

**Annual Quality Assurance Report
for
Academic Year 2017–2018
Submitted by**



**Abha Gaikwad Patil College of Engineering
Nagpur, 41108**

(Approved By AICTE, Recognized By Government of Maharashtra, Affiliated to RTM Nagpur University)

(NAAC “B” Grade)

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL *An*

Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC
Part – A

AQAR for the year

July 1 2017 - June 30 2018

1. Details of the Institution

1.1 Name of the Institution

Abha Gaikwad-Patil College of Engineering

1.2 Address Line 1

KH.No. 8/1, PSK 74

Address Line 2

Wardha Road, Mohgaon

City/Town

Nagpur

State

Maharashtra

Pin Code

441108

Institution e-mail address

principal@agpce.com

Contact Nos.

0712-2240656

Name of the Head of the Institution:

Dr. Prashant S. Kadu

Tel. No. with STD Code:

0712-2240656

Mobile:

9975497363

Name of the IQAC Co-ordinator:

Prof. Ritesh Banpurkar

Mobile:

7083034802

IQAC e-mail address:

iqac@agpce.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN27629

1.4 NAAC Executive Committee No. & Date:

ES(SC)/29/A&A/92.1

(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.agpce.com

Web-link of the AQAR:

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	1 st Cycle	B	2.28	2017	5 yrs

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

21/07/2016

1.8 AQAR for the year

July 1 2017-June 30 18

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

This is the first AQAR submitted to NAAC after the latest (first) Assessment and Accreditation by NAAC.

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 Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Rashtrasant Tukdoji 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	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	5
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and Community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	13
2.10 No. of IQAC meetings held	12

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

National level workshop Tech Nirmiti for students
National level workshop on Solar Energy
Awareness of student of Automobile Sector
Seminar on Control System
Seminar on element of electromagnetics
Seminar on Industrial Robotics Cloud Technology And Information Security
Workshop on Demonstration on configuration of lan wan network DCP protocol
Seminar on Advance Computer Technology
Seminar on Intellectual Property Right
Seminar on Recent Trend In The Field Of Computer Science

2.14 Significant Activities and contributions made by IQAC

- IQAC earmarked one year target for Professor, Associate Professor and Assistant Professor for improvement Improve the academic standard.
- In-house training is imparted to non-teaching staff for skill up gradation
- Orientation programmes were conducted for newly recruited faculty members
- MoU with industries
- Encouragement was given to Students to participate in different events like Sports / NSS activities at national/International level
- Enhancements of improve increase in contribution and enhance alumni activities, College Alumni awards namely best Alumni award and best Entrepreneur Alumni award were conferred in this academic year. This practice shall be followed every year in every department.
- One and half hour study time was provided to the students before each Internal Assessment Test for improving their performance in the test.
- The endeavours were made to create improve entrepreneurship attitude of students, Many entrepreneurship awareness programmes were conducted under EDC Cell of college More than 110 students were encouraged under the cell.
- A plan of action for the academic year 2017-18 was implemented in three fields namely (i) Academic/Research (ii) Improvement of Industry Institute-Interaction and (iii) Student Progression.

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
Maintenance of Cleanliness in the institution as per environmental management standards and clean India movement. Clean environment has been maintained by the institution through separate house	Cleanliness was maintained in the campus and ambience of the college was made good through ECO club members of the college. These activities were conducted under the programmes of Clean India Movement. In addition awareness programs were conducted by NSS students. Total 6 programmes were conducted
Invitation to experts from industries to be members of the College R&D cell.	Experts having expertise in projects in various fields were invited from industry to make aware expose faculty of manner obtaining funded projects through

	R&D cell.
Academic Audit Pre-Session and Post session	Pre Session and Post Session Academic audits were Conducted by inter departmental faculty members
Internship facility for students	During Winter and Summer 1 month internship was organised for students to develop industrial culture
Communication skill / soft skill programme should be initiated for the first year students of all departments.	Program helped improve the communication skill of student and placement of the students
Conducting Alumni Meeting outside the campus in major cities.	Alumni meetings were conducted by individual batches of all departments in major cities like Pune, Mumbai etc. to develop good alumni network.

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

AQAR was placed, discussed and rectified in the meeting of Governing Board of College. Previously AQAR was discussed and approved in the IQAC meeting with suggestions for implementation from the members of IQAC cell. The recommendations and suggestions made by the members of IQAC cell were communicated to the respective coordinators for implementation.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	3	-	3	-
UG	3	-	3	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	3	-	3	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	9		9	

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NO

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
73	70	1	2	-

2.2 No. of permanent faculty with Ph.D.

3

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
70	0	1	18	2	11	-	-	73	30

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

8

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars	10	-	-
Presented papers	21	-	-
Resource Persons	2	5	2

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

- Departments regularly allowed permitting the students for In-plant training and Industrial visits to acquire Industrial knowledge and state-of-the-art exposure.
- Emphasis on project based learning was laid
- Maximized the learning experience through online web seminar.
- Every department is published newsletters which enabled the inculcate the students to be aware of new learning domains in their respective area.
- Faculty members were encouraged to attend workshop, seminar, FDP, conferences for enriching their teaching ability
- Workshops, seminars on thrust areas are organized in departments the experts from Industry. Were invited to enlighten the students

- Aptitude trainings was offered to the students as part of teaching-learning process for improving their placement.
- Motivating Faculty members were motivated submitting their research proposals as major, minor research projects to various funding agencies and intramural research funded by management. The theme of the proposal was also discussed with the students, thereby the learning ability of the students and was enriched towards research excellence.
- Conducted communication-Skills Development programme

2.7 Total No. of actual teaching days

233

during this academic year

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

Online Multiple Choice questions, open book examination, Spot evaluation

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

Nil

2.10 Average percentage of attendance of students

80-85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BE-CSE	21	0%	95.23%	-	-	95.23%
BE-EE	63	4%	76.19%	-	-	80.19%
BE-ME	50	6%	82%	-	-	88%
M.Tech CSE	05	20%	60%	-	-	80%
M.Tech IPS	06	33.3%	66.67%	-	-	100%

M.tech MED	12	25%	75%	-	-	100%
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2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC contributed the following guidelines for evaluating and monitoring the teaching-learning process
- Analysis of the student's feedback in Theory and practical
- Organisation of training programs/Faculty Development Program/Induction Program for faculty and students
- Preparation of well-framed academic planner for ensuring the smooth conduct of academic activities.
- Introduction of Question Bank System in department under two streams namely (i) Question banks of previous year, (ii) Question Bank with solved answers.
- Provision of E-Learning resources for the improvement of success-rate in the examinations.
- Provision of ICT enabled class rooms in all the departments.
- Promotion of UG/PG project outcomes as publications.
- Introduction of Innovative remedial mechanism for the students who have failed with more involvement by the faculty members with the pedagogy namely "Activity based learning system" for slow learners.
- Three sets of question papers are prepared by faculty members and out of which one will be issued to the students for the betterment of students' evaluation.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	2
Faculty exchange programme	5
Staff training conducted by the university	Nil
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	Nil
Others	2

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	34	-	-	-
Technical Staff	23	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

To cultivate strong research culture amongst faculty members and students.
To embed research in all levels of academic activities

1. Incentives and Motivation for research activity:

Faculty members were encouraged to carry out research on societal needs Faculty members were motivated to carry out research in interdisciplinary domain Incentives were given to faculty members for patent filing and publications in referred journals

2. Incentives and Motivation for Pursuing Higher Studies:

Faculty member of the college were allowed to pursue Part-Time/full-time PhD Faculty members who are pursuing Full time PhD were allowed get 3 years lien Deputation of faculty members were deputed for attending various workshops/conference/symposia Faculty members were deputed in nearby industries to identify and solve their problems

3. Other initiatives:

- Research Laboratory was established in every department to cultivate the research environment among the students.
- Students were encouraged to pursue projects based on research outcomes.
- Students were encouraged to publish their research articles in UGC/referred journals and sponsored to participate in National and International conferences.
- Students were also provided opportunities to carry out industry associated / sponsored / assisted projects in the curriculum.
- Research Groups were formed based on faculty expertise and research interest. Their regular meetings were conducted organized to monitor and access the progress of research work.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	-	-	-
Outlay in Rs. Lakhs	Rs.80000/-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	-	-
Non-Peer Review Journals	14	-	-
e-Journals	23	-	-
Conference proceedings	4	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	2017-18	Dulocos conveyors and moulds private Ltd.	-	-
Projects sponsored by the University/ College	2017-18	AGPCE	80000/-	80000/-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	Rs.80000/-

3.7 No. of books published i) With ISBN No. 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 (UBA)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

Organized by the Institution

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
9	-	-	-	-	-	6

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

-

-

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

-

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

JRF -

SRF -

Project Fellows -

Any other -

3.21 No. of students Participated in NSS events:

University level 110

State level -

National level -

International level -

3.22 No. of students participated in NCC events:

University level -

State level -

National level -

International level -

3.23 No. of Awards won in NSS:

University level -

State level -

National level -

International level -

3.24 No. of Awards won in NCC:

University level -

State level -

National level -

International level -

3.25 No. of Extension activities organized

University forum -

College forum 1

NCC -

NSS 14

Any other -

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

Sr. No	Events	Date	NSS Volunteers
01	Savitribai Fule Jayanti	3Jan2018	125
02	Road Safety Awerness Program	2Jan2018	100
03	National Youth Day	10Jan 2018	102
04	Tree Plantation	20Jan2018	130
05	Special Camp	1Feb.to 7 Feb 2018	150
06	Tree Pantation	18 Aug.2017	120
07	Unnat Bharat Abhiyan	10 March 2017	150
08	"Helping Hand to Kerala, God's Own Country"	27 Aug.2018	140
09	Skit Competation	5 Sept2017	102
10	Young Inspirators Network(YIN)	5 Sept2017	101
11	NSS Foundation Day	24 Sept.2018	99
12	Gandhi Jayanti	2 Oct.2017	98
13	Rashtriya Ekta Diwas	31 Oct.2017	65
14	Dog Adaption Camp	1 Jan2017	150

Blood Donation Camp

National Service Scheme (NSS) and Red Cross Wing , in association with Jeevan Jyoti Blood Bank Bajaj Nagar Nagpur and Abha Gaikwad-Patil college of Engineering have organized Blood donation camp in the college premises on 28 August 2015. Dr. Nitin Giri Vice president, Jeevan Jyoti Blood Bank Nagpur inaugurated the camp by lighting the lamp. On this occasion, chief guest for the function, Dr Sudha Bhat congratulated the Management, The Principal and students of AGPCE for coming forward to organize this event. The guest of honor, In appreciated the initiative taken up by the students of AGPCE and also assured to extend support for similar activities in the institute in future. Col.Rahul Sharma Director general Gaikwad-Patil Group said on the occasion that blood donation cost nothing but it may prove priceless for someone.



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	20243.8sq.m	-	From Management	20243.8sq.m
Class rooms	23	-	-	23
Laboratories	37	-	-	37
Seminar Halls	3	-	-	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	1	-	1
Value of the equipment purchased during the year (Rs. in Lakhs)	-	5,90,000	From Management	5,90,000/-
Others	-	-	-	-

4.2 Computerization of administration and library

Use of Library Software Sack Info 2.5- Library uses Sack Info 2.5 software that supports all in-house operations of the Library. It consists of modules on acquisition, circulation, Main entry, Report and OPAC

Digital Library- Central Library has a provision of access to e-learning resources like e-journals, e-books, NPTEL video lectures are available in DELNET and college portals, and Question Papers for academic program. For this purpose a separate arrangement in Digital Library is made where students and staff can access, download, print the open access journals and question paper also they can listen to the video lectures with the help of audio-visual aids.

- Issus of Educational CD/DVD's to the users.
- Facility for Group Discussion.
- Book Bank facilities for Topper students.
- Student feedback evaluation.
- OPAC (Book search) Service.
- Library Secured with CCTV surveillance

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13313	Rs.1,14,73214	1900	5,34,934	15213	12,007248
Reference Books	210	1,20000/-	50	50,000	260	1,70000
e-Books	6500	-	7000	NIL	7500	Nil
Journals	63	1,42000			63	1,42000
e-Journals	1	11,500	1	13,500		25000
Digital Database	NDL	-	NDL	-	NDL	
CD & Video	220	-	30	-	250	
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	220	12	40M BPS	1	1	15	180	15
Added	50	0	0	0	0	5	40	0
Total	270	12	40M BPS	1	1	20	220	15

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

All computers are linked to a network. Student and employee details are available in Central Information System.
Value Added Course were conducted by all the departments to offer additional skill learning to the students The networks of computers were used for conducting online test, interviews and GDs during placement training and recruitment. Class notes were uploaded in intranet for download by students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	3.26 Lac
ii) Campus Infrastructure and facilities	7.67 Lac
iii) Equipments	9.55 Lac
iv) Others	11.66 lac
Total :	32.14 Lac

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC sensitized the following guidelines for enhancing student support services:

- Question Bank System in department under two streams namely
 - (i) Question bank of previous year
 - (ii) Question Bank with solved answers.
- Provision of E-Learning resources for the improved success rate in the examination
- ICT enabled class rooms in all the departments.
- Innovative remedial mechanism for the failure students with more involvement by the faculty members with the pedagogy namely “Activity based learning system” for slow learners.
- “Best Research Paper award” for the paper publications by the students in reputed journals.
- Formation of “Toppers Academy” for identifying the creamy layer students who are eligible for specialized training.
- Provision for financial assistance and awards to students who achieved excellence in Academic/Sports and others.

Course materials was provided in the classes The undertaking of Anti ragging Affidavit is maintained for ragging free campus.

Separate Grievance redressal cell for students and Staff members

The Teacher Guardian (TG) concept was adopted for mentoring 15 to 20 students to each faculty

5.2 Efforts made by the institution for tracking the progression

- The various apex bodies of the Institution such as Governing Council, Academic Council and HOD Forum headed by the Principal were regularly involved in the tracking process.
- Besides Programme Advisory Committee, which comprises Peer academicians, Head & Senior level faculty members periodically evaluated the progression of programme offered by the department.
- Mentor-Mentee system (Counselling system) was implemented that made a qualitative difference in the academic performance and instilled self confidence among students. Each faculty member monitored the academic progress of a group of students and guided them to shape their professional career besides dealing with personal issues. The mentors also interact with the parents whenever necessary.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
821	97	0	0

(b) No. of students outside the state

10

(c) No. of international students

0

Men	No	%	Women	No	%
	612	75.6		245	24.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
206	154	14	384	0	758	231	176	28	476	1	912

Demand ratio 1:1 Dropout %

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

The placement cell and the competitive examination centre of the college imparted aptitude training and soft skill programs. Adequate study materials for preparations and practice were made available in the library. GATE/GRE Study Circle (Conduct MOCK test, Technical Session & Crash Courses)

Group Discussion and Mock Interviews were conducted

Competitive Exam Training Centre was established

No. of students beneficiaries

130

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	2

5.6 Details of student counselling and career guidance

Career counselling sessions were organized for students at central level.

Guest lecture's for higher studies in India and abroad are conducted

Interactive Sessions by Alumni in various fields were arranged.

Motivational lectures on Entrepreneurship development were arranged

Mock test, technical test, Aptitude test, Group discussion & Personal interview session are conducted.

Experts from civil services were invited to motivate the students for UPSC/MPSC examinations.

Expert from the defence sectors were invited to motivate the students to serve for nations

No. of students benefitted

150

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
10	153	101	27

5.8 Details of gender sensitization programmes

The College caters to the need of male and female students.

- There is no discrimination on account of gender.
- The programs were International Women's Day and International Girls' day are organize to elucidate the importance and ability of women.
- The rallies were taken by the students and the staffs relating to gender issues such as female feticide and atrocities against the women.
- Workshops are organized in respect of sexual harassment at regular intervals.
- Woman grievance and redressal cell has been established in the College.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	48	12.75 lac
Financial support from government	628	357.47 lac
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

“To pursue knowledge beyond horizon and create a continuum for coalescence of abilities, skills, rich morals, ethical values, virtues, competence and excellence to enable the students to respond to changing situations and cause and contribute to national development”.

Mission:

“To imbue students with knowledge and wisdom to fetch their aspirations to fruition, to deepen national consciousness and to engineer a dynamic, vibrant, sagacious, self-reliant, skilful and egalitarian society”.

6.2 Does the Institution has a management Information System

Yes,

“Sack Server” is the web based education governance ERP system the Institution has a management Information System.

- Accounts and financial works
- Staff attendance biometric
- Library information system

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

6.3.1 Curriculum Development

The teaching staff of the college participated in curriculum development of syllabus organized by different college in association with Parent University.

- In the Academic Diary provided to the member of the teaching staff there is a Proforma of Self Assessment Report the teachers submit the report duly filled in at the end of the academic year. Similarly Principal with the help of Head of the Department assessed the performance of the teacher too.
- Few teachers in the College have representation in the Board of Studies. The teachers of the College however are invited as guest speakers by other Colleges.
- The feedback of students was taken at the end of semesters. Similarly periodic feedback of the teachers is taken by heads of the Department and by the Principal of the College.

6.3.2 Teaching and Learning

- Recruitment of qualified, Experienced and competent teachers.
- Organization of Faculty Development Program.
- Organization of training programmes.
- Encouragement in workshops/Seminars/Conferences organized by other organization/Institution.
- Augmentation of facilities for ICT-based system.
- Adoption of student centric approach

6.3.3 Examination and Evaluation

Yes, Continuous assessment and evaluation was carried out.

In a semester the quality of internal question paper setting and assignment evaluation are conducted as follows:

Initiatives, Implementation and Analysis of Learning levels:

Question papers were set as per the University curriculum by faculty of Department, which were moderated by HoD to ensure attainment and learning levels perspective from the usage of Taxonomy of Blooms

Question paper of Unit Test, Mid Term and End Term examinations were mapped with Course Outcomes

- Marking scheme for questions was decided.
- Unit Test, Mid Term and End Term examinations are conducted
- Evaluation of answer books was done.
- Answer books are shown to the students and grievance, if any, was redressed.
- Result Analysis was done.
- Compiled marks were displayed for the students and communicated to parents.
- Remedial classes were conducted for weak students.
- Improvement test was conducted

6.3.4 Research and Development

YES: Mohan Gaikwad Invention and Research Centre (MGIRC)

In order to motivate the faculty members following incentives were provided

- Incentives for Publications in Journal
- Incentives for attending Conference / Workshop / STTP / FDP / MDP / Seminars / Training in India.
- Incentives for presenting paper in Conference
- Incentives for Patents filing, publication and examination.
- Incentives for pursuing Part Time PhD
- Incentives to Students for Publications in Journals
- All the departments of institute has well equipped laboratory with adequate infra structure facility to carry out research projects
- The various research oriented books, journals and e-journals for research are available in Central library

6.3.5 Library, ICT and physical infrastructure / instrumentation

The institution has following specified facilities to improve self learning:

The institute has exclusively developed and installed GPGI self service portal for the utilization of e-learning resources for the benefit of students and staff.

Wi-Fi enabled campus

Podcast(NPTEL)

Internet access to all the computers for the benefit of students.

Projects, Internship Modelling Webinar, Video conferring

Smart Classroom are available

Central Library

Digital Library

Scanning and Xerox facility

Separate Seminar hall for each department

6.3.6 Human Resource Management

- Timely recruitment of teaching and non-teaching staff by the management in approved / leave vacancies to ensure smooth functioning of the Institution.
- The performance of the faculty was assessed yearly through self-appraisal reports and appropriate recommendations were made by the Head of the Department.
- Performance of Non-teaching staff members was assessed yearly through performance appraisal system.
- Grievance and Redressal cell was in active functioning, there by grievances posted by faculty, staff and student were being immediately solved and appropriate solutions are offered.
- Encompassing moral and spiritual values among the students through ethics classes, yoga & meditation classes, foundation courses and inter-faith dialogue.
- Provision of good infrastructure.
- Availability of welfare facilities for the member of the staff.
- Involvement of the staff in decision making process.
- Provision of incentives to the member of the staff who give good performance.
- Transparency in administration.

6.3.7 Faculty and Staff recruitment

- Since the College has to maintain the ratio of the Teachers as directed by All India Council for Technical Education before the commencement of Academic Year Principal took review of teaching load of the members of the teaching staff in every department.
- When it is observed that there were some vacancies or requirement of the staff in the department, Principal submits the proposal to University to give NOC to fill the vacant post.
- After the receipt of NOC the advertisement was published in the national news paper.
- In response to advertisement applications for the various posts were received by the office of the College. The Parent University then constituted the selection committees for various subjects. The meeting of the Selection Committee were held to interview the candidate. Then the selection were made on the basis of the performance of the candidate in the interview.
- After the selection the Order of Appointment were issued and the selected candidate were directed to join within the stipulated period. As per Order of Appointment the candidate joined the College as Teacher.

6.3.8 Industry Interaction / Collaboration

Industry interaction provided opportunity for the students to undergo inplant training, industrial visit, etc.

6.3.9 Admission of Students

Admissions process was carried out on the basis of merit and in a transparent manner by way of centralized admission process (CAP) conducted by Admission Cell of Maharashtra and as per the guidelines of Directorate of Technical Education (DTE), Mumbai.

6.4 Welfare schemes for

Teaching	EPF, Accidental Insurance, Travelling Allowances, Maternity leave,
Non teaching	EPF, Accidental Insurance, Travelling Allowances, Maternity leave,
Students	Accidental Insurance

- The employees are brought under the umbrella of provident fund as per rule prescribed under the Provident Act. In case of emergency the member of staff are provided with financial help.
- The staff member who had given best performance is recognized and appreciated.
- The expenditure incurred on attending the seminar and conference by the staff was borne by the Management

6.5 Total corpus fund generated

NIL

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	YES	Private	YES	IQAC
Administrative	YES	Private	YES	IQAC

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?

- Examination Scheme was changed for improving the quality
- Photocopies of Answer sheet were provided to the students based on request
- Revaluation of Answer sheet.
- Publication of Semester result through online
- Online Valuation Process

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

The RTN MU has makes a provision for the status of autonomy to an affiliated institution. The College however not applied for the status of autonomy.

6.11 Activities and support from the Alumni Association

- Each department maintains group email-ids for the passed out batches, there by industry openings and technical expectations are immediately circulated by alumni.
- Alumni's are regularly visiting the campus and offer technical talk and orientation programmes to the students on the basis of the industrial needs.
- The Institution is now in the process of promoting the Alumni Association under Society Registration act.
- College Alumni awards namely best Alumni award and best Entrepreneur Alumni award were conferred in this academic year the awards will be given every year for each department separately. These above awards were awarded to the alumni of each department in the Alumni Day Function.

6.12 Activities and support from the Parent – Teacher Association

- Twice in every semester Parents meet were held at all the departments for interaction of parents with HOD and other stakeholders.
- Student's performance was discussed during the meet. Various schemes and facilities available in the college and department for enhancing the academic growth of the student were discussed.
- Information regarding training and placement was provided. In every parent meet, peer feedback from the parents was taken and analysed for further improvement

6.13 Development programmes for support staff

Orientation programs were conducted for newly joined supporting staff. The Training programs for supporting staffs were conducted regularly. Industrial visit were organized to understand latest trend in industry.

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

The whole campus of the AGPCE is eco friendly. The efforts were made to reduce paper consumption. No smoke is visible in the campus. In order to make the campus eco friendly awareness programs were organized by the students under the guidance of teachers. If the trees offering flowers and the trees which will bare the fruits in future have also been planted in the campus of the college. All possible in place by the college to make the campus eco friendly.

- **Energy conservation**

The college uses CPFL and LED bulbs for electricity conservation. The efforts are been made to provide solar energy to the college. All class rooms, laboratories and corridors are well ventilated naturally lit and the limited use of artificial lighting is ensured.

- **Use of renewable energy**

As said earlier efforts are being made to install roof-top solar plants.

- **Water harvesting**

Rain water harvesting in the college has helped replenish and improve ground water level. The college has planted trees all over the campus to increase the level of underground water.

- **Plantation**

1. AGPCE has a green campus with lot of trees all around the campus. As per the tradition of Nature club saplings were used to welcome the guests and saplings were distributed to prize winners of the competitions conducted by Nature Club.
2. The college rears a large variety of plants which in term contributes to a green and pleasant ambience within the campus.
3. Several trees have been planted in and outside the campus of college in various Tree Plantations Programs.

- **Hazardous waste management**

1. Plastic free zone is observed to create awareness about ill effects of using plastic on the environment. Polyethene bags and other non-decomposable are separated before disposing the organic waste.
2. Dust bins have been placed for waste segregation in the campus and in the building.
3. The students are sensitized about the importance of waste segregation. For waste segregation the bins have been.

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.

The following innovations were introduced

- Project based learning
- Industry Sponsored projects
- Reorganization and felicitation of faculty members for outstanding contribution
- Reorganization and felicitation of students for outstanding Academic performance
- Industrial experts were appointed as co-guide in sponsored projects
- Implementation of Interdisciplinary projects

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

- Pre and Post Academic Audit was conducted
- Environmental Audit was conducted
- Submitted proposals to various funding agencies and received grants from various government funding agencies
- Encouragement was given to carry out industry based projects.
- Provisions were made to implement internship for UG-PG students
- Conferences/Seminars/Workshops etc. were conducted

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

Academic Audit:

Academic Audit is the backbone of the department and is conducted regularly to improve the system. Every faculty member maintains course files for the theory as well as Laboratory subjects.

2. Micro Teaching Sessions:

For new recruited faculty in every semester micro teaching session conducted by IQAC for the improvement in teaching methodology

7.4 Contribution to environmental awareness / protection

- **Energy conservation**

The college uses CPFL and LED bulbs for electricity conservation. The efforts are been made to provide solar energy to the college. All class rooms, laboratories and corridors are well ventilated naturally lit and the limited use of artificial lighting is ensured.

- **Use of renewable energy**

As said earlier efforts are being made to install roof-top solar plants.

- **Water harvesting**

Rain water harvesting in the college has helped replenish and improve ground water level. The college has planted trees all over the campus to increase the level of underground water.

7.5 Whether environmental audit was conducted?

Yes

No

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

Strengths of the Department

- Quality Education with an Environment of Academic Discipline
- Qualified and highly experienced Faculty
- State-of-the-art Computing (P-V) and Internet facilities (Wi-Fi enabled)
- Extensive Co-curricular and Extra-curricular Activities
- Intense Industry Institute Interaction and Partnership
- Personality, Communication, Soft Skill and Life Skill Development
- Value Added Courses for enhancing Employability and Placement
- Excellent/ Personalized mentoring, Student and Faculty Development
- Initiatives; Regular Publication of News Letters, Departmental/ College
- Research and Consultancy Projects

Weakness for the Department

- Lack of adequate placements in core companies
- Lack of funding from International and national agencies to be improved
- Lack of research publication in high impact factor journals

Opportunities for the Department

- To become an autonomous institute
- Competence development process and attainment of bench mark in the students may be improved so that a national level bench mark may be established
- More MOUs with Industry and Academic including c institutes universities/colleges
- Apply for funding from various agencies
- Improvement in the consultancy work

Threats

- Lack of commitment of a small group of students

8. Plans of institution for next year

- To submit the large number of proposal to various funding Agencies.
- To Increase the number of International / National Conferences / STTP / Workshops / Seminars etc.
- To increase the number of publications in referred journals
- To Encourage faculty members and students to register for online NPTEL courses
- To Motivating faculty members to pursue PhD
- To submit Research Proposals to various funding Agencies.
- To increase Industry Institute Interaction Activities.
- To Improve the Internship for students.
- To Motivate the student to participate at National/International level sport events

Name: Prof. Ritesh Banpurkar

Name: Dr. Prashant Kadu

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE – I

UG Academic Calendar -2017-18

Odd Semester (3rd, 5th, 7th) (Planned)

Month	Days						No. Of Working Days	Activities
	Mon	Tue	Wed	Thu	Fri	Sat		
Jun-17				1	2	3	26 Days	1st-7th: Admission to III,V,VII Semester 8th-10th: Counselling to III,V,VII Semester Students 12th-17th : Basics/fundamentals of correlated cluster subjects 19th : Commencement of Classes and Forum Election Process 28th : Formation of Project Group & Allotment of Guide
	5	6	7	8	9	10		
	12	13	14	15	16	17		
	19	20	21	22	23	24		
	26	27	28	29	30			
Jul -17						1	26 Days	1st : Industrial Visit to III-Semester & Guest Lecture for V & VII Semester 4th : Declaration of Forum Election 5th: Display of Assignment -I 8th: Industrial Visit to V- Semester & Guest Lecture for III & VII Semester 12th : Project Topic Approval Seminar for VII Semester Students 10th -15th: Forum Installation 17th-19th : Unit Test -I 24th – 26th : Progress Seminar -1 for VII- Semester 28th : Submission of Assignment No-1 30th : Industrial Visit to VII- Semester & Guest Lecture for III&V Semester 31st: Display of cumulative attendance for the month of July.
	3	4	5	6	7	8		
	10	11	12	13	14	15		
	17	18	19	20	21	22		
	24	25	26	27	28	29		
	31							
Aug-17		1	2	3	4	5	24 Days	12th : Display of Attendance upto 12 th & Display of Eligible Students 14th-21st: Mid-Term Examination 15th: Independence Day 17th: Parsi New Year 24th : Display of Results of Mid-Term Exam 26th : Felicitation of University Toppers 24th : Display of Assignment No-2 25th: Ganesh Chaturthi 26th : Parent Teachers Meet 28th -31st : Progress Seminar-2 for VII- Semester 31st : Display of Cumulative Attendance of Aug
	7	8	9	10	11	12		
	14	15	16	17	18	19		
	21	22	23	24	25	26		
	28	29	30	31				
Sep-17					1	2	24 Days	1st : Display of Provisional Detention list 2nd: Bakri Id 7th – 9th: Final Progress Seminar of VII- Sem 12th : Submission of Assignment No-2 13th : Last Day of Regular teaching as per syllabus 16th-18th: Internal Practical Submissions 19th-21st : Internal Practical Examination (All Semesters) 21st - 29th : Pre University Test (PUT) Papers 30th: Dussera
	4	5	6	7	8	9		
	11	12	13	14	15	16		
	18	19	20	21	22	23		
	25	26	27	28	29	30		
Oct-17	2	3	4	5	6	7	16 Days	2nd : Gandhi Janyanti 4th : Display of PUT Results 3rd - 13th : Crash Course for the Entire Syllabus & Counselling 14th - 24th : Diwali Vacations 24th : Tentative University Examination for Odd Semester Papers
	9	10	11	12	13	14		
	16	17	18	19	20	21		
	23	24	25	26	27	28		
	30	31						

Number of working days: 115

Number of instruction days: 103

Note: Subjected to revision as per University Guidelines

Patel
PRINCIPAL

ABHA GAIKWAD-PATIL COLLEGE OF ENGINEERING, NAGPUR

UG Academic Calendar -2017-18 Even Sem (Planned) (4th, 6th, 8th SEM)

Month	Days						No. Of Working Days	Activities
	Mon	Tue	Wed	Thu	Fri	Sat		
Dec-17					1	2	20 Days	06th-13th: Admission to 4 th , 6 th , 8 th Sem 11th -16th : Bridge courses for fundamentals of core subjects 23th : Display of Assignment No.1(Unit No- I, II,III) 25th-31st : Winter Vacation
	4	5	6	7	8	9		
	11	12	13	14	15	16		
	18	19	20	21	22	23		
	25	26	27	28	29	30		
Jan-18		2	3	4	5	6	25 Days	8th: Progress Seminar - I for 8 th Sem/4 th sem mini project/6 th sem project seminar 9th: Industrial Visit of 4 th Sem 12th : Submission of Assignment No.1 & Guest Lecture 16th: Industrial Visit of 6 th Sem 15 th : Progress Seminar - II for 8 th Sem/4 th sem mini project/6 th sem project seminar 18th: One Day Workshop on Drives 22th : Progress Seminar - III for 8 th Sem/4 th sem mini project/6 th sem project seminar 27th: Submission of Assignment No.1 24th-27th : Unit Test-I 31st: Display of Cumulative Attendance of January
	8	9	10	11	12	13		
	15	16	17	18	19	20		
	22	23	24	25	26	27		
	29	30	31					
Feb-18				1	2	3	23 Days	1st : Display of Assignment No.2 (Unit No.IV,V,VI) 6th: Industrial Visit of 8 th Sem & 6 th Sem 5 th : Progress Seminar-IV of 8 th Sem/4 th sem mini project/6 th sem project seminar 12th: Progress Seminar-V of 8 th Sem/4 th sem mini project/6 th sem project seminar 17 th : National Level Event (Paper/Project/Poster)(MECH) 20th-23rd: Mid-Term Examination 26th : Display of Results 25th : Parent Teacher Meet 26 th : Progress Seminar-VI of 8 th Sem/4 th sem mini project/6 th sem project seminar 28th: National Level Event (Paper/Project/Poster)(EE)
	5	6	7	8	9	10		
	12	13	14	15	16	17		
	19	20	21	22	23	24		
	26	27	28					
Mar-				1	2	3	25 Days	1st : Submission of Assignment No.2 10 th : National Level Event (Paper/Project/Poster)(CSE) 12th : Final Progress Seminar of 8 th Sem/4 th sem mini project/6 th sem project seminar 22th: Last Day of Regular Teaching as per syllabus 25th : Display of Cumulative Attendance of March 26th - 31st: Papers of PUT Examination
	5	6	7	8	9	10		
	12	13	14	15	16	17		
	19	20	21	22	23	24		
	26	27	28	29	30	31		
Apr-18	2	3	4	5	6	7	25 Days	2nd : Display of End Term Result 5th : Internal Practical Submissions & Project Thesis submission of 8 th Sem 12.04.2018: Commencement of University Exam
	9	10	11	12	13	14		
	16	17	18	19	20	21		
	23	24	25	26	27	28		
	30							

Number of working days: 118
 Number of instruction days: 96
 Note: Subjected to revision as per University Guidelines


 PRINCIPAL
 Abha Gaikwad Patil College of Engineering, Nagpur

FORMAT FOR EVALUATION OF FACULTY BY STUDENTS: THEORY COURSES

Date:

Class: VII Sem. Computer Science & Engg. (CBS)

Your percentage in the lower Class examination	Above 70%	Between 60% to 70%	Between 60% to 50%	Below 50%
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Sr. No.	Name of the Theory Course	Name of the Teacher
CR1	Data Warehousing & Mining	Prof. Rahul Pusdekar
CR2	Language Processor	Prof. Sonal Honale
CR3	TCP/IP	Prof. Ranjita Asathi
CR4	Mobile Computing	Prof. Vijay Barapatre

Your Responses below are for purpose of Evaluation											
5-Always		4-Mostly		3-Quite Often		2-At Times		1-Hardly		0-Never	
Please respond to Items below by writing 5/4/3/2/1/0						CR1	CR2	CR3	CR4	CR5	CR6
1	Whether the lectures were well prepared & organized?										
2	Whether the course material is well structured?										
3	Were the lectures delivered with emphasis on fundamental concepts?										
4	Were the lectures delivered with illustrative examples?										
5	Whether the Teacher engages classes?										
6	Whether the Teacher maintains the discipline in class?										
7	Whether difficult topics were taught with adequate attention and ease?										
8	Did the Faculty provide you new knowledge and has command over the subject?										
9	Was the instructor enthusiastic about teaching?										
10	Was the teacher able to deliver lectures with good communication skills?										
11	Were you encouraged to ask Questions, to make lectures interactive and lively?										
12	Did the course improve your understanding of concepts, principles in this field and motivated you to think and learn?										
13	Were the unit tests/examinations challenging?										
14	Was the evaluation fair and Impartial? Did it help you to improve?										
15	Did teacher give additional technical / non-technical										

	inputs by referring to INTERNET / additional books?						
16	Whether teacher was always accessible to the students for counseling, guidance and solving queries off the classroom hours.						
	TOTAL SCORE / INDEX (MAX. 80)						
	Converted to Percentage (%)						
	What is your overall impression about the teacher? (Write your choice O/E/V/G/S/N in the appropriate boxes) (O) Outstanding / (E) Excellent / (V) Very good / (G) Good / (S) Satisfactory / (N) Not satisfactory						
	<i>Your percentage of attendance in the subject (to be filled by department)</i>						

FORMAT FOR EVALUATION OF FACULTY BY STUDENTS: PRACTICAL COURSES

Date:		Class: VII Sem. Computer Science & Engg. (CBS)		
Your percentage in the lower Class examination	Above 70%	Between 60% to 70%	Between 50% to 60%	Below 50%

Sr. No.	Name of the Practical Course	Name of the Teacher
PR1	Data Warehousing & Mining	Prof. Rahul Pusdekar
PR2	Language Processor	Prof. Sonal Honale

<i>Your Responses below are for purpose of Evaluation</i>											
5-Always		4-Mostly		3-Quite Often		2-At Times		1-Hardly		0-Never	
Please respond to Items below by writing 5/4/3/2/1/0						PR1	PR2	PR3	PR4	PR5	
1	Was the selection of experiment commensurate with the theory?										
2	Performance of the experiment:										
	a) Was the experiment leading towards proper conclusions / interpretations?										
	b) Whether teacher helped you in understanding the experimental observations. Outcome and explaining the difficulties raised while performing the experiment?										
	c) Whether the experiments trigger you for any creative idea?										
	d) Whether experimental set-up was well maintained, fully operational & adequate?										
3	Submission of Experiment:										
	a) Whether precise, updated & self-explanatory lab manuals were provided?										
	b) Whether submission of experimental write-up was routine & repetitive?										
	c) Whether teacher does assessment of experiment regularly and gives feedback?										
4	Whether the entire lab session was useful in clarifying you knowledge of the theory?										
5	Whether you are confident with the use of the concepts, instruments and their application in further studies?										

6	Whether teacher made you aware about application of the experiment in industry?					
7	Whether the teacher has implemented continuous evaluation system for practical record?					
8	Was the teacher fair & impartial while award of the grade during practical?					
9	Whether the teacher offered you new experiment/module?					
	TOTAL SCORE / INDEX (MAX. 70)					
	Converted to Percentage (%)					
	What is your overall impression about the teacher? (Write your choice O/E/V/G/S/N in the appropriate boxes) (O) Outstanding / (E) Excellent / (V) Very good / (G) Good / (S) Satisfactory / (N) Not satisfactory					
	<i>Your percentage of attendance in practical (to be filled by department)</i>					