Nagar Parishad Shivaji Mahavidyalaya, Mowad

Th. Narkhed, Dist. Nagpur – 441303
Email: npsmm@rediffmail.com website: https://www.npsmm.in

(Permanently affiliated to the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and Recognised under 2(f) and 12 B of the UGC Act.)

Academic and Administrative Audit

2018 - 19

Vision of the College

Selfless and substantial contribution to the society and nation building at large by making them potent to accept global challenges.

Mission of the College

To empower the youth of rural and semi-urban area with the best of traditional education and the all-important professional and career oriented skills which are vital in the contemporary global scenario.

About College

Nagar Parishad Shivaji Mahavidyalaya, Mowad was established in the year 1997 and run by Nagar Parishad Mowad (Municipal Council Mowad). The college has its own building with campus area near about 3 Acres. College is permanently affiliated to the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and recognised under 2(f) and 12 B of the UGC Act. College is reaccredited by NAAC in the year 2015 with B grade (CGPA 2.02) in Cycle 2.

Academic And Administrative Committee

As per the UGC guideline Principal of the college is decided to conduct external audit for the year 2018-19. The following experts are appointed as a member of AAA committee.

1. Dr. Raghtate Sir, Principal Late R. B. Vyas College, Kondhali

2. Dr. Ajay Chikate, Associate Professor, S. P. College Narkhed

3. Dr. Liladhar Kharpuriya, Assistant Professor, Br. Sheshrao Wankhede College, Mohapa

Further that the Principal also nominated following college staff for assist to AAA committee.

1. Dr. Ms. M. V. Ambadkar
   Head of the Department of English & IQAC Coordinator
2. Prof. S. V. Narnaware
   Librarian, Learning Resource Center (Library) & IQAC Co-Cordinator

Content

Profile of the Institution

1. Name and Address of the College

   Name: NAGAR PARISHAD SHIVAJI MAHAVIDYALAYA, MOWAD

   Address: At Po. Mowad, Th. Narkhed, Dist. Nagpur – 441303

   City: Mowad

   State: Maharashtra

   Email: npsmm@rediffmail.com

   Website: www.npsmm.in

   Phone: 07105-236274

2. Status of the College: Aided College

3. Name of the University which College is affiliated: Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

4. Year of Establishment: 1997

5. Location of the College: Semi Urban

6. Details of UGC recognition: Recognised under 2(f) and 12(B) on dated

7. Student Strength: 232 in the academic year 2018-19

8. Number of Teaching Staff: 8 (Male: 6, Female: 2)

9. Number of Non-Teaching Staff: 8 (Male: 8, Female: 0)

10. Dropout rate (Average of Last two batches):

11. Number of Working days during the last academic year: 180

12. NAAC Accreditation: Yes, Accredited with B Grade in Cycle 2

13. Date of establishment of IQAC:

14. Play Ground: Yes

15. Hostel: No

16. Residential Facilities: No

17. Cafeteria: No

18. Health Centre: No

19. Other Facility: Waste Management Facility.

20. Programme Offered: B.A. (Six Semester Degree Programme)

21. Value Added Course: Yes, 4 Short term Courses.

The Salient Features of the Institution

- The College is established with a mission to empower the youth of rural and semi-urban area with the best of traditional education and the all-important professional and career-oriented skills which are vital in the contemporary global scenario, which is progressively accomplished every year.
- It offers Single faculty prograame i.e. B.A. and 4 Value added certificate course with collaboration with RTM Nagpur University, Nagpur.
- College has 6 departments.
- Total teaching staff of the college is 8. All the teaching staff are permanent and fulltime.
- Among them 5 are Ph.D. and 3 are NET and 1 is SET qualified.
- Principal of the college is NET qualified.
- The present student strength of the college is 232.
- The college is co-education institute.
- Working time of the college is 8.00 am to 3.00 pm.

Infrastructure

The college has its well established infrastructure, being supportive to curricular, extra-curricular and co-curricular activities. College has its own building consist of 5 fully functional class rooms out of these 3 class rooms are ICT based. All the class rooms are well equipped with adequate furniture, lighting and ventilation. The mode of teaching is both conventional Chalk & Talk method along with digital mode.

Nagar Parishad Shivaji Mahavidyalaya has the following facilities

Class Rooms: Five class Rooms out of this 3 are with Overhead Projector.

Computer Laboratory: 1

Garden: 1

Water Cooler with RO purifier: 1

CCTV: College has installed CCTV within the building for security purpose. All class rooms, office, and library under CCTV.

AAA committee visited all the departments and administrative office, the observation of the committee is given below:

1. CURRICULAR ASPECTS

- College is affiliated to RTM Nagpur University and strictly follows the University Curriculum.
- College offered B.A. Degree course and 4 short term courses are also offered.
- The curriculum framework, contents and scheme of syllabus is prescribed by the University.
- At the beginning of the academic session meeting are held in the Principal Cabin all the major issue regarding curricular are discuses in the meeting.
- All the heads of the departments are involved in examination work of university.

2. TEACHING, LEARNING AND EVALUATION

- As per University norms, it has distinct scheme for internal and external evaluation of the theory papers.
- All the faculty members use conventional teaching aids and methods. E-learning methods and new teaching mechanism and ICT based teaching are well in place.
- The average pass percentage of the student is 86 % respectively.
- The slow learners are given additional attention through remedial coaching.
- Feedback on curriculum and teacher are collect and analysed.
- The semester examinations are conducted and evaluated by the University.

3. RESEARCH, INNOVATION AND EXTENSION

- The faculty members are encouraged to be actively in research in terms of research publications, participation in conferences, seminars, training programmes etc.
- The college organised one UGC sponsored National Conference in the subject Library and Information Science. Two National Seminars in the subject Social Sciences and Marathi in the year 2015.
- Information of research publication are uploaded in college website.
- College has published its College Magazine "Mowad Mudra" regularly.

4. INFRASTRUCTURE AND LEARNING RESOURCES

- College has its own building.
- Due to the constrained funding, the infrastructure development remains as a big challenge for college.
- College has its central library no departments have their departmental library.
- 3 class rooms have projector facility.
- College has broadband connectivity and Wi-Fi facility in the campus.

5. STUDENT SUPPORT AND PROGRESSION

- Common rooms for boys and girls.
- CCTV camera for security purpose.
- Water cooler with R.O. System.
- College has carrier guidance cell. Many of the students got placement in government and private sector. 50 % of students pursue their higher studies.
- College has MOUs with other academic institution for exchange of students and teachers.
- College apply for registration of Alumni Association.

6. GOVERNANCE, LEADERSHIP AND MANAGEMENT

- The college is steadily marching to reach its milestones, aligning with its Vision & Mission.
- Staff Meetings and departmental meetings conducted regularly.
- College has IQAC cell. All the activities in college are monitored by IQAC.
- College has College Development Committee. Meetings of it are conducted regularly.
- College are formulated various committees to assure functional activities. Some of these are Anti Ragging Committee, Grievance Committee, Sexual Harassment Committee, Research Committee, Purchasing Committee etc.
- College conducted its green audit.
- College has LIBMAN Software for Library Automation and CMS software for Office administration.
- Financial Accounts Audited Regularly.

7. INSTITUTIONAL VALUES AND BEST PRACTICES

- Sustained efforts are taken for clean and green campus through sapling plantation and maintenance.
- Uses of Mobiles phones are strictly prohibited.
- Use of Plastic bags are banned and thus the campus plastic free campus.
- Rainwater Harvesting is implemented.
- NSS and LLE unit of the College is involved in the extension activities.
- College organised Yuva Mahotsav every year.
- Value Education is imparted effectively.
- First rank holders of the college are awarded with cash prize.

SWOC ANALYSIS

STRENGTHS

- All faculty members are well qualified. 4 are NET/ SET holders.
- College is permanently affiliated to RTM Nagpur University and recognized under 2(f) and 12(B) of the UGC act 1956.
- College caters to students from all sections of society
- Out of 8, 5 Faculty members have Ph.D.
- Automation of Library and administrative sections using LIBMAN and CMS software.
- Award winner unit of NSS & ACE.
- Regular submission of AQAR.

WEAKNESS

- Infrastructure development should be immediately addressed..
- No rooms for separate department of each subject.
- Less number of courses offered.

OPPORTUNITIES

- Opportunity to received number of grants from UGC for college development
- Opportunity to start UGC courses & Community College.

- Opportunity to start PG courses.

- Opportunities to conduct online admission through cloud bases college management software.

CHALLENGES

- Few students get married during their course of study and discontinue their studies.

- Migration of potential quality - students from Mowad and nearby areas.

Name of the Department   : **ENGLISH**

Year of Establishment   : 1997

Staff   : 01

Name of Faculty   : Dr. Ms. M. V. Ambadkar

Designation   : Assistant Professor

Qualification   : M.A. M. Phil. Ph.D.

Admitted Student Strength

Year	No. of Student (Yearly Pattern)									
	2014-15		2015-16		2016-17		2017-18		2018-19	
	ENG	ELT	ENG	ELT	ENG	ELT	ENG	ELT	ENG	ELT
First Year	120	0	142	0	NA	NA	NA	NA	NA	NA
Second Year	120	0	112	0	120	9	NA	NA	NA	NA
Third Year/III	89	0	90	0	79	6	75	0	NA	NA
Semester	No. of Student (Semester Pattern)									
I Sem.	NA	NA	NA	NA	120	8	120	0	120	0
II Sem.	NA	NA	NA	NA	120	8	120	0	120	0
III Sem.	NA	NA	NA	NA	NA	NA	75	0	95	0
IV Sem.	NA	NA	NA	NA	NA	NA	75	0	95	0
V Sem	NA	NA	NA	NA	NA	NA	NA	NA	57	0
VI Sem	NA	NA	NA	NA	NA	NA	NA	NA	57	0

Result Analysis

	Final Year / VI Sem. Result									
	2014-15		2015-16		2016-17		2017-18		2018-19	
	ENG	ELT	ENG	ELT	ENG	ELT	ENG	ELT	ENG	ELT
Appeared									55	4
Passed									53	4
Percentage									96.3%	100%

Research Publication

	Research Publication				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Journal	2	0	0	0	0
Conference / Seminar Proceeding	3	1	1	0	1
Chapter in Book	0	0	0	0	0

Observations

- Department has one experienced teacher.
- Faculty member has won awards for his contribution
- Innovative teaching and techniques are used in teaching-learning activities.
- Department is regularly conducting special and invited lectures.
- Tests and assignment are incorporated with regular teaching learning process for the reinforcement of the topics.

Recommendations

- Funds needs be made available for organising workshop and seminars.
- Department library needs to be established.
- Separate department room / cabin for teacher must be needed.
- Language lab need to be made available to the students.

Name of the Department   : **MARATHI**

Year of Establishment   : 1997

Staff   : 01

Name of Faculty   : Dr. A. B. Bhakte

Designation   : Associate Professor

Qualification   : M.A. M. Phil. NET Ph.D.

Admitted Student Strength

Year	No. of Student (Yearly Pattern)									
	2014-15		2015-16		2016-17		2017-18		2018-19	
	MAR	MLT	MAR	MLT	MAR	MLT	MAR	MLT	MAR	MLT
First Year	120	34	142	37	NA	NA	NA	NA	NA	NA
Second Year	120	35	112	35	120	29	NA	NA	NA	NA
Third Year	89	42	90	33	79	22	75	25	NA	NA
Semester	No. of Student (Semester Pattern)									
I Sem.	NA	NA	NA	NA	120	35	120	28	120	29
II Sem.	NA	NA	NA	NA	120	35	120	28	120	29
III Sem.	NA	NA	NA	NA	NA	NA	75	22	95	25
IV Sem.	NA	NA	NA	NA	NA	NA	75	22	95	25
V Sem.	NA	NA	NA	NA	NA	NA	NA	NA	57	17
VI Sem.	NA	NA	NA	NA	NA	NA	NA	NA	57	17

Result Analysis

	Final Year / VI Sem. Result									
	2014-15		2015-16		2016-17		2017-18		2018-19	
	MAR	MLT	MAR	MLT	MAR	MLT	MAR	MLT	MAR	MLT
Appeared	87	42	86	31	75	21	89	25	57	16
Passed	85	32	72	25	74	19	89	25	53	16
Percentage	97.70%	76.19%	83.72%	80.64%	98.66%	90.47%	100%	100%	92.45%	100%

Research Publication

	Research Publication				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Journal	0	2	0	0	0
Conference / Seminar Proceeding	3	0	0	0	0
Chapter in Book	3	1	1	2	0

Observations

- Department has two experienced teacher (including the Principal of the College).

- Faculty have 3 books in his credit.

- Good numbers of student enriched programme are conducted.

- Observing 'Marathi Bhasha Din' are some of the healthy practice followed in department.

- Teaching faculty apart from routine teaching are engaged in executing responsibilities and extension activities.

- Faculty has got various awards for his contribution.

- Department organised one UGC sponsored National Seminar in the year 2015.

- The department contributes immensely to the cultural activities and enrichment of students.

Recommendations

- Recent digital instructional materials need to be procured and used for effective teaching.

- Department library needs to be established.

- Separate department room / cabin for teacher must be needed.

- Department may take up short term courses in translation, journalism.

Name of the Department   : **HISTORY**

Year of Establishment   : 1997

Staff   : 01

Name of Faculty   : Dr. Ms. P. B. Kamdi

Designation   : Assistant Professor

Qualification   : M.A. M. Phil. Ph.D.

Admitted Student Strength

Year	No. of Student (Yearly Pattern)				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
First Year / I Sem	114	85	NA	NA	NA
Second Year / II Sem	99	103	73	NA	NA
Third Year / III Sem	54	73	74	67	NA
Semester	No. of Student (Semester Pattern)				
I Sem.	NA	NA	64	106	111
II Sem.	NA	NA	64	106	111
III Sem.	NA	NA	NA	44	81
IV Sem	NA	NA	NA	44	81
V Sem	NA	NA	NA	NA	34
VI Sem	NA	NA	NA	NA	34

Result Analysis

Student Details	Final Year / VI Sem Result				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Appeared	54	72	74	63	33
Passed	43	64	65	57	33
Percentage	79.62 %	88.88 %	87.83 %	90.47%	100 %

Research Publication

	Research Publication				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Journal	0	0	0	0	3
Conference / Seminar Proceeding	1	3	0	0	2
Chapter in Book	0	0	0	0	0

Observations

- Department has one experienced teacher.
- Strengths of the student are always full in every year.
- Innovative teaching methods and student centric teaching-learning methods are adopted.
- Conduct extra classes of History as a optional subject in competitive examination.
- Study tour is conducted to historic places every year.
- Research Papers are published in UGC listed journals.
- Teaching faculty apart from routine teaching are engaged in executing responsibilities and extension activities.
- Faculty has got one awards for his contribution.
- Department was organised one UGC sponsored National Seminar in the year 2015.
- Use of ICT in teaching.

Recommendations

- Department library needs to be established.
- Separate department room / cabin for teacher must be needed.
- Department may take up short term courses on Heritage History or on tourism.

Name of the Department   : **POLITICAL SCIENCE**

Year of Establishment   : 1997

Staff   : 01

Name of Faculty   : Prof. N. D. Balpande

Designation   : Assistant Professor

Qualification   : M.A. M. Phil.

Admitted Student Strength

Year	No. of Student (Yearly Pattern)				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
First Year / I Sem	48	116	NA	NA	NA
Second Year / II Sem	63	48	95	NA	NA
Third Year / III Sem	50	50	36	67	NA
Semester	No. of Student (Yearly Pattern)				
I Sem.	NA	NA	106	57	54
II Sem.	NA	NA	106	57	54
III Sem.	NA	NA	NA	71	54
IV Sem	NA	NA	NA	71	54
V Sem	NA	NA	NA	NA	52
VI Sem	NA	NA	NA	NA	52

Result Analysis

	Final Year / VI Sem Result				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Appeared	47	-	37	65	52
Passed	32	-	19	63	51
Percentage	68.08%	-	51.35%	96.92%	98.07%

Research Publication

	Research Publication				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Journal	0	0	2	0	0
Conference / Seminar Proceeding	0	0	0	0	0
Chapter in Book	0	0	0	0	0

Observations

- Department has one experienced teacher.
- Teaching faculty apart from routine teaching are engaged in executing responsibilities and extension activities.
- Department was organised one UGC sponsored National Seminar in the year 2015.
- The department undertakes field trips and assembly visits

Recommendations

- Department library needs to be established.
- Separate department room / cabin for teacher must be needed.
- Department may take up short term courses on e-governance.
- Increase the number of research publications.

Name of the Department   : **ECONOMICS**

Year of Establishment   : 1997

Staff   : 01

Name of Faculty   : Dr. S. R. Jadhao

Designation   : Assistant Professor

Qualification   : M.A. M. Phil. Ph.D.

Admitted Student Strength

Year	No. of Student (Yearly Pattern)				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
First Year / I Sem	62	64	NA	NA	NA
Second Year / II Sem	75	68	57	NA	NA
Third Year / III Sem	46	64	46	47	NA
Semester	No. of Student (Semester Pattern)				
I Sem.	NA	NA	94	102	64
II Sem.	NA	NA	94	102	64
III Sem.	NA	NA	NA	36	76
IV Sem	NA	NA	NA	36	76
V Sem	NA	NA	NA	NA	43
VI Sem	NA	NA	NA	NA	43

Result Analysis

	Final Year / VI Sem Result				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Appeared					46
Passed					46
Percentage					100%

Research Publication

	Research Publication				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Journal	1	0	0	2	5
Conference / Seminar Proceeding	3	2	1	0	0
Chapter in Book	0	0	0	0	0

Observations

- Department has one experienced teacher.
- Department was organised one UGC sponsored National Seminar in the year 2015.
- The department undertakes field trips and industry visits.
- Faculty got award for his contribution.
- Research Paper published in UGC listed journals.

Recommendations

- Department library needs to be established.
- Separate department room / cabin for teacher must be needed.
- Department may take up short term courses on Small Scale Industries.
- Encourage students to take projects.

Name of the Department   : **SOCIOLOGY**

Year of Establishment   : 1997

Staff   : 01

Name of Faculty   : Dr. P. H. Gajbhiye

Designation   : Associate Professor

Qualification   : M.A. SET, Ph.D.

Admitted Student Strength

Year	No. of Student (Yearly Pattern)				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
First Year / I Sem	91	112	NA	NA	NA
Second Year / II Sem	61	75	83	NA	NA
Third Year / III Sem	50	42	51	68	NA
Semester	No. of Student (Semester Pattern)				
I Sem.	NA	NA	48	84	59
II Sem.	NA	NA	48	84	59
III Sem.	NA	NA	NA	26	42
IV Sem	NA	NA	NA	26	42
V Sem	NA	NA	NA	NA	17
VI Sem	NA	NA	NA	NA	17

Result Analysis

	Final Year / VI Sem Result				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Appeared	-	41	47	61	15
Passed	-	36	34	61	14
Percentage	-	87.80%	72.34%	100%	93.33%

Research Publication

	Research Publication				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Journal	1	2	0	0	4
Conference / Seminar Proceeding	0	1	0	0	0
Chapter in Book	0	0	0	0	0

Observations

- Department has one experienced teacher.
- Department was organised one UGC sponsored National Seminar in the year 2015.
- The department undertakes field trips and study tours.
- Faculty got award for his contribution.

Recommendations

- Department library needs to be established.
- Separate department room / cabin for teacher must be needed.
- Department may take up short term courses on Research Methodology.
- Encourage students to take projects.

LEARNING RESOURCE CENTER (LIBRARY)

Year of Establishment   : 1997

Staff   : 2 (1 Librarian and 1 Library attendant)

Name of the faculty   : Prof. S. V. Narnaware

Designation   : Librarian

Qualifications   : MLISc., NET, M.Phil

Total Number of Books   :

Total Number of Borrowers   :

Research Publication

	Research Publication				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Journal	2	1	0	0	2
Conference / Seminar Proceeding	2	5	0	0	1
Chapter in Book	0	0	0	0	0

Observations

- A well-qualified Librarian is appointed in the library.
- Librarian has knowledge of ICT skills.
- One Library attendant is also appointed.
- Library is automated with LIBMAN software.
- OPAC facility provided to the users.
- Separate reading provision is made for faculty as well as students.
- Bar-coding Translation is supporting the easy issue and return of books.
- Library has its own website.
- Subscribing selected Journals/Magazines useful for the students and teachers.
- Conduct user awareness programme every year.
- Conduct Library orientation programme.
- Arrange library visit every year.
- Internet facility, Scanner is available in the library.
- Questions papers of previous examinations are available in the library.

- Library has UGC XII plan grants collection
- Wi-Fi and CCTV camera are installed in the library.
- Fire extinguisher is available in the library.

Recommendations

- Periodical information literacy programmes be conducted for the students to explicit the rich information resources (both print and electronic formats)
- Subscribed N-List facility.
- Give the more training to the staff and students about open education resources.
- Purchased cloud base library management software for remote accessing.
- Introduce web OPAC.
- Established Institutional Repositories / Digital Library.
- As per the letter of Joint director Higher education Nagpur, make arrangement of three lectures in a week for librarians to introduce recent trends in Library and Information Science.

PHYSICAL EDUCATION AND SPORTS

Year of Establishment   : 1997
Staff   : 1
Name of the faculty   : Prof. V. T. Ninave
Designation   : Assistant Professor
Qualifications   : M.P.Ed. NET

Research Publication

	Research Publication				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Journal	0	0	0	1	3
Conference / Seminar Proceeding	3	0	2	1	0
Chapter in Book	0	0	0	0	0

Observations

- More numbers of colour holder every year
- Department has out door and in door game facility.
- Students have been successfully winning the medals at the various tournaments
- Conducting regularly number of sports competitions and tournaments for college students and staff.
- Yoga Classes conducted regularly.
- Most of the sports equipment is available in the department.
- Conduct Medical and Physical Test every year.

Recommendations

- Attention may be given for proper maintenance of sports equipments.
- Provision of special coaching can be initiated for higher performance of the students.
- Construction of Tracks for athletes.
- Attention may be given for maintenance of play ground.
- Increases number of participation of girls students in various games and sports.

ADMINISTRATIVE SECTIONS

The Administrative Sections of the Nagar Parishad Shivaji Mahavidyalaya, Mowad is well organized and carrying out the day-today work systematically. College administrative office is adequately furnished with suitable furniture and computer systems with internet connectivity. Most of the operations are done through computer. Admission process, financial transactions are all computerized. E-mail is the major means of communication among the management, teaching staff and other office sections. Even the correspondence with Joint Directors Office and the University is mainly through e-mail. College website is fairly covering all sorts of information about the college including the examination, fees structure, rules and regulations and time to time information and instructions to the stakeholders.

College has taken appropriate measures to provide basic training to administrative staff about the use of IT, office management, file arrangement and also the communication skills, etc. Basic amenities like clean wash rooms and drinking water and a congenial office environment is provided. Each and every staff is aware of their duties and responsibilities. It is observed that there is close cooperation and coordination among the sections, departments and support services. College management has generously extended all possible employees welfare provisions. The frequent visit of the members of the college management has made lot of impact on the staff to maintain the academic and administrative discipline in the college.

Number of Non-teaching staff   : 8

Software use for College Management System: CMS

Observations

- All the non-teaching posts are filled.
- All the office work is computerised.
- Student admission is as per the Government norms and Guidelines.
- Scholarship for SC/ST, BC students are made availed through the office.
- All Account are maintained in the office and are audited every year.
- Service Books are maintained in the office.
- All the notices are uploaded in college website as well as notice boards.
- Students database are well maintained.

Recommendations

- Arrange training programmes for administrative staff regarding their works.
- Encourage non-teaching staff to participate in UGC-HRDC organised training workshops.
- Purchasing cloud based College Management Software for Remote Accessing.
- Use digital mode of payment instead of cash payment.
- Online admission process may be started.

EXAMINATION SECTION

The primary responsibility of the examination section, to take all necessary steps in the conduct of various examinations of centre as per the guideline of University.

Exam Section Structure

- Chief Supervisor
- Internal Supervisor appointed by the University.
- Examination supporting staffs

Observations

- The files and record of examination are well maintained.
- The seating arrangement of students for the examination is done by the office staff.
- College have examination strong room.
- The expenditure statement of the examination is submitted to the University on time.
- All the e-papers are stored and previous year papers are stored in the Library.
- Stock register of the answer book are well maintained.
- Files regarding registration of student and issue of Hall Tickets are maintained.

Recommendations

- Conduct term examination whenever syllabus is completed.
- All notifications issued by the Exam Cell are filed and kept in order. Relevant notifications are to be made available on the website with a printout kept in the file. Remittance of all fees could be made online.
- Time-tables for all the examinations are uploaded in the college website prior to one month of the examination date.

OTHER REMARK

- Use of Cloud base Library automation and college management software is need of an hour so kindly purchase it. It is very useful for remote access.

- The area of the library should be increased.

- Number of Computers in the Library and computer lab should be increased.

- N-List programme and e-journal should be subscribed.

- It is the age of digitisation so the digital initiatives are adopted wherever necessary.

- The range of Wi-Fi in the campus should be increased.

- All students should be encouraged to enrol themselves for SWAYAM, MOOC course.

- The faculty members should be motivated to complete online courses.

- The faculty members should develop e-resources and use it in teaching,

- Career guidance workshop should be conducted.

- Feedback mechanisms in the light of NAAC's new guideline are to be administered.

- Make policy for e-waste management.

- Welfare schemes may be introduced for the students and the faculties.

- Internet facilities in the college is not adequate, it need to be improve.

ACKNOWLEDGEMENTS

The members of AAA committee record their appreciation and gratitude to the Principal Dr. K. R. Zilpe, Nagar Parishad Shivaji Mahavidyalaya, Mowad for reposing the confidence in the committee and ensuring the responsibility of carrying out the Academic and Administrative Audit of the College. The Committee wishes to thank the Principal for her dynamic and meticulous attention to the details in facilitating the Audit process. The members of the teaching staff and administration have shown enormous care, fortitude and planning in arranging the committee's visit with precision. The Committee takes pleasure in thanking Dr. Ms. M. V. Ambadkar, Coordinator, IQAC and Prof. S. V. Narnaware Co-coordinator, IQAC for their thoughtful planning of the total process of conducting the AAA. The Committee wishes to thank profusely the authorities of the Nagar Parishad Shivaji Mahavidyalaya, Mowad, for their committed involvement in the overall development of the college.

1. Dr. Raghtate Sir,
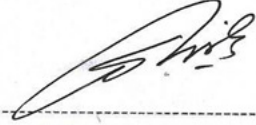
   Principal Late R. B. Vyas College, Kondhali

   PRINCIPAL
   LATE RAJENDRASINGH (BABA) VYAS
   ART & COM. COLLEGE, KONDHALI
   TAH. KATOL, DIST. NAGPUR

2. Dr. Ajay Chikate,

   Associate Professor, S. P. College, Narkhed

3. Dr. Liladhar Kharpuriya

   Assistant Professor Br. Sheshrao Wankhede College, Mohapa

   Dr. L.D. Kharpuriye
   (Assistant Professor)
   Bar. S.W. Mahavidyalaya
   Mohpa

   (Dr. K. R. Zilpe.)

   PRINCIPAL
   Nagar Parishad Shivaji
   Mahavidyalaya, Mowad
   Dist. Nagpur