

Women's Education Society's

(Reg. No. F/389 (N))



**LADY AMRITBAI DAGA COLLEGE FOR WOMEN OF ARTS, COMMERCE &
SCIENCE AND SMT.RATNIDEVI PUROHIT COLLEGE OF HOME SCIENCE AND
HOME SCIENCE TECHNOLOGY**

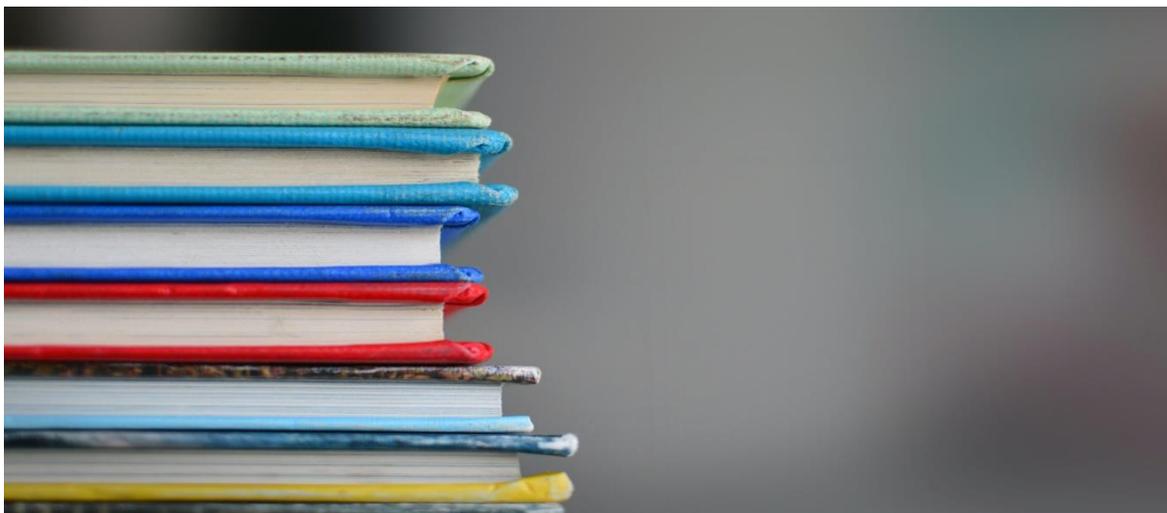
Shankar Nagar, Nagpur – 440 010(Maharashtra)

(Affiliated to the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

Re-accredited 'A' grade by NAAC, Bangalore

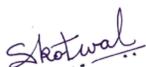
(Up to 4 November 2021)

College with Potential for Excellence (UGC), 2021



INTERNAL QUALITY ASSURANCE CELL HANDBOOK

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Principal
Lady Amritbai Daga College For
Women of Art, Commerce & Science And
Smt. Ratnidevi Purohit College of Home Science
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INTERNAL QUALITY ASSURANCE CELL (SOURCE: NAAC GUIDELINES)

INTRODUCTION

In pursuance of its action plan for performance evaluation, assessment and accreditation and quality up gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bengaluru proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a vital part of the institution's quality assurance system and work towards ensuring quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of its institution. For this, during the post-accreditation period, institutions need to channelize their efforts towards promoting holistic academic excellence including the implementation of peer team's recommendations.

The objectives, strategies and functions of the IQAC are detailed below:

The primary aim of the IQAC is:

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

STRATEGIES

IQAC shall evolve a mechanism and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units.
- b) Adoption of relevant and quality academic and research program;
- c) Ensuring equitable access to and affordability of academic program for various sections of the society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) Ensuring credible assessment and evaluation processes;
- f) Ensuring the proper allocation, adequacy and maintenance of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

FUNCTIONS

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks;
- b) Setting parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
- e) Dissemination of information on various quality parameters to all the stakeholders;
- f) Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles;
- g) Documentation of various program/activities leading to quality improvement;
- h) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- j) Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

The vision, mission and goals of the Institution are in tandem with the aims and objectives of establishing the Internal Quality Assurance Cell as specified by NAAC, Bangalore.

COMPOSITION OF THE IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Composition of IQAC 2017 – 21 of L .A. D. & Smt. R. P. College for Women

A new IQAC committee was constituted in the year 2017 with Principal Dr. Deepali Kotwal being the Chairperson, Dr Pooja Pathak as Coordinator and Dr. Sridevi Darisi as Co - Coordinator. Vice Principals of both the campuses were an integral part of IQAC team. Seven criteria of NAAC were led by two/ three conveners with a sub –committee for better functioning. Five external nominees were inducted as per the composition of IQAC recommended by NAAC for a period of 2017-21. The external nominees were Ms. Ritta Agrawal (Local Society), Mr. Anil Joshi (Industry), Dr. Sugandha Garvay (Entrepreneur), Mr. Akhil Pande (Stakeholder) and Ms. Anita Rao (Alumnus). The IQAC committee was again revised for a period from 2021 to 2023. The external nominees inducted were: Mr. Rahul Kale (Stake holder), Dr. Atya Kaplay (Local Society Member), Mrs. Shruti Singhal Sharma (Industry) and Ms. Swaima Ahemad (Alumnus).

A review meeting of outgoing team of IQAC was conducted by Dr. Shyamala Nair, Principal in the presence of Dr. Malewar, IQAC coordinator, Ms. Harsha Jharia, Co-coordinator and the outgoing team of IQAC to discuss about the third cycle of NAAC. The Peer team of NAAC for third cycle had visited college on 15th and 16th of September 2016 and college was accredited with 'A' Grade with a validity period up to 4th November 2016. Dr. Shyamala Nair emphasized the need to have IQAC committee to strategize and streamline the internal assessment for academic and extra - curricular activities. She also suggested that formation of a funding proposal committee as on Minor/ Major research project. She expressed the need for having Digital Resources for additional number of books as suggested by NAAC team members during their visit in September 2016. Suggestions were received from the external nominees for better functioning of IQAC.

As per the directives of NAAC, the newly inducted IQAC committee have conducted 2/3 meetings with external nominees and members every year. Internal meetings of IQAC were conducted regularly to discuss quality initiatives related to academic, curricular, co-curricular and extra-curricular activities to be organized throughout the year. IQAC coordinators advised the criteria heads to coordinate with the heads of departments to prepare a Perspective Plan for assessment period of NAAC (Academic years 2016-2021).

National Assessment and Accreditation Council (NAAC) has brought in new spirit into its process of assessment and accreditation from July 2017 by announcing new framework. This has been attempted as a continuance of the NAAC's concern for ensuring that its processes are in tune with local, regional and global changes in higher education scenario. The format of NAAC accreditation process is made more transparent and ICT enabled. In the assessment period of five years (2016-2021) of L. A. D. College, the format of NAAC was revised thrice and the final revised format dated 1st March 2021 is followed for accreditation process.

The chairperson and coordinators of IQAC along with the committee members have fulfilled the mandatory norms for accreditation process such as submission of annual AQAR. Annual AQAR for the years 2016-17, 2017-18, 2018-19 and 2019-20 along with

additional AQAR for the year 2020-21 is submitted. AQAR for the years 2016-17 and 2017-18 were submitted by E-Mail. 2018-19 and 2019-20 AQARs were submitted online with revised formats.

Highlights of IQAC Meetings (2016-2021)

- The new IQAC team was formulated in the year 2017 and introduced to the outgoing external committee members. Based on the recent NAAC peer team visit, Principal outlined the future course of action to be followed by IQAC. Suggestions were received from the external nominees as: arranging industrial visits etc. The heads reported about successful placement of students and participation of students in outside activities.
- One of the important aspect of initiating extra-curricular activities in college for students as a part of strategic plan, a special meeting was convened to discuss 'AURA' cultural fest (Intercollegiate competitions).
- Report of NAAC Peer team visit was discussed and their opinions were recorded. A few points were: collaborative projects and linkages, common computer center, washrooms, common rooms, indoor games facilities and further facilities for co-curricular activities etc.
- In the initial meetings, the Criteria heads presented details about their respective criterion to the external and internal committee members. The external committee members interacted and gave suggestions related to each criterion. Suggestions were received as: Industry interaction with students, Industry interface for better employability, collaborations to be increased, tie ups with ED Cell, SWOC for each criterion for overall development of college.
- Meetings of criteria heads were focused more on preparation for 4th Cycle of NAAC and deployment of strategic / perspective plan. A few points discussed were conducting UGC sponsored conference, feedback from stakeholders, research publications, ICT in teaching and learning and collaborations through M.o.Us.
- The meetings with external nominees focused more on resource mobilization, IPR seminars, infrastructural development as computer lab, cricket pitch etc. Theme year as distinctive feature was declared as 'Water Literacy Year', 'Health Literacy Year', 'Mindfulness Literacy Year' and 'Fitness Literacy Year' for 2018-19, 2019-20, 2020-21 and 2021-22 respectively.
- External experts as Dr. Prantik Banerjee, Dr. Deshkar were invited to brief and guide about the new framework of NAAC to criteria heads and subcommittee members.
- IQAC organized National Conference on 'New Guidelines for Assessment and Accreditation' on 21st September 2019 as a mandatory requirement of NAAC.
- Internal IQAC meetings with Criteria heads were conducted by Dr. Deepali Kotwal,

Principal for preparation of documentation process for 4th Cycle of NAAC

- An external audit of preparation of SSR for 4th cycle of NAAC was conducted by inviting Dr. Urmila Dabir, Principal, Rajkumar Kewalramani Kanya Mahavidyalaya, Nagpur and NAAC assessor.

For smooth functioning of conducting curricular, co – curricular and extra-curricular activities of college and deployment of strategic / perspective plan Cells, Committees and Clubs were formed. The details are:

CELLS AND COMMITTEES and CLUBS

In order to achieve and maintain the goals of the institution, a number of Cells, Committees and Clubs have been constituted, all of which are headed by a Convener with a Co-Convener and Teacher members as also student members, in some.

These are:

Academic Committees –

Admission, Attendance, Examination, Time Table **Infrastructure** – Purchases, Maintenance, Cleanliness, Stock Verification, Garden, Parking, Water & Electricity Management, Library.

Student-centric – Hostel, Scholarship, Student Aid, SEWA, SQAC, Discipline and anti – ragging, Training & Placement (Career Guidance), NSS, NCC, Guidance & Counseling, Mentor Scheme, Entrepreneurship Development and Redressed.

Research – Research Development/Research Journal, Women’s Studies Research Development Centre.

Support Services – Canteen

Extracurricular Activities – Inter and Intra Collegiate Competitions, Wall Magazine, Adventure & Nature Club, ‘Indradhanu’, Cultural, Unifest, Publications Swaprakash Publication Cell- College Magazine ‘URMI’, ‘Indradhanu’, Newsletter ‘Tarang’,

Value Addition – Nirmal Cell, Jagruti Cell, Bulandi Cell, Adhikar Cell, Health Awareness

Quality Measures – External Peer Review, Feedback, Results, Annual Prize Distribution, Parent-Teacher Association, Alumni Association, Grievance Redressal (for Staff as well as students)

STANDARD OPERATING PROCEDURES

To ensure quality of Education and holistic development, Standard Operating Procedures are adopted by all the Committees and Cells for conducting the various activities of the college.

ADMISSION COMMITTEE

1. Admission Committee for every faculty is constituted by the Principal, Vice Principal & respective faculty in charge and Heads. The committee is normally for

- the duration of two years.
2. On the closing day of academic session a meeting is convened by the Principal, Vice Principal, & the conveners of admission committees for various courses to discuss the admission policy to be adhered to.
 3. The admission committee is primarily assigned with the responsibility of admissions to Entry level i.e. part I classes. The admission section of the office is responsible for II & III year admissions at Graduation level in various faculties.
 4. At the PG level, the respective Heads recommend the admission of candidates after screening and submitted to the office.
 5. The admission committee starts functioning immediately after the declaration of XII results which is usually in the last week of May every year.
 6. The cut off % is determined in advance on the basis of past experience.
 7. All the necessary guidelines for admissions (total no. of seats to be filled in, category wise quota, fee structure etc.) are provided to the committee by the college administration in writing.
 8. In admitting the students at part I level, Junior College students of the college are considered on priority basis provided they fulfill the minimal eligibility criteria for admission as decided earlier.
 9. All relevant notices regarding issue of application forms, last date of submissions, commencement and completion date for admission, documents to be submitted, enrollment forms etc, are displayed in the college premises particularly near the admission counters and at the venue where the admission committees occupy their places for counseling and finalization of admission.
 10. The clerks of scholarship section are available at the venue of admission. They also provide necessary guidance to students as regards to scholarship facilities available to them.
 11. The admission committee is constantly in touch with admission section in charge to ensure that there are no irregularities nor is excess admission done.
 12. The admission committee exercises all possible care & caution to ensure that prescribed quota for backward categories like SC, SBC, ST, NT, OBC etc are duly filled in.
 13. Day-to-day admission status is updated and sent to the Principal & Director.
 14. Irregularities, if any, are sorted out.
 15. Ombudsmen – The Vice Principals and Supervisors act as buffers to streamline and sort out minor problems.
 16. The admission committee submits a detailed report to the Head of the institution at the end.
 17. College is facilitator for Post Graduate admissions.

ATTENDANCE MONITORING COMMITTEE

- Attendance Monitoring Committee is constituted by Principal, Vice Principal and Faculty wise Conveners with 3 or more members prior to the commencement of new session for a period of two years.
- A meeting is convened by the convener along with members to decide the line of action to be followed for monitoring and improving the class room attendance of students which is in tune with the college policies.
- List of admitted students in various classes is collected from Admission Section of the office.
- Teachers are advised to keep an updated record of attendance and total attendance session wise is recorded in prescribed format along with the total number of classes engaged.
- Students' attendance is monitored every month in an academic session. The list of students with attendance below 80% is displayed, one before Diwali Vacation and the other after the vacation.
- The same list is submitted to administration for necessary action such as sending letters and SMS to guardians informing them about their ward's low attendance.
- Students having more than 80 percent of attendance are issued a certificate of attendance signed by respective subject teachers.
- Regular monitoring (monthly) of attendance of students getting scholarships or free ships or studentships is done.
- Record of attendance of students on National occasions i.e. 15th August and 26th January is maintained and disciplinary action (imposing a nominal fine) is taken against those who remain absent on these days.
- Documentary record of students' medical leave, leave availed by students participating in Sports / NCC camp/extracurricular activities etc. is maintained.
- Students' attendance related issues are resolved as and when need be.
- With the advent of the Semester system, the ID card serves as a record for the attendance which is endorsed by the subject teachers and the Head of the Department.

EXAMINATION COMMITTEE

1. The tenure of the Internal Examination Committee is for a period of two years and is comprised of the Principal, Vice Principals, Faculty wise Conveners and 4 or more members.
2. The schedule of the Internal Examination is fixed prior to the commencement of the session and is reflected in the Academic Calendar.

3. The students are evaluated against different parameters like class test, group discussion, seminar, prelims etc.
4. The schedule for each of these parameters is displayed on the departmental notice board along with the time span indicating the dates within which the evaluation is done.
5. As per schedule the first assignment is given to the students in between 2nd week of August. A week's time is given for submission of assignments.
6. In the last week of September a class test / open book examination is conducted and teachers are asked to check Answer Sheets within one week and enter marks in prescribed format.
7. In the last week of October or first week of November Terminal examination is scheduled. It is a systematic attempt whereby the question papers are set and printed, time table and seating arrangements are predefined.
8. Class room group discussion is held in the month of December.
9. As per the convenience of teachers they are advised to conduct one class room seminar between August to December. The topics are allotted to the students in their respective subjects and students have to present in the class room. Five minutes time is given to each student for their presentation.
10. In the last week January test examination is held teachers have to set a question paper as per University pattern, so as to create awareness about the university question paper pattern. Schedule of examination, seating arrangement, invigilators chart, etc. are prepared in advance and displayed on notice boards 15 days prior to the actual commencement of Test Examination.
11. The teachers are advised to fill in the marks for corrected answer sheets in the prescribed format within the given span of time. It is usually a time limit of 15 days from the date of commencement of examination.
12. All the records of question papers, assignments, mark sheets, etc. are maintained in the department.
13. After all the internal examinations are over, a report is submitted by the Convener to the Head of the Faculty.
14. The college is a Centre for the RTM Nagpur University Examinations and teachers of the college are appointed as Officer-in-Charge.

TIME TABLE COMMITTEE

1. Time table committee is constituted by Principal and Vice Principal
2. Time table committee comprises a Faculty wise Convener with 3 or more members and is functional for two years.
3. The College reopens normally in the second week of June every year.
4. A tentative time table is prepared for the first one week after which the final time table is operative.

5. The workload of the faculty as a whole, the allotment of subject and classes, individual teacher's workload as per UGC norms, the scheduled timings, recess for students, availability of classrooms as well as extra classes for leave period etc are carefully considered in framing the time table.
6. Once the final time table becomes fully effective a report is submitted to the Principal and Vice Principal along with the copies of final time table.

PURCHASE COMMITTEE

1. A list of equipment to be purchased for the session is made by the Head of the Department in consultation with all the teachers of the department.
2. An application is made to the Principal seeking permission to call for quotations for equipment costing more than Rs.1000/-
3. Quotations are called from at least 3 suppliers for the required equipment.
4. The amount allotted to the Departments for equipment is made known to all the Heads by the Accounts Department of the college.
5. The quotations received by the college office are then opened by the Accounts Department and dispatched to the respective Heads who prepare a Comparative Statement and recommend purchase from a supplier quoting the least price. (Alternatively, if equipment costing higher is to be purchased then suitable justification is given.)
6. Orders are placed for the equipment with the Order Form duly signed by the Head of the Department, and the Principal.
7. Apparatus/equipment costing less than Rs.1000/- and/or consumables are purchased directly after obtaining an advance amount from the Accounts Department or billed directly to the Accounts Department.

CLEANLINESS COMMITTEE

1. The committee comprised of a Convener and members from all faculties, meet at least twice a year or more as per requirement. Usually, the first meeting is convened in the month of June/July every year and the second meeting after Diwali vacation i.e. in the month of November/December.
2. The college campus is divided into 9 parts as follows
3. Gymnasium hall, cycle stand, music Dept.
4. First floor of main building including toilets
5. Second floor of main building including classrooms
6. Ground floor Laboratories, office of the Principal, Director, Main Office and Conference hall.
7. Virangula, Dept. of Geography, English and basketball ground
8. Commerce faculty building including all class rooms

9. Home science Dept. canteen, library and main office
10. Gents toilets, backside of conference hall and office
11. Ground between library and main building, ground floor toilets
12. The Committee members are allocated specific part for inspection which is carried out every day and necessary instructions issued to the contractor/Supervisor on a day to day basis.
13. A contractor is assigned the job of cleaning and required number of sweepers including supervisor are deployed.
14. A separate contractor is appointed for removal of cobwebs and cleaning of fans, tube lights, etc. to be carried out 3 times a year.
15. The committee members are allocated specific part for inspection which is carried out every day and necessary instructions issued to the Contractor/Supervisor on a day to day basis.

STOCK VERIFICATION COMMITTEE

The **Stock Verification Committee** carries out an Annual physical verification of the Stock of Equipment and furniture of all departments and the Library. The Committee consists of the Convener and 4-7 members from various departments. The work of the Committee is initiated usually after the completion of the theory and practical. The following procedure is followed:

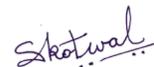
1. Convenient dates for visiting and inspection of the stock are decided in the meeting.
2. Notice is given to each department for verification of the equipments, Glassware, Furniture, and other available materials of their respective departments. They are requested to keep all the verified entries up to date and keep the stock books ready.
3. Time - table of visit to each department is made and circulated to all the departments.
4. Each department is given a proforma for noting the instruments which are purchased recently or to be written off which is to be submitted to the Committee during inspection.
5. On the day of inspection of every department the stock books are verified by the committee, new purchases are reviewed, and the proforma of the new purchases and old materials to be discarded is collected.
6. Certificates are issued after necessary verification to be prefixed on each of the front page of the Stock Books. The certificates are signed by all the members of the Committee, the Convener and the Head of the Department.
7. After the visit of each Department, a report incorporating all the details of the verification is submitted to the Principal.

HOSTEL COMMITTEE

- The Hostel Committee comprises the Principal, Vice Principal, three teaching staff members and the Hostel Warden.
- **June & July:** Hostel Admission procedure
- After the XII Board examination results are declared admissions to **First Year** of all the faculties in the college begin.
- Students who have being admitted to first year degree course and desirous of hostel facility are given a recommendation slip by teachers of hostel committee for issue of Hostel Brochure by the Hostel Administration-in-charge.
- Students fill the hostel application form, obtain signature of teacher who is the committee member and submit it along with the prescribed fees to Hostel Administration-in-charge.
- Student are sent to the Hostel Warden along with the fee receipt for getting registered in the hostel.
- Student are Part II and III students who were residents in the previous years are informed and issued hostel application forms to be filled by them and submitted along with the prescribed fees to the Hostel Administration-in-charge.
- Two meetings are scheduled in the session involving the Hostel committee members and students with Principal in Chair.
- The Principal addresses the students with respect to the rules and regulations to be followed, their behavior in the hostel and college. Problems faced by the students are heard and solved.
- Additional meetings are arranged as and when required
- Students celebrate small festivals under the strict supervision of the warden after taking permission from the Principal.
- Ragging is strictly prohibited in the hostel and college. Strict action is taken against the student who breaks the rules.

SCHOLARSHIP COMMITTEE

- The Scholarship Committee works throughout the session.
- At the start of the session the college scholarship section during admission procedure informs the student regarding her eligibility to government scholarships, e.g. GOI & Free ship by way of mentioning it on her Identity Card.
- As and when government, university and various organizations announce their scholarships, the copy of letters received by the scholarship section of the college are given to the committee members.
- Committee then circulates the letters/notices in the classrooms emphasizing on eligibility, terms and conditions, website and last date of application.


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 By: 

- Notices are put up on student notice board.
- Since most of these letters are in Marathi they are translated in English for the benefit of students.
- The notices are circulated at frequent intervals so that the students do not miss the deadlines.
- The committee members guide the students throughout the procedure.
- The committee members and office staff of scholarship section together solve the problems faced by the students during the procedure.

STUDENTS AID FUND COMMITTEE

July/August: First meeting of the committee is held in which following points are discussed.

1. Changes in the student aid fund application form if required.
 2. Dates of distribution of application forms.
 3. Last date of receiving the filled application forms.
 4. Schedule for interviewing the applicants.
- **August 2nd week:** Notice for the distribution of the application forms and last day of receiving the filled forms displayed on the student notice board and circulated in the classrooms.
 - **August 3rd week to October 3rd week:** Distribution of application forms and receiving filled in application forms (faculty wise).
 - **December 1st week:** Schedule for interviewing the students, faculty wise is displayed on the student notice board and circulated in class rooms.
 - **December 3rd and 4th week:** Interviews conducted for students (applicants).
 - **January:** List of selected students with amount sanctioned submitted in the office.
 - **February:**
 1. The approved list of students is displayed at the office window.
 2. Notice is circulated in the classroom and displayed on student notice board for students to collect the amount at the cash counter of the office.

STUDENTS' QUALITY ASSURANCE CELL (SQAC)

The SQAC team is operating throughout the year for the benefit of students.

- The Committee meeting is held at the beginning of the academic session and draws out a plan for the responsibilities of the Cell in the new session.
- **Induction Programme of First Year students** is held in the last week of July which is reflected in the Academic Calendar. The Principal of the college addresses the

students and the Convenor of SQAC appraises the students about all facilities and programs run by the college, the student-related committees and the teachers to be contacted for different facilities and purposes and also gives a detailed outline of SQAC through a power-point presentation.

- **The Investiture Ceremony of Student Ambassadors**, in collaboration with Indradhanu, is held in the first week of August. The Convenor helps in the conduct of the program along with the committee members.
- Membership of students to the SQAC from each class of every faculty is held in the month of August preferably where badges are provided to all the student members and a Guest lecture is also arranged to orient the students and motivate them.
- **The Health and Hygiene week** is held in the 1st half of September with a very active campaign for maintenance of cleanliness on campus and awareness for health and hygiene via classroom lectures, posters, and guest lectures.
- For each event, the Event form, prior permission, budgetary provisions are discussed in meetings with committee members and authorities.
- As a **Need Based Initiative**, the SQAC has set up '**Paper Inc**' - a stationery shop in the college premises and looks over its maintenance.
- The students and the committee members interact continuously and approach the college authorities whenever the need arises for implementation of any program thought fit for maintenance of quality on campus.

Training & Placement Cell and Career Guidance

1. An organization, desirous of recruiting students, communicates to the institution the job profile, requisite qualifications and target group.
2. The Convenor, in consultation with the Vice Principal and Principal, decides to hold the recruitment drive and appraises the target group of students about the job profile and other requisites.
3. The organization is informed regarding the date set for the recruitment.
4. The Committee members look into all requirements of the organization like Hall arrangements, LCD Projector and ensure smooth conduct of the drive.
5. Alternatively, in cases of a Pool Campus drive at a venue other than the college, the target groups of students are informed, names of interested students collected and accompanied by 2-3 teachers to the venue.

CAREER GUIDANCE

In the last week of September every year, resource persons from 4-5 organizations in varied professional areas are invited to spread awareness regarding career prospects, requisite qualifications, entrance examinations (if any), job profile in their particular

fields.

This is followed by an interactive session wherein students put forth their queries. The target group is II and Final Year students of all faculties.

MENTORING COMMITTEE

1. Mentorship Committee is constituted by the Principal, Vice Principal and usually for a term of 2 years.
2. In consultation with the Head of the Department, the mentors are assigned groups of 50-60 students each.
3. Mentorship forms are collected from the office and provided to the mentoring teachers to get them filled by students.
4. Teachers are advised to conduct at least one meeting in each academic session.
5. The formal and informal activities are carried out by mentors which include-
 - i) Free and Frank interaction with students for confidence building, counseling and guiding them.
 - ii) The students are encouraged to enroll for various value added courses offered in college premises like foreign languages, advertising and event management etc. to enhance their skills and employability quotient.
 - iii) Students are encouraged to participate in various types of activities like cultural, academic, debate, quiz etc. taking into consideration their aptitude and competencies.
 - iv) Efforts are made to improve teacher students' interaction through conduct of industrial visits, educational tours, soft skills development program etc. These efforts certainly help the students to inculcate corporate manners, etiquettes and discipline.
 - v) Students are encouraged to think independently and develop problem solving approach.
 - vi) Genuine concern for students welfare is expressed by mentor teachers which brings about psychological, emotional and behavioral changes in them. They become more optimistic and develop positive attitude.
 - vii) At the end of the year mentors are advised to submit the report of mentorship along with the duly filled in forms.

ENTREPRENEURSHIP DEVELOPMENT CELL

Entrepreneurship Development Cell for the entire institution is constituted by the Principal & vice Principal for imparting and enhancing the entrepreneurship skills of students.

1. It is functional for a minimum period of two years.
2. A senior faculty member having leadership, organizing and coordination skills is nominated as Convener of the Cell by the Principal.
3. A meeting is convened by the Principal in the last week of July to discuss the plan of action about the activities of the Cell.
4. A Skill development workshop is organized in collaboration with a renowned organization. The Convener in coordination with the Training Personnel incharge decides the content, dates, fees, etc. of the workshop. It is then submitted for approval to the Principal.
5. Students of II and III years of various faculties are informed about the same through notices, classroom interactions etc. so as to create an awareness in them regarding the benefits of attending such workshop.
6. The workshop is usually organized in the month of September last week or first week of October every year. It is a five day workshop.
7. Prior to the finalization of actual dates of workshop, all the official matters are reconfirmed with the officials of the organization as regards certifications, fees to be charged, Resource persons, content, training facilities, working lunch, materials to be provided to the trainee studentsetc.
8. The first two days of the entrepreneurship development workshop are meant for theoretical sessions on start ups, goal setting, preparation of project reports, availability of financial assistance from Government & non-government agencies, financial instructions, personality development, marketing, etc.
9. After the theoretical sessions, trainee students are required to present a project report to ensure that they have understood the things in the rightperspective.
10. The remaining three days are allotted for imparting hands on or practical training to students. It includes preparations of paper bags, liquid soaps, phenyl making detergent powder making, wax articles, chocolate making, artificial jewellery, mehendi, envelope making, decorative lamps etc. The necessary material is provided by the collaborative organization.
11. A day long visit to a training center is also organized for the student trainees.
12. On the concluding day of the workshop, a valedictory function is held in the post lunch session whereby the certificates are distributed to the participants by the officials at the hands of the Principal and Vice Principal of the institution.
13. It is necessary to mention that about 70-80 student participants is a manageable number. The college bears the expenses for students who are unable to bear the expenses of the workshop but are enthusiastic to attend and learn.

RESEARCH JOURNAL

Step 1:- In the month of July a meeting is held to decide all matters regarding the

publication of the Journal with the committee members and also with the Principal.

Step 2:- In the month of August, the letters are sent to Principals of all colleges and papers are invited for the First Issue of Research journal from researchers. Notices are put up in the college campuses and also in the website of the college.

Step 3:- A reminder is again given in the form of a second call before the winter vacation for the papers.

Step 4 :- Meetings are held with the committee members and Principal regarding the funding for the publication of the Journal and permission to seek quotations is taken.

Step 5:- Quotations are called for and after they are received, a comparative statement is prepared and submitted to the office for approval.

Step 6:- Papers received are masked and sent to Reviewers for their perusal and comment. Soft copy of the paper is also collected. This is in the month of December, January and early February.

Step 7:- After receipt of papers from the reviewers the researchers whose papers get a favorable review are selected for publication and an acceptance letter is sent to the author.

Step 8:- The papers are then edited by the Editorial Board and sent to the publisher. Proofs received are then checked till the final proofs are ready for publication.

Step 9:- A Declaration is sought from the author regarding the authenticity of the paper and subscription amount collected.

Step 10:- In the month of June or July the Journal is ready for release. Copies are distributed to authors, interested researchers, reviewers, and libraries.

Step 11:- Accounts are submitted to the Office and the remaining copies are also deposited to the office.

CANTEEN MANAGEMENT COMMITTEE

1. The contract of the Canteen Manager is from 1st July till 30th June after which it may be continued depending on the feedback.
2. The Canteen Committee is comprised of teaching and non teaching staff and students.
3. The rates of items are discussed and approved by the authorities.
4. Breakfast as well as tea and coffee are made available from 8.00 am onwards.
5. The meeting of all the committee members is conducted twice a year in which appreciations, problems and suggestions of all the are noted and discussed.
6. All the committee members keep a check on the cleanliness, furniture arrangement, kitchen and working staff of the canteen
7. The daily menu is displayed.
8. Hygienic quality of drinking water and other eatables is analysed by the Department of Microbiology of the college.

9. Personal hygiene of the canteen workers is strictly supervised.
10. Separate rooms are provided for staff and students
11. The Stock Verification Committee conducts the physical verification of the Stock of the canteen annually and lists the newly purchased items, breakages and items to be written off.
12. The files of bills, accounts registers and other documents are handed over to the newly nominated Convenor.

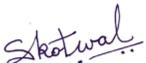
SARVANGKASH – INTERCOLLEGIATE COMPETITIONS

The Committee of Inter-collegiate competitions (outside college) – SARVANGKASH has been formed to ensure participation of college students in various activities at inter-collegiate, inter-university, Vidarbha and State level.

The committee functions and remains active from July to March. The committee sends participation entries to all competitions such as debates, elocution, essay writing, quizzes, acting-drama, and singing etc. for which invitation is received from outside institutes.

Its functioning details are as follows:

1. A list of students from all the three faculties (Arts, Science and Commerce) who are interested in participating in various competitions is prepared every year.
2. A database of names, class, contact details and area of interest of the students is maintained as a record and they are informed about relevant competitions regularly.
3. In case surplus student entries are received for any competition then the committee scrutinizes and shortlists the best of all who finally represent the college in the competition.
4. All participants representing the college are granted a duly filled proforma which recognizes their Bonafide status as a valid college student. The details of student, their class, participating event, its venue and date are also mentioned in this form. A copy of the same is held in record by the committee.
5. A record of prize winners of all the outside college activities is maintained and produced as reports twice in an academic session, one before Diwali holidays and the other at the end of the session.
6. Press Release of significant student achievements is prepared and sent for publishing in various newspapers from time to time.
7. The students are motivated, guided and given required support for participating in outside college competitions as and when need be.


 Principal
 Lady Amrital Daga College For
 Women of Art, Commerce & Science And
 Smt. Ratildevi Purohit College of Home Science
 & Home Science Technology, Nagpur.
 Tery Talwar

'INDRADHANU' CLUSTER OF COLLEGES (APRIL 2006)

The cluster of colleges includes:

- L .A.D. and Smt. R.P.College for Women, Nagpur
- G .S. College of Commerce and Economics
- Shri. M. Mhota College of Science
- Smt. Binzani Mahila Mahavidyalaya
- Yashoda Girls and Commerce College
- Nikalas Mahila Mahavidyalaya
- Rajkumar Kewalramani Kanya Mahavidyalaya
- City Premier College
- R . S. Mundle Dharampeth Arts and Commerce College
- Shri Binzani City College

Standard Operating Procedure for the following Cluster level activities

- Meetings
- Workshops for Students, Non-teaching and Teaching Staff
- Faculty exchange
- Student exchange
- Inter-collegiate events-
- Cultural and sports competitions
- Book review competition
- Student Chapter activities

Steps:

1. Meeting of coordinators of all member colleges in the beginning of the academic session for planning and approval of proposed activities by the Principal of the lead college.
2. Minutes are recorded for each meeting and circulated to the Principals and Coordinators of member colleges.
3. Communication with the Principals and Coordinators by e-mail, SMS, Whatsapp etc by the Convener of Indradhanu about the type, date, venue and registration of the activity in consultation with the Principals of lead and member colleges, at least one month in advance.
4. Coordinators of member colleges send their participants for registration to the host college and also publicize the event in their respective institutions.
5. Event is conducted on the scheduled date.
6. Report of the event along with photographs is submitted to the Convener.
7. Lastly, in the annual meeting conducted in the month of April, the Lead College

- takes the compliance, reports and feedback of all activities.
8. Proposals for next academic year are also discussed.

STUDENT CHAPTER

1. In the month of July, in the first meeting of the coordinators of the cluster, Student Chapter is discussed.
2. Two-three student Ambassadors are nominated by each member college.
3. Investiture ceremony is held in the month of August in the lead college in association with the SQAC of all colleges.
4. Orientation workshop for the Student Ambassadors is conducted after the investiture ceremony on the same day.
5. Coordinators of member colleges conduct their programs by involving the Student Ambassadors.
6. Certificates are awarded to the Student Ambassadors after the year-long activities in the next investiture ceremony

ANNUAL CULTURAL FESTIVAL

- The annual cultural festival 'AURA' is held in the last week of December.
- September: The first meeting of committee members to decide the programmes.
- November: Meeting to form the subcommittees and their Convenors and members.
- Tentative Budget prepared and submitted for approval to the Principal.
- Application for an advance submitted.
- Judges for the various events nominated from among the staff members of the college.
- Certificates prepared for the participating students. Prizes/Medals purchased by members of the committee.
- After the programme, the accounts are submitted to the college office.

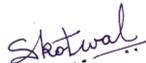
NEWSLETTER TARANG

The Editorial Board of Tarang consists of 3 – 4 members.

The Newsletter Committee is responsible for the preparation and distribution of 'Tarang' which is the published newsletter of the College. It is published annually and distributed among members of management and staff and also uploaded on the college website.

This Standard Operating Procedure (SOP) of *Tarang* describes preparation and publication procedure.

- The College newsletter is annual and published in the month of March
- Every year. It includes the information from 1 January to 31 December for the respective year.
- It is funded by the College. Advance amount is sanctioned in the month of September/ October.
- At the end of the month of January, collected information by the office on activities of the Cells and Committees, academic activities of the Departments and all other happenings of the College is handed over to the Convenor of *Tarang*.
- Two Meetings for distribution of work are conducted in the first half of the month of February. Information is then assigned to members for editing. If members are unable to attend the meeting, outcome of the meetings and assigned work is mailed to them.
- Certain events/happenings were separated to be given under Milestone, Highlights etc. Separate list is also prepared of Experts and Guests visited to the College from the given information.
- Event wise Photographs are collected from Heads of Departments and Convenors of Cells and Committees.
- It is the responsibility of Convenor of the Newsletter to ensure timely delivery of collected information to members for editing and smooth functioning of the work.
- The Convenor determines the order of information in the newsletter including sidebar information and other information about the organization.
- The layout, contents, cover page of the Newsletter are discussed with the Principal and approval sought.
- The Convenor then delivers the soft copy of complete edited information to the printer on or about the due date agreed upon.
- After sequencing and arranging information, Printer supplies three proofs for review and correction.
- The Convenor circulates the proofs of newsletter to the Principal and members of Committee/ Editorial Board for review and correction.
- After final printing copies are circulated to the staff members and members of Management.
- The final Bill is submitted for payment before 31 March.


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HEALTH AWARENESS CELL

Salient Features

1. The Committee is formed by Principal of the college every two/three years.
2. The Committee consists of one or two members from the previous committee to maintain continuity.
3. Student representatives are also included to facilitate communication between student groups and also for their inputs and participation in organizing programs.

Standard Operating Procedures

1. The Convenor has a meeting in the beginning of the tenure with the committee members to draw out the plan for the health awareness activities for that academic year.
2. At least two programs and two meetings are held every year.
3. For deciding the nature of health activities to be conducted, a theme is selected for the year.
4. Broad guidelines for the activity are drafted in the meeting.
5. Budget is prepared and a note is prepared for permission and sanction from the Principal along with Event form, ten days prior to the program.
6. For Guest lectures, the Guest faculty is contacted with an Invitation letter and the arrangements are made for the program, like, the date, venue and the time is recorded in the register for Hall booking and Notices for Staff and students are displayed. Other preparations like Banner, memento, etc. are also assigned to respective committee members.
7. Thanks letter with an attached photograph of the event follows to the Guest Faculty after the event.
8. For other activities like workshops, meditation and Yoga programs, Blood Group Detection camps, etc., student representatives are recruited by the committee and notices, posters, etc. are prepared, circulated and put up for maximum awareness and participation.
9. Certain programs are conducted with co-operation from departments and/or Cells connected with that subject. For example, Blood Group Detection camps are held in joint programs with Department of Biochemistry, programs on Mental Health are conducted with the 'Samadhan' Cell of the Department of Psychology Meditation & Yoga are conducted with help and support of Department of Sports & SQAC.
10. If any registration amount is collected for any program, an account is maintained and the college authorities are apprised of it.
11. For any amount collected for any program or workshop, the amount is deposited with the accountant and receipts for the same are obtained from him to be

disbursed to the participants.

12. Finally account of the program is submitted to the office and a report of the program is submitted to the Vice-Principal in soft and hard copies.

ROUND TABLE CONFERENCE

- The Head of the Department identifies 3 or more Subject Experts competent to conduct a review of the Department and seeks the approval of the Principal to invite them for the same.
- The prepared format encompassing various parameters to be considered in the review is then mailed to all the Subject Experts along with an invitation.
- All the documents necessary to be given to the Review Committee for their perusal are kept ready.
- A few alumnae and current students of the Department are invited to participate in the review process.
- The Peer Team interacts with the teaching and non-teaching staff, students and alumnae of the Department and prepares a report stating constructive suggestions/recommendations which would enhance the academic performance of the Department.
- A copy of the report is submitted to the Vice Principal/Principal for information. The recommendations of the Committee are complied with by the Heads of the Department in consultation with the Principal.

STUDENTS' FEED-BACK COMMITTEE

- Two meetings are conducted yearly for deciding the date and strategy of distribution and filling up of the feed-back forms.
- Required number of Photostat copies of feed-back forms medium wise for students in Final year are obtained from the college office.
- Feed-back forms are to be filled by the students of final year whose attendance is 75% and above.
- About 30 % of the total student strength fill the form (random)
- Distributing the forms to the students stream wise and collecting the filled up forms.
- All the received forms are further analyzed statistically for certain parameters.
- The final report is submitted to the authorities and shortfalls are dealt with.

RESULTS COMMITTEE

- The first meeting is held with the Vice Principal and committee members.
- The prescribed proforma for results is discussed and prepared which is given to faculty members every year.

- After the University results are announced, each faculty member fills the prescribed proforma and hands it over to the Convener of the Results committee.
- The Subject wise result is then compiled and submitted to the Principal.

ANNUAL PRIZE DISTRIBUTION

August

Facultywise list of prizes given to teachers in charge to collect names of Prize winners.

September

Application to Principal to provide names of awardees of wards of Class IV staff.
Application to Office to provide names of Staff members completing 25 years of service.

November

- List of committees the Prize Distribution Programme put up
- Mr. Joshi to provide the list of Endowment prizes with amounts to be disbursed. Submit application for Endowment Prize amount.
- After receiving Cheque, encash it and procure lower denomination currency
- Submit application for blank certificates to the office and after obtaining them, submit to Principal/Director for signatures.
- Signed Certificates with Endowment Prize money to be given to Committee for preparation of Certificates with envelopes for Prize Winners. These are to be handed over to Committee for Distribution of Certificates.
- Obtain the list of University Level Prize Winners and Merit List of university from the office. These students to be felicitated with Medals.
- Place order for plaque/ Memento for staff completing 25 years of service
- Training of student comperes by staff

December

- Letters to Prize winners, Donors
- Finalise Chief Guest and other guests
- Letters to Management members, Chief Guest & other invitees
- Purchase of Shawls for staff completing 25 years of service

General

Copies of List of Prize Winners to be given to

1. Committee for Distribution of Certificates
2. Stage Committee

3. Student Comperes
4. Seating Arrangement Committee

PARENT TEACHER ASSOCIATION COMMITTEE

July

- Preparing two forms : a) To collect Student data – Samvaad, and
- b) To collect Parents data.
- Making Photostat copies of the two forms as per the enrollment of students in First year.
- Distributing the forms to the students batch-wise and collecting the filled – up forms.

August:

- Meeting of all PTA members and distribution of Parents' representative forms(two representatives per batch)
- Deciding the date and agenda of the first PTA meeting.
- Collecting the filled up forms after five days of distribution.
- Taking consent for the agenda from the Principal.
- Filling up the Event form for the expenses to be incurred for the PTA meet.
- Notices prepared, displayed and circulated for the PTA meeting.
- Invitation to all the Parents of First Year students and representatives of the second and third year students are sent for the first PTA meeting.
- All the students of Second Year and Third Year are also told about the PTA meeting and the parents of students who wish to attend are requested to do so.

September

- The first meeting of the PTA held in the college of all Faculties of the Shankarnagar Campus together, where parents are briefed about the College and its activities, thrust areas of the college and the participation of parents in the development of the institution. The Principal of the college addresses the parents.
- All teachers are present in the meeting. Parents interact with respective teachers.
- The parents who wish to visit the departments of the college do so on this day after the meeting.
- The suggestions of the parents are noted and accordingly the report is prepared and forwarded to the authorities.
- The body of the Parent Teacher Association is formed subsequently.
- Finally, before the next PTA meet, the College ensures that compliance is there for the suggestions of the previous PTA meet.

GRIEVANCE REDRESSAL CELL

The Cell is comprised of the Principal and the Vice Principals.

October and April

- Letters of students from Suggestion Boxes collected and sorted out categorywise – Academic/ Administrative /General.
- List of grievances prepared by the Vice Principals
- Meeting with Principal and Vice Principals of person(s) against whom grievance was lodged and clarification sought orally to be followed by written explanation.
- All grievances are redressed on a one-to-one basis.

The Internal Quality Assurance Cell forms Need Based Committees to enhance quality measures in the college.

For example, there are also a Maintenance Committee, Parking Committee, Garden Committee and Cells like the Jagruti Cell – a Cell for the Backward Classes, Nirmal Cell, a Cell to promote Secular values, Adhikar Cell, a Legal Awareness cell, Bulandi cell, a Minority section Cell.

All these Cells and Committees work in tandem towards achieving the Goals of the Institution to Empower women and play a pivotal role in their holistic development.

Dr. Pooja Pathak
IQAC Coordinator

Dr. Deepali Kotwal
Principal