

**ARTS, COMMERCE AND
SCIENCE COLLEGE TUKUM,
CHANDRAPUR-442401**

**ANNUAL QUALITY ASSURANCE REPORT
BY INTERNAL QUALITY ASSURANCE CELL**

**AQAR-Year 2015-16 Submitted to
National Assessment and
Accreditation Council (NAAC)
Bangalore – 560 072.**

Part – A

1. Details of the Institution

1.1 Name of the Institution

Arts, Commerce and Science
College, Tukum, Chandrapur.

1.2 Address Line 1

Near, S. T. Workshop

Address Line 2

Tadoba Road, Tukum

City/Town

CHANDRAPUR

State

MAHARASHTRA

Pin Code

442401

Institution e-mail address

acs_college@rediffmail.com

Contact Nos.

07172265305

Name of the Head of the Institution:

Dr. Suresh Bapuji Mohitkar

Tel. No. with STD Code:

07172 265305

Mobile:

9403111122

Name of the IQAC Co-ordinator:

Dr. Gajanan. Ramchandra Sapat

Mobile:

9850066690

IQAC e-mail address:

iqac15acs@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN12182

1.4 NAAC Executive Committee No. & Date:

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

EC/35/139 dated 28/02/2005

1.5 Website address:

www.acscollegetukum.ac.in

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	C+	61.5	28/02/2005	
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

27/03/2013

1.8 AQAR for the year (for example 2010-11)

2012-13

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

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

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 EI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Not Applicable

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

Gondwana University, Gadchiroli

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 NA UGC-CPE NA

DST Star Scheme NA UGC-CE NA

UGC-Special Assistance Programme NA DST-FIST NA

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

2.14 Significant Activities and contributions made by IQAC

From academic calendar IQAC has instructed to follow the academic calendar 2014-15. Total working days-184 were to dedicate for various activities academic calendar.

In the month of July, 3 days for project or library services to be render to stakeholders and offer the counseling for enhancement of skill of the students by taking the audition much before 1 week.

In the month of August, 3 days sports or library services are meant for counting abilities of the students by inculcating holistic approaches by the faculty members of various department. Library services provided for enhancement of research quality and support to imbibe the latent qualities heading to help concern by the selection by the department of support. The seminar to be held by each department prior to holding the seminar for class diligent (Industrious) students are asked to select their desirable topic much before 7 days of presentation. The seminar is meant for to expose the talent of students of their various sphere of knowledge.

In the month of September, assignment is meant for enhancement of congruity by delirious of advance students that, they study at home collect some questions and everyone disseminate amongst all the students for answering in group or in person much before 30 days of teaching plan getting in the hand and ask to submit to department for evaluation. The RD means for resolving difficulties of the students who come across to technical word vocabulary.

In the month of November, BC means bridge course. It is talented device in the hand of faculty to compensate and pace making of the lag behind students by absence or due to slow learning.

Teachers Quality Assessment:

A) Annual Academic Audit: - The IQAC Conduct Internal Academic Audit of All the Department about

- 1) Teaching Learning Process
- 2) Students Evaluations
- 3) Internal Feedback Mechanism
- 4) Curricular, Extracurricular and Extension activities

B) End of the Session IQAC Coordinator and Screening members supervise the PBAS review committee which Assessed the PBAS submitted by the staff.

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
Online Admission Process	Started admission process through online
To arrange various Social Activities	Blood Donation Camp, Tree Plantation, Swachha Bharat Abhiyan, Village Adoption, Village survey, Save Energy, Save Water -Campaign etc.
Preparing for NAAC Re-accreditation process	Preparing AQAR of this year and departments' AARs
Review of Admission Process	
Improvement in Infrastructure facility	<ul style="list-style-type: none"> ❖ Establishment of well-furnished laboratories for Microbiology & Physics ❖ Installation of Water Filter. ❖ Consumer Store facility students. ❖ Addition of Fire Extinguisher. ❖ Renovation of Computer Application and Computer Science Laboratory.
To conduct Faculty Development Programmes towards continuous improvement in teaching and Learning	<ul style="list-style-type: none"> • Addition of more computers and projectors. • Addition of ICT enabled Class rooms. • Training Program on “Online Admission Process “for the faculty. • Workshop on “Web Designing “for the staff.
To sustain and enhance quality of education through effective teaching – learning practices	Execution of Academic Calendar and increasing students participation
To encourage student-centric methods and use of technology for teaching and learning	Use of ICT tools in Teaching & Learning Preparation of PPT and Videos
To conduct Student development programmes for enhancing the quality of output	<ol style="list-style-type: none"> a) Computer literacy programme has been initiated. b) Blood group and Thalassemia test camp organised. c) Conducted sickle cell awareness programmes.

	<p>d) Conducted women empowerment programmes.</p> <p>e) The college encourages the faculty and students to take up various activities relating to extension and social responsibilities.</p> <p>f) Apart from the regular work, members of faculty and students actively take part in various social activities through NSS, Blood Donors Club and Alumni Association.</p> <p>g) The college ensures the involvement of the staff and students in its outreach activities such as Blood Donation camps, Thalassemia, HIV-AIDS Awareness, and Rain Water Harvesting Awareness and contributes to the community development through various co-curricular forums and the Alumni association.</p>
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body IQAC& LMC

Provide the details of the action taken

The suggestions and recommendations of the Management, IQAC Members were followed for Preparation of the final Draft of the AQAR.

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Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	09	NIL	10	
UG	18			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	27			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	27
Trimester	
Annual	

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

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

✓ **Please provide an analysis of the feedback in the Annexure*

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

UG and PG Syllabus is updated as per guidelines of University by BOS member

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	21	08	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

15

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
NIL	05	NIL	NIL	NIL		NIL	NIL	NIL	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

NI

06

23

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	19	29	13
Presented papers	10	05	00
Resource Persons	NIL	NIL	07

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

1. Integration of Inclusion and Reflection component in the rubric for observation of lessons during internship.
2. Curricular transaction through innovative methods like co-teaching (with expert), games, co-operative learning, role plays, blended learning, flipped classroom.
3. Workshops for enhancing professional capacities for new courses like Reading and Reflection and Drama and Art.
4. Integration outdoor experiences with the curriculum.
5. Conducted interesting club activities like Geo-club and Eco-club.
6. Script plays based on Social Issues were staged in the NSS Special Camp/
 - Important Day Celebration: **Marathi bhasha gaurao din, National Hindi day, World Population day**
 - Active involvement of students in elocution competition ,Seminar
 - **“Mahila suraksha workshop”** an innovative activity encouraging empowerment of women
 - Dissertation project are given to students with emphasis on self-learning for further research at higher level for final level students.

2.7 Total No. of actual teaching days 229
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)

Examination and evaluation includes

- Tutorials and unit tests are conducted
- Class seminar
- Students performance is evaluated through MCQ in environmental studies examination

2.9 Faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 09

2.10 Average percentage of attendance of students 77

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	340	1	15	61	23	36
B.Com.	145	NIL	10	65	25	53
B.Sc.	263	NIL	16	57	27	42
B.Com (C.A.)						
M.A. (Mar)	15	NIL	91	9	NIL	73
M.A. (Sco.)	56	NIL	58	30	12	71
M.A. (Pol. Sci.)	23	NIL	81	19	NIL	91
M.A.(His)	23	6	65	29	NIL	74
M.A. (Eco.)	36	NIL	26	48	26	75
M.Sc.(Maths)	37	NIL	NIL	71	29	19
M.Sc (C/S)	23	NIL	64	36	NIL	48
M.Sc (Env.Sci.)	14	NIL	100	NIL	NIL	29
M.Com	151	6	59	34	1	89

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

- The IQAC has continued course feedback in addition to faculty feedback. This year it was done through an online submission of department activity. IQAC shares the course feedback details with concerned faculty.
- The practice of self-reflection as a measure of their learning was carried out among student-teachers.

2.13 Initiatives undertaken towards faculty development

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

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	11	NIL	NIL	02
Technical Staff	08	05	NIL	02

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Criterion – III

3. Research, Consultancy and Extension

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

- All faculty members were encouraged and involved to become mentors in the project.
- Books were purchased for Research and Action Research for the library and the UGC project respectively.
- Designed and conducted a pre Ph.D. preliminary workshop to acquaint new entrants to the fundamentals of research.
- Organized a Book Exhibition
- Organized Research Paper Readings and publication of newsletter through the magazines.
- The College has set up Research Cell this year to provide guidance and support necessary facilities for carrying out research works by the faculty members.
- College has given special facility to teachers for attending Ph. D related Course Work as per the guideline of UGC.
- The college provides all necessary co-operation and assistance to take up minor research projects by the faculty members under various funding agencies.
- College teachers have access to institutional infrastructure facilities to carry out research work.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	NIL	NIL
Non-Peer Review Journals			04
e-Journals			
Conference proceedings	08	06	NIL

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	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects <i>(other than compulsory by the University)</i>	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

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 (specify)

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.11 No. of conferences 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	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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
08	06	00	00	01	01	01

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	NIL	State level	NIL
National level	NIL	International level	NIL

3.22 No. of students participated in NCC events:

University level	NI	State level	NIL
National level	NIL	International level	NIL

3.23 No. of Awards won in NSS:

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.24 No. of Awards won in NCC:

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.25 No. of Extension activities organized

University forum	NIL	College forum	07
NCC	NIL	NSS	17
		Any other	NIL

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

1. 11.7.2015-**World Population Day**- World Population Day was observed on 11 July 2015. The unit of adult education and NSS volunteers have participated in the rally.
2. On Dated 2.8.2015, **Mass awareness programme** Organized by NSS Unit and dept. of English. The programme was felicitated by P.S.Tamhan
3. On Dated 04.8.2015- **World breast feeding week celebration** Place: Moharli, Person Present: Village Sarpanch ,Faculty involved: Home economics.
4. On Dated 11.8.2015-**Stress management and skill development**, Participation: NSS VOLUNTEERS and Dept. of chemistry Speech: Mr. Gowardhan and Dr.T.D.Kose.

5. On Dated 20.8.2015-**OBSERVATION OF SADBHAVNA DIWAS**, Speech: by NSS Programme officer.
6. On Dated 27.8.2015-**Workshop on women safety**: Speech: by Prof-Suwarna Mangrulkar and Prof.Ashwini Balki from S.P.Law college, Chandrapur.
7. On Dated 6.9.2015-**National nutrition week**, Place-_Neri (Durgapur), Primary school, Participant: NSS wing and Dept. of Home economics.
8. On Dated 20.9.2015-**Tree plantation (Forenoon)** - Participation: NSS VOLUNTEERS and Dept. of Botany at AYYAPPA Temple, Tukum, Chandrapur.
9. On Dated 11.09.2015; Participation: NSS VOLUNTEERS and Dept. of Zoology have attended Seminar on Role of **Youth in Eradicating Terrorism**.
10. On Dated 15.9.2015-**Road safety awareness** training programme, Participation: NSS UNIT and Durgapur police station, Handling programme: by API.
11. On Dated 24.9.2015(HELD ON 26TH Sept)-**NSS Day Observation**, Speech: by Dr.G.R.Sapat, on Time management.
12. On Dated 10.10.2015-**Mock Drill on Emergency Preparedness**: organized by NSS UNIT and DDM, Chandrapur.
13. On Dated 15.10.2015-**Youth Awakening day**, organized by Dept. of Hindi.
14. On Dated 26.11.2015, **Constitutional Day**, by-NSS
15. On Dated 5.12.2015, **World Aids day**, by; NSS Unit and Dept. of Zoology.
16. On Dated 9.12.2015-**Orientation to the NSS Volunteers**: by NSS officer, Inauguration by: DR.S.B.Mohitkar, Vice Principal.
17. ON Dated 19.12.2015-**Self Defence Training Programme** (Forenoon)- For NSS VOLUNTEERS, BY Yoga Tutor.

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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	3300 m²	NIL	College Management	3300 m²
Rental Building	2772.888 m²	NIL	College Management	2772.888 m²
Playground	527.112 m²	NIL	College Management	527.112 m²
Class rooms	18	NIL		18
Laboratories	09	NIL		09
Seminar Halls	01	NIL		01
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.	NIL	NIL		NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	0.05695			
Others				

4.2 Computerization of administration and library

1. Online Admission System for UG and PG courses.
2. Use of Tally Software for Accounting.
3. Sharing of Information through Digital Communication.
4. Continuous Up - gradation of Institution's Website.
5. Administrative Office-computerized
6. Master software agency-College management software installed

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8949	1068256	416	88960	9365	1157216
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)	12	20556	2	3900	14	24456

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	28	23	Yes 2Mbps	02	00	05	00	00
Added	1New PC Upgraded 4PC Pentium D24.2					01		
Total	29	23	Yes	02	00	06	00	00

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

1. Workshop on "Use of ICT Tools in Teaching and Learning" for Faculty
2. Short term course in E-Learning for Life Science Students.
3. Expert Lecture on Net Banking for Commerce Teachers and Students.
4. Expert Lecture on Networking Protocol for Students of UG.
5. Expert Lecture on Cyber Security for PG Students
6. Online Admission Process Training Program for Teaching and Non-Teaching Staff
7. Participation of staff in training programs organized off campus.

4.6 Amount spent on maintenance in lakhs:

i) ICT	11920
ii) Campus Infrastructure and facilities	517549
iii) Equipments	14550
iv) Others	985049
Total :	1529068

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Brief mention in the college prospectus and college magazine, College website.
2. IQAC coordinator address for newly enrolled Students about planning and implementation of Activity during the session.
3. Formation of various committees for support such as Students Evaluation Grievance Redressal Cell.
4. Notice-board facility and manual notice circulation as well as PA system announcement.
5. Informal Interaction with Students as well as SMS alert.

5.2 Efforts made by the institution for tracking the progression

- Student interaction involving in communication after the final year examination.
- Formation of students' progression tracking committee
- Organization of Alumni and Parent Meet.

5.3 (a) Total Number of _____ students

UG	PG	Ph. D.	Others
873	436		

(b) No. of students outside the state

(c) No. of international students

Women

Men	No	%	women
	441	33.7	

No	%
868	66.3

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
252	272	131	493	00	1148	316	282	171	539	01	1309

Demand ratio :2:1

Dropout % :NIL

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

- Separate Competitive Examination Guidance Centre with office, library, reading room, Digital Lecture Hall, Internet Facility.
- Interaction with experts and academicians in the field.
- Special Guidance and Training Centre for Army and Police Recruitment.
- Conducting General Knowledge Examinations for awareness purpose.

No. of students beneficiaries

23

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

The College continued Counseling services were made available to students and support staff too. Personality testing was carried out to help students become more self-aware and handle stress more effectively. Some cases which required serious counseling were given individual sessions. A workshop on 'Basic Communication Skills' was conducted during the year.

The practice of involving different organizations working in the field of education so that students avail of different opportunities in terms of career was continued.

No. of students benefitted

36

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

5.8 Details of gender sensitization programmes

- On Dated 27.8.2015-**Workshop on women safety**: Speech: by Prof-Suwarna Mangrulkar and Prof.Ashwini Balki from S.P.Law college
- On Dated 6.9.2015-**National nutrition week**, Place-_Neri (Durgapur), Primary school, Participant: NSS wing and Dept. of Home economics
- On Dated 5.12.2015, **World Aids day**, by; NSS Unit and Dept. of Zoology
- On Dated 19.12.2015-**Self Defence Training Programme** (Forenoon)- For NSS VOLUNTEERS, BY Yoga Tutor
- “**Mahila suraksha workshop**” an innovative activity encouraging empowerment of women
- Camp: **Dental diseases and remedies**
- Workshop on **Self Defense**
- Workshop on **Women Empowerment**
- **Nirbhaya Kanya Abhiyan** (Guidance of Health and Hygiene, Women Laws, Karate Training etc.)
- Workshop on **Personality Development for Girls**
- Lecture on Life and work of **Savitribai Phule**, a social reformer

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Our motto is to serve the students in bringing out their potential in education and career with core values of the society.

To impart updated and socially relevant knowledge in various disciplines like Arts, Commerce, Science and Information Technology.

To strive for total development of the personality and character of students enlisting an active co-operation citizens in society.

To make the student aware of the national good and aspirations and to develop the capacity to assume responsibilities as future citizens.

We nurture the culture of research and development in students and faculty in the interest of nation.

Mission:

- Our mission is to update academic and research practices and promote quality in all spheres; educational technology to enrich the teaching and learning processes by regularly improving infrastructural resources and inculcate.
- Our approach is to boost up positive thinking; develop analytical skills, moral social and aesthetic values in students.
- To provide platform to the students by giving them an opportunity to face all the challenges of the competitive world with utmost utilization of their potential in sports, athletics and other events.
- To provide facility of hostel to orphan and homeless students from rural areas.
- To establish well equipped research centre for aspirants.
- To run the training center for B.Ed., B.P.Ed. and D.Ed.
- To establish Old folk's Home, and run classes for Adult education.
- To establish institution of Sports and Games for girls and boys from society to aim at over all personality development of the students fraternity through extra-curricular activities in association with various social and cultural organizations.
- To run center for technical training and handcrafts.
- To run training centers for typing, shorthand, small scale and cottage industries whereby the student should become self-employed.

6.2 Does the Institution has a management Information System

The college uses following Management Information Systems.

1. Online Admission Process.
2. Tally Software for Accounting.
3. The central library has PC and the data is recorded in Excel format facility.
4. Bio-Metric system is used for maintaining record of staff attendance.
5. Close Circuit Television (CCTV) System is available.
6. Digital Notice Boards in the campus.
7. The college uses Intercom, SMS, and E-mail Services for communication.
8. The college communicates with the institute through SMS.
9. Updated college information is published on website.

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

6.3.1 Curriculum Development

- Framing of the syllabus by the faculty for semester Courses.
- Feedback of the stake holders about university curriculum.
- Framing of syllabus for job oriented courses

6.3.2 Teaching and Learning

- Training programme on the use of ICT tools in teaching and learning.
- Conventional as well as ICT based teaching method adopted by developing PPT Bank.
- In support to lecture method a group discussion, question answers, seminar etc. methods are used.
- Excursion Committee plans and executes the study tours.
- Remedial coaching for 6 subjects.
- Implementation of special guidance scheme of Student Welfare for entry level students from socio-economically backward class.

6.3.3 Examination and Evaluation

- Internal Examination Committee plans and executes schedule of examination and evaluation.
- Development of Examination Office with all facilities for smooth conduct of university examinations.
- Appointment of College Examination Officer (CEO).
- Student can demand Photocopy of the answer papers to desired paper from University as per the norms.
- Set up Active Internal Vigilance Squad.

6.3.4 Research and Development

- ❖ Two of our faculty members received approval to be research guide of the University
- ❖ The first phase of pre-Ph.D. programme was attended by the research faculty
- ❖ Research based paper reading was organised
- ❖ Research newsletter was published
- ❖ Research articles of the faculty are made available on college

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library Committee plans and executes library resources. Added books -, Renewal of
- Journals-, Renewal of Magazines-.
- Increase in ICT based software and hardware infrastructure.
- Building Committee plans and executes maintenance and development of physical infrastructure.
- Development of new Science Laboratories, DST-FIST sponsored Central Instrumentation and Computer Laboratories, Parking Zone for Girls, Water Filter Unit and its maintenance etc. are handled carefully.

6.3.6 Human Resource Management

- Teaching and non-teaching staff are appointed by the institute as per the requirements of the institute.
- Various committees are formed for smooth functioning of college activities throughout the year.
- Faculty members have attended orientation, refresher and soft skill development courses.
- Workload Distribution: Each department of the institution conducted departmental meetings for the allotment and distribution of workload among its teachers as per the teacher's specialization and area of interest.

6.3.7 Faculty and Staff recruitment

- The institute appoints teaching and non-teaching staff as per the state government and UGC norms.
- As per the requirement of the college, non-grant faculty is appointed by the institute through advertisement.

6.3.8 Industry Interaction / Collaboration

- Industrial Visits – is organized
- Expert lecture on Entrepreneurship Development is organized with Project Officer, DIC Chandrapur.
- Interaction with Senior Scientist from CTPS is organized.

6.3.9 Admission of Students

- Adopted Online Admission System for UG and PG Courses.
- Counseling to students to choose appropriate choice/ combination of subjects at the time of admission.
- Computational support is given during admissions to students for form filling.

6.4 Welfare schemes for

Teaching	ACS College Credit Cooperative Society. APL Leave Facility Medical reimbursement Bank loan facility
Non-teaching	ACS College Credit Cooperative Society. Earn Leave Facility Medical reimbursement Bank loan facility
Students	Student Aid Fund Earn and Learn Scheme Faculty raises fund for other activity of students

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative	Yes	J.D	Yes	CA

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?

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

6.11 Activities and support from the Alumni Association

- ❖ Alumni Association Committee conducted Alumni Meet.
- ❖ One alumnus presented her research paper in the college.
- ❖ Alumni reunion was held on 26th April which saw the formation of a new managing committee. Nirantar AGM was also held on that day.
- ❖ Alumni association conducted a Poster Competition on Innovative Practices for Sustainable Development. Prizes were awarded for the best two entries.

6.12 Activities and support from the Parent – Teacher Association

- ❖ Parent meets are arranged
- ❖ Parent – Teacher Scheme makes efforts to mentor the students.
- ❖ Parents were invited at the beginning of the term for an orientation
- ❖ Family members were permitted to attend the various celebrations in the college
- ❖ Support in handling student's emotional difficulties and adjustment issues.

6.13 Development programmes for support staff

- ❖ A few initiatives were taken up for the development of knowledge and skills of support staff:
- ❖ They were encouraged to participate in Workshops organized by other institutions
- ❖ One of our support staff is pursuing his higher studies. He was provided with all the required support to complete his course.
- ❖ Online Admission Training Programme arranged for administrative staff

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

- ❖ The **Campus Beautification Committee** plans and maintains the eco-friendly campus.
- ❖ **Solid Waste Management**, Rain Water Harvesting, **Vermi-composting** Plant, **Tree Plantation**,
- ❖ **Mataka** (Earthen Pot) irrigation, Drip irrigation, eco-friendly slogans, etc.
- ❖ Students visited an eco-village to understand the concept of green campus
- ❖ **Shramdaan** was organized on **Gandhi Jayanti** and a group of students worked on checking the health of the plants in the campus
- ❖ Sustainable practices were extended to our outdoor programmes like sports day and visits

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.

Bringing experts from other fields not only as an add on to the curriculum but as an input for the current curriculum.

The library which allows us access to the allied institution within the campus

MOUs with colleges and educational groups for sharing of expertise and infrastructure

As a part of the UGC MRP, access to Action Research books made available to in-service teachers through inter college loan facility.

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

Included in the detailed Plan of Action in point 2.15

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

Workshop on **Self Defense**
Workshop on **Women Empowerment**
Workshop on **Mahila suraksha**

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

7.4 Contribution to environmental awareness / protection

Continued with the following initiatives:

- Tree plantation at an environment centre
- E-waste disposal through an environmental organisation which uses sustainable practices
- For generating environment awareness following steps are being taken
- quiz competitions
- Departmental group discussions
- Making physical and social surveys
- Seminars and talks
- Educational Tours
- Special classes and workshops

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

- The institution adopts comprehensive program as per the guidelines of UGC to make and have performance based appraisal system (PBAS).
- An AAR (Academic Audit Report) is collected annually.
- A congenial physical and social environment prevails in the campus with least internal or external disturbance.
- Comprehensive planning and all-out effort for its implementation at every stage and phase are the major strength of the College.
- There is proper organizational structure in the administrative and financial departments and even distribution of work load among departments and staff.
- A committed staff is one of the greatest assets of the College.
- There is a cooperative relationship between all constituencies.
- One of the institution's greatest strengths is its ambitious students, who, despite several constraints aspire to fly high.
- There is a strong focus on extra-curricular activities and community work.
- Teaching-Learning environment is conducive.

WEAKNESSES

- The Tutor-ward system needs to be more structured and formalized. Adequate posts have not been created to meet the expanding academic and administrative needs of the College.
- The College faces financial constraints to recruit enough staff to meet its needs.
- The College requires an Auditorium, a full-fledged Gymnasium, and a centralized Computer Centre.
- Curriculum design and syllabus should be restricted according to the needs and capacity of the students, as these are having negative impact on the intake of quality students.

OPPORTUNITIES:

- There are opportunities for scholarly interaction and collaboration with academic communities within and beyond the state through the two Online Journals with ISSN No., published by the institution.
- There is scope for an online hub of academic resources.
- Some opportunities can be explored and created with present infrastructure and

- Optimum use of existing human resource.
- These include a) Diploma and Certificate Courses meant for creating human resource with technical know-how in the areas of solar energy/Power, Bioinformatics.
- Students are obedient and can be easily motivated for interactive learning and evaluation, though they perform according to their capacity
- ICT resources, rich library, seminar halls, tutorial spaces, laboratories, specialized facilities and equipment for teaching, learning and research etc. are the opportunities which can be used for quality improvement.

CHALLENGES

- Students studying in the college are from fringe areas and hence come from a background where they lack proficiency in English. Since, most subjects at the UG level are taught in Marathi and the reference books are also mostly in Marathi, it affects the overall result.
- Private tuition at all levels of education is widespread in Maharashtra. It is a challenge to counter this trend and make students focus on classroom learning.
- First-generation learners need to be motivated to overcome social barriers.
- Scope of employment generation and industry-institution interaction, especially for girls from the disadvantaged sections, are an immense challenge for the College.
- To qualify more students in Competitive Examinations/ SLET/NET/CSIR
- To develop Communication skills in students and to inculcate the skills of language especially the spoken one in English.
- To encourage faculty to qualify themselves for awards and honour.

8. Plans of institution for next year

- Encourage faculty and students to sign up for N-LIST
- Provide experiences to students which help them in their admissions to foreign universities as well as jobs overseas
- Get the new courses rolling from the next academic year
- Optimize the use of LMS and MIS currently being used

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



Academic Administrative Calendar 2015-16

The Academic Calendar to be followed by the Undergraduate and Post Graduate courses for the session 2015-16, is hereby notified for all the necessary compliances by all the concerned:

Admissions: Immediate after Result of HSC Exam. And odd semesters.

- a) Last date of Admission: 6th August, 2015
- b) Last date for Admission with prior permission of the Vice-Chancellor: 5th September, 2015
- c) Last date of submission of Enrolment forms to the university: Within fifteen days from the last notified date of Admissions

Winter Examinations (Kindly see the timely notices for further details)

- a) Regular students odd semesters:22/10/2015
- b) Failure students in even semesters :
- c) Last date for receipt of exams forms:.....
- d) Regular students:
- e) Old Ex-Students:
- f) Ex-Students of immediately previous examination: Within 15 days from the date of declaration of the result of summer exams.

First Term (Odd semesters) SEM-I,III,and V (Session -15/06 to 21/10/2015)

Classes begin	1/07/2015
Field work/Project work/Excursion/Co-Curricular activities.....	15/09 to 20/09/2015
Seminar topic selection/Assignment begin.....	21/09/2015
Assignment Submission.....	30/09/2015
Presentation of Seminar.....	01/10 to 03/10/2015
Dispersal of classes.....	04/10/2015
Practical Exam.....	04/10/2015*
Theory Exam Begin.....	20/11/2015*
Winter Vacation.....	22/10 to 21/11/2015

Second Term (Even semesters) SEM-II, IV, and VI (Session -22/11 to 30/04/2016)

Classes begin: Immediate after termination of every exam of SEM-I, III, V	
Field work/Project work/Excursion/Co-Curricular activities.....	15/12 to 20/12/2015
Seminar topic selection/Assignment begin.....	15/02/2015
Presentation of Seminar.....	21/02 to 23/02/2015
Assignment Submission.....	18/03/2015
Dispersal of classes.....	31/03/2016
Practical Exam.....	01/04/2016*
Theory Exam Begin.....	10/04/2016*

Summer Vacation: 01/05/2016 to 13/06/2016*

*These are tentative dates. Kindly see the timely notices for further details and avoid inconvenience

Prepared by IQAC Co-coordinator—Asso.Prof.G.R.Sapat



Academic Session Activity Plan 2015-16

The Academic Session Activity Plan to be followed by the Undergraduate and Post Graduate courses for the session 2015-16, is hereby notified for all the necessary compliances by all the concerned:

Sr.No.	Month	Total Working Days in the months	Days to be dedicated to N+I	# Student Counseling(SC)	* Research Activity(RA)
01	15 June 2015	14	Ad + Ex	7Hrs/Day	0
02	July	26	03day Pjt./LS 25 th of July -EC.	02 Days PP (45mts/day)	45mts/day
03	August	24	03day Sp/LS 22 nd Aug-DB	03 Days RD (45mts/day)	45mts/day
04	Sept.	24	03day Study Tour 26 th sept-DC	02 Days GD (45mts/day)	45mts/day
05	Oct.	17	03day Agn 10 th Oct-SNgC	03 Days Sem (45mts/day)	45mts/day
06	Diwali Vac.		22/10 to 21/11/2015		
07	Nov.	07	02day Sp/LS	02Days BC (45mts/day)	45mts/day
08	Dec.	26	02day Jnd.Vt. 26&27Dec-CM	03 Days RD (45mts/day)	45mts/day
09	Jan.2016	25	03day Sp/LS 16 th Jan-ESC	02days GD (45mts/day)	45mts/day
10	Feb.	24	01day GL/GD	03 Days Sem (45mts/day)	45mts/day
11	March.	24	02day Agn	02Days BC (45mts/day)	45mts/day
12	30 April.2016	24	10day LS	RD (45mts/day)	6 hrs/W

#*excluding 5Hrs per day. Workload of teacher should not be less than 40Hours/week for 30 working weeks (180 days).

- Presumed:** - (a) 8W for (Ad + Ex =Admission Exam. Activities)
 (b) 30W for (T+L+E= Teaching+ Learning+ Evaluation Process)
 (c) 4W (dedicated to valuation)
 (d) 4W for (N+I=Non-instructional/sport, extension act.)
 (e) 3Hours per week for (R.A. and S.C) other than practical.

Prepared by IQAC Co-coordinator—Asso.Prof.G.R.Sapat



Abbreviations:

Pjt = Project	Agn = Assignment
Ind.Vt. = Industrial Visit.	GL. = Guest Lecture
GD = Group Discussion;	Sp = Sport;
LS = Library Service;	RD = Resolving Difficulty
PP = Promoting for participation in various activity	
BC = Bridge Course (for Compensation of lapsed days due to Absence in class or for lag behind students)	
EC =Elocution Comp.	DB =Debate Comp.
DC =Dance Comp.	SNgC =Song Comp.
CM =College Mohotsav	Esc =Essay Comp.

NB:- Every Dept. should take in to account the activity plan while preparing the year plan of the course schedule that there should not any overlapping of any activity.80%compliances are expected wherever the activities are applicable. Major changes are not allowed but 20%modifications or replacement by other activities are admissible for their convenience.