn scheme where students from rural and economically weak background earn money. They provide there service in library, office and garden for which they are paid on clock hours basis.

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

7.4   Contribution to environmental awareness / protection

> Apart from the 'environment studies' as a compulsory subject in the UG syllabus prescribed by Rashtrasant Tukadoji Maharaj Nagpur University, the Institute carries out several programmes such as rallies, lectures, plantations for environment awareness. Botanical garden is maintained mainly by the students of the institute.

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

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

> SWOT analysis is conducted every year by each of the department individually and then pooled together to form a strategy for improvement. The Institute firmly follows the doctrin of "charity begins at home" hence before carrying out extension activities outside the premises, the students and staff of the Institute carry out social awareness programmes in the Institute premises itself.
> - The research activities carried out are large in number and have social implications.

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

> To constitute PTA (Parent Teacher Association) - the important stakeholder to appraise the functioning of the Institute.

Name: **Dr. Renu Bali**   *Name :* **Dr. R. G. Atram**

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

Note : Annexures attached
i.   Academic Calendar
ii.   Analysis of the Feed Back
iii. Best Practice

Vasantrao Naik Government Institute of Arts and Social Sciences, Nagpur

Calendar for the Academic Session 2013-14

First Academic session – 17th June to 31st October 2013

Month	Dates	Total Weeks	Total Days	Teaching Days	Holidays
June- 2013	17th to 30th	02	12	**Admission process**	---------------
July- 2013	1st to 27th	04	24	24	---------------
July/August 2013	29thJuly-3rd Aug.	01	06	06	--------------
August 2013	5th to 31st	3.5	24	22	Ed; 15th Aug.
September 2013	2nd to 28th	3.5	24	22	Ganesh, Mahalaxmi
30 th September	**Laxmi Narayan Day**				
October 2013	1st to 24th	03	20	17	2nd Oct., PrimksAma, Dashera.
26th October to 30th October – **First Test Examination**					
Out of total 91 teaching days in First Academic Session, 01 day will be reserved for Inauguration of Departmental Societies.					

Total Teaching Days in First Academic Session – 90 days in 15 weeks

Deepawali Vacation- 1st November to 30th November 2013.

Vasantrao Naik Government Institute of Arts and Social Sciences, Nagpur

Calendar for the Academic Session 2013-14

Second Academic Session – 2nd December to 30th April 2014

Month	Dates	Total Weeks	Total Days	Teaching Days	Holidays
December -2013	2nd to 28th	04	24	23	Christmas
Dec-13- Jan-14	30th Dec to 4th Jan	01	06	06	
6th, 7th and 8th January 2014- **Gathering**					
January 2014	9th, 10th and 11th	---------	03	03	
January 2014	13th to 31st	03	18	17	Republic Day
February 2014	1st to 28th	04	23	21	Shiv Jayanti, ED
1st March to 6th March – **Second Test Examination**					
March 2014	8th to 30th	03	21	20	Holi

Total Teaching Days in Second Academic Session – 90 in 15 weeks

Feed Back Analysis of Faculty Members of V.N.G.I.A.S.S. Nagpur

Name of the Teacher	Punctuality	Motivation	Innovation	Total Average
Dr.Rita Harrode	3.86	3.88	3.94	3.89
Dr.Kapil Singhal	3.87	3.89	3.88	3.87
Dr. Barure	3.9	3.8	3.8	3.83
Dr.Tapadia	4	4	4	4
Dr. Kumbhare	3.8	3.55	3.47	3.61
Dr. Pawar	3.35	3.38	3.6	3.45
Dr. Rais Ansar	4	4	4	4
Dr.Khalida	4	4	3.97	3.99
Dr. Katkar	3.67	3.6	3.58	3.61
Dr. Vishaka Kamble	3.64	3.6	3.55	3.59
Dr. Afroz Jabeen	3.95	3.94	3.91	3.93
Dr. Sarosha Quaji	4	3.67	4	3.89
Dr. Sadhana Deshpande	3.82	3.76	3.8	3.79
Dr. Megha Sawarkar	4	4	4	4
Dr. Seema Malewar	3.8	3.66	3.7	3.72
Dr. Sujata Damke	3.6	3.66	3.7	3.72
Dr. S. L. Damodare	3.82	3.76	3.87	3.822
Dr. Avinash Talmale	3.81	3.83	3.82	3.82
Dr. Renu Bali	3.97	4	3.8	3.92
Prof. Shailaja Khorgade	3.91	3.83	3.7	3.81
Prof.Reena Bavankule	3.81	3.58	3.78	3.72
Prof. Maradakar	3.83	3.83	3.75	3.8
Dr. R. V. Bawge	3.82	3.9	3.95	3.89
Dr. Anil Bankar	3.75	3.76	3.71	3.74
Dr. Sanjay Kaninde	3.7	3.66	3.45	3.6
Dr. Ajit Chunarkar	3.81	3.58	3.25	3.54
Dr. V. K. Dubule	4	4	3.97	3.99
Prof. Mili Babi	3.32	3.26	3.12	3.23
Dr. Nilima Sinha	4	4	4	4
Dr. Vyjanti Deshpande	4	3.8	3.85	3.88
Dr. Smt S. R. Pise	4	3.86	3.75	3.87
Dr. Anuradha Nisal	4	3.96	3.9	3.95
Dr. Advita Deshmukh	3.94	3.92	3.83	3.9
Dr. Sadhana Patil	4	3.96	4	3.98
Dr. Aparna Agnihotri	4	4	4	4
Dr. Sadhana Shiledar	4	4	4	4
Dr. Sujata Vyas	4	4	4	4
Dr. Pournima Diwase	4	4	4	4
Dr. Narendra Rathod	3.92	3.96	3.95	3.94
Dr. S. R. Saraykar	3.96	3.9	3.85	3.9

| Final Averages-------> | 3.88 | 3.84 | 3.80 | 3.84 |

NOTE:

Considering the NAAC criterions, student-teacher feed back taken from the students of teachers depicts the quality of the teachers as judged by the students and the need of updating of the knowledge by them in their respective fields. The teacher also comes to know his/her short comings and gets a chance to improve himself/herself so that the quality of education is improved for the betterment of the students.

The feedback forms were created in a standard format and about 11 questions were prepared in each format which will depict the punctuality, motivation and innovation in their respective subjects so that a proper record is kept for the particular academic year for the sake of NAAC.

As per the marking for each questions given in the quesionnaire form (feedback forms), out of 4 maximum marks for each head (punctuality, motivation and innovation) average was calculated for each head and then final average per teacher was calculated taking into account the averages obtained from each head and then final average of the institute regarding teaching performance was calculated. It comes about to be 96.01% .

Feedback from Students

A questionnaire was prepared to take feedback from parents and students. The questionnaire was divided into two parts where some of the questions were related to the Institute and the others were related to the Departments. From the scores given by the parents and the students, average and percentages were calculated. A key was prepared to assess the scores as provided by the feedback. The key is as follows :

Key

Percentage of Scores	Result
90 and Above	Excellent
80-89	Very Good
70-79	Good
60-69	Average
50-59	Fair
Below 50	Poor

The feedback received from the students regarding their opinion of the Institute reflects that the score percentage **73.73 %** falls in the category of **"Good".** Their opinion of the Department **(71.5%)** too falls in the category of **"Good".** This opinion is expressed by the students is indicative of the fact that although their opinion is good, there is scope for improvement to be made by the Institute as well as the Departments.

Feedback from Parents

Sr. No.	Name of the Department	Rating of the Institute	Rating of the Department
01	English	3.35 (83.7%)	3.29 (82.25%)
02	Hindi	3.36 (84%)	3.29 (82.25%)
03	Marathi	3.51 (88%)	3.47 (87%)
04	Pali and Prakrit	3.66 (91.5%)	3.61 (90%)
05	Sanskrit	2.80 (70%)	3.07 (76.8%)
06	Urdu	3.69 (92%)	3.81 (95%)
07	Arabic	3.35 (83.7%)	3.76 (94%)
08	Persian	3.51 (88%)	3.47 (87%)
09	Psychology	3.33 (83%)	3.47 (87%)
10	Geography	3.33 (83%)	3.56 (89%)
11	Music	3.69 (92%)	3.81(95%)
12	Home Economics	3.66 (91.5%)	3.76 (94%)
13	Political Science	3.33 (83%)	3.47 (87%)
14	Philosophy	3.69 (92%)	3.81(95%)
15	History	3.38 (84.55%)	3.56 (89.45%)
16	Sociology	2.99 (74.9%)	3.16 (79.15%)
17.	Ancient Indian History and Culture	3.69 (92%)	3.07 (76.8%)
	Total	**84.73 %**	**87.39 %**

Very encouraging feedback has been received from the parents of the students of the Institute. While they have rated the Institute at **84.7 %**, the Departments have been rated **87.39 %.** Both the scores indicate" **Very Good"** category of scores. It is heartening to know that parents appreciate and value the Institute as whole and it also indicates that they trust the Institute as a place where they are confident that their children are safe and are being provided education in accordance with their expectations.

PRESENTATION OF BEST PRACTICE

BEST PRACTICE NO. 1

1.	Title of Practice	:	Teacher Mentor Scheme
2.	Goal	:	To pay personal and individual attention towards students.
3.	The Context	:	Taking cognigence of the problems faced by the students in the Institute like : basic amenities, timings of lectures, availability of books in the library, difficulty in understanding particular subject, internet and lab facilities, other students personal grievances etc., there was a need to initiate "Teacher Mentor Scheme".
4.	The Practice	:	Batch of 20 students of B.A. part I, II & III are allotted to all the faculty members of the institute, so as they can pay much attention to the individual need of the allotted to them. The teacher in-charge then organizes meetings of the given students at her/his convenience and maintain their record. The teacher is given the full liberty to handle the problems/ grievances of students. For the post graduation program grievances of every student are catered to by the respective department faculty.
5.	Evidence of Success	:	• Attendance of students has been improved.
			• Students have become more extrovert.
			• Increased enthusiastic participation in extra curricular activities.
			• Competitive advantage over other college students in term of confidence quality.
6.	Problems Encountered and Resources required	:	• Increase in the working hours in the library
			• Internet facilities
			• Students were allotted batches to perform practicals in accordance to their convenience resulting in decrease of problems.

BEST PRACTICE NO. 2

1.	Title of Practice	:	Earn while Learn
2.	Goal	:	• To provide students with professional working experience .
			• Motivate students to use their core competency.
			• Monetary incentive to develop interest.
3.	The Context	:	Students are given an opportunity to work out of their classroom managing real time situation such as entering relevant data with respective to student library, managing the way in which the library operates, systematic arrangement of vehicles in the cycle stand and taking control of the institutes discipline.
4.	The Practice	:	Beyond their classroom hours, for every hour students devote for the institutes work. Students are reasonably incentivised.
5.	Evidence of Success	:	• Students take interest in working of the institute.
			• This practice showcases self sufficiency on the institutes part - utilizing the potential of our students for different types of institutional activities.
6.	Problems Encountered and Resources required	:	• Faculty guidance with respect to the quality of work.
			• Trouble shooting the problems faced by the students while working.
			• Availability of each student for this kind of work varies significantly depending upon this academic schedule.
			• Low monetary gain.
7.	Contact Details	:	
	Name of the Principal/ Director	:	Dr. R. G. Atram
	Name of the Institution	:	Vasantrao Naik Government Institute of Arts and Social Sciences, Nagpur.
	City	:	Nagpur
	Pin Code	:	440001
	Accredited Status	:	A
	Work Phone	:	0712 - 2565658/2523288
	Website	:	www.vngiassnagpur.org
	Mobile	:	09975849004
	Fax	:	
	E-mail	:	directorvngiass@yahoo.com