Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

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

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

Part – A

Part – B

_____

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	Konkan Education Society's Anandibai Pradhan Science College, Nagothane.
1.2 Address Line 1	Bapusaheb Deshpande Educational Complex
Address Line 2	A/P- Nagothane,Tal- Roha, Dist- Raigad
City/Town	Nagothane
State	Maharashtra
Pin Code	402106
Institution e-mail address	principalapsc@yahoo.co.in
Contact Nos.	02194-222582
Name of the Head of the Institution:	Dr.S.S.Gurav
Tel. No. with STD Code:	02194-222582
Mobile:	8149375082

Name of the IQAC Co-ordinator:

Dr.D.V.Bhagat

Mobile:

9960455356

IQAC e-mail address:

bhagat.dinesh72@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)   :- MHCOGN13963

OR

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/PCRAR/58/081

1.5 Website address:

http://www.apcnagothane.edu.in

Web-link of the AQAR:

http://www.apcnagothane.edu.in/images/NAAC14-15.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C+	_	2005	5 years
2	2nd Cycle	B	2.20	2011	5 years
3	3rd Cycle				
4	4th Cycle				

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

26/04/2006

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

- i. AQAR   2011-12 *submitted to NAAC on 28-09-2012*   (DD/MM/YYYY)
- ii. AQAR   2012-13 *submitted to NAAC on 28-09-2013*   (DD/MM/YYYY)
- iii. AQAR   2013-14 *submitted to NAAC on 08-04-2015*   (DD/MM/YYYY)
- iv. AQAR   2014-15 *submitted to NAAC on 10-10-2016*   (DD/MM/YYYY)

1.9 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 [√]

(e.g. 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 [ ]

1.10 Type of Faculty/Programme

Arts [ ]   Science [√] Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   . PG in Organic Chemistry + B.Sc.(Computer Science) &B.Sc.(Information Technology)

1.11 Name of the Affiliating University *(for the Colleges)*   Mumbai University

1.12 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 (*Specify*) | ----- |

UGC-COP Programmes | ----- |

2. IQAC Composition and Activities

2.1 No. of Teachers | 05 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | 00 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 00 |

2. 6 No. of any other stakeholder and

community representatives | 02 |

2.7 No. of Employers/ Industrialists | 00 |

2.8 No. of other External Experts | 00 |

2.9 Total No. of members

| 09 |

2.10 No. of IQAC meetings held

| 04 |

2.11 No. of meetings with various stakeholders: No. | 01 | Faculty | 01 |

Non-Teaching Staff Students | 01 | Alumni | 01 | Others | ---- |

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

If yes, mention the amount | Nil |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 00 | International | 00 | National | 00 | State | 02 | Institution Level | 02 |

(ii) Themes
- State Level Career Fair (Guidance)
- Avishkar Research Convention
- One day workshop on Revised Syllabus of S.Y.B.Sc. Chemistry

2.14 Significant Activities and contributions made by IQAC

- To improve number of research explosure publications & ongoing MRPs.
- To overcome the difficulties for the expansion of infrastructure.
- To increase number of carrier oriented programmes for the students.
- To increase number of 'MOU' with neighbouring chemical industries and Senior Colleges.
- Proposal for research grant to be applied for DST –FIST.
- Proposal for Determine air Pollution in Roha District to MPCB (Maharashtra Pollution Control Board)
- To Conduct District Level Research Festival.
- To Organise Workshop on NET/SET Preparation.
- To Organise number of Seminar/Conference/ Workshop

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
To increase number of Research Project	One Minor Research Project of RS.75000/- funded by UGC is completed and six Minor Research Projects for Universities are waiting for sanctioned.
To improve number of research exposure publications	Twelve Research papers are published & presented in National & International Conference.
To overcome the difficulties for the expansion of infrastructure.	Four new well-equipped & specious chemistry laboratories are constructed. Plan for construction of new building (G+2) is made for further requirement.
To increase number of 'MOU' with neighbouring chemical industries	The ratio of MOU with nearby industries & Senior Colleges, Primary Health Centre is maintained perfect.
To enhance the Sports facilities- Chess Competition	College has conducted University Level Zone IV Chess Competition
To Organise Workshop on Preparation of NET/SET Examination for PG Students	Workshop on Preparation of NET/SET Examination is plan to Organise in First Semester of Next Year.
To Organise Conference/Seminar/ Workshop	National Conference is planned to organize in the month of August 2016

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

2.16 Whether the AQAR was placed in statutory body   Yes √   No ☐

    Management √   Syndicate -   Any other body -

    Provide the details of the action taken

- Four new well-equipped & specious chemistry laboratories are constructed.
- Plan for construction of new building (G+2) is made for further requirement.
- MOU with Industries, Senior Colleges and Primary Health Centre is maintained
- College has conducted District Level Zone IV Chess competition
- College has conducted Avishkar Research Festival on behalf of University.
- One day workshop on Revised Syllabus of S.Y.B.Sc. Chemistry is organised in the month of April 2015

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	01	-	01	02
UG	03	-	02	02
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	01	02	-
Others	-	-	-	-
Total	05	01	05	04

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	04
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.

   F.Y.B.Sc. (Physics,Zoology) S. Y. B Sc. (Chemistry), S. Y. B.Sc. (I.T.),

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
15	11	03	-	01

2.2 No. of permanent faculty with Ph.D.   8

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year 2013-14

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
21	01	03	00	00	00	01	00	25	01

2.4 No. of Guest and Visiting faculty and Temporary faculty   07   01   10

2.5 Faculty participation in conferences and symposia:-

No. of Faculty	International level	National level	State level
Attended	-	12	-
Presented papers	-	12	-
Resource Persons	-	00	-

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

- Teaching is made interesting with the help of structural & sterochemical models.
- Audio visible teaching technique is strengthen.
- Professional subject experts are invited for extra coaching.
- Outreach programme like Projects, Industrial Visit, Research Laboratories Visit, etc. are working.
- LCD-TV is working for practical demonstration and instructions.

2.7 Total No. of actual teaching days during this academic year 2014-15   189

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

- Bar coading
- Photocopy

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

02	Science	F. Y./S.Y./T.Y. B.Sc.Chemistry& Zoology

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
     distribution of pass percentage :

90 %

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
T.Y.B.Sc. Chemistry	115	01	46	39	-	74.78
T.Y.B.C.S.	12	-	-	09	-	75.00
T.Y. I.T.	15	-	-	07	-	46.67

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
  • Preparation of Academic Calender
  • Individual teaching plans are made
  • Remedial coaching
  • Feedback is taken from students, alumini and parents
  • Internal & External Theory & Practical exam.
  • Seminars & presentation for PG students.
  • Lecture wise sign attendance is maintained.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
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	01
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	04	00	00	01
Technical Staff	07	00	00	01

Criterion – III

3. Research, Consultancy and Extension

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

- Prerna bulletin of student for each class is published.
- Avishkar Research Convention
- Research grants of DST-FIST is sanctioned for research activities this year of RS.20,00,000/-
- Consultancy services planned to be started.

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	01	-	-	06
Outlay in Rs. Lakhs	70,000/-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	02	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range   1-2   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	2014-15	UGC	70,000/-	70,000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	2014-15	DST-FIST	20,00,000/-	17,00,000
Total	2014-15	UGC+ DST-FIST	20,70,000/-	17,70,000/-

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | 02 |

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) | DST-FIST |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

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

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 [25,000/-]

Total [25,000/-]

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
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
    who are Ph. D. Guides   [01]
    and students registered under them   [01]

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 [06]   State level [01]

National level [01]   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 | 01 | College forum | 04 |

NCC | - | NSS | 16 | Any other | 04 |

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

NSS activities – Swach Bharat Abhiyan- Preparation of toilets and urinals
    Blood group Check up Camp
    Haemoglobin Check up Camp
    Tree Plantation
    Poster exhibition on HIV-AIDS
    AIDS awareness
    HIV-AIDS – blood testing
    Blood donation Camp
WDC activities – Shravansari
    Self employment skill development programme and preparation of decorative articles
    like flowers, bags, etc.
    Birth anniversary of Savitribai Phule
    International Women Day Celebration

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing (sq.m.)	Newly created	Source of Fund	Total
Campus area	3696.67	-	Management & UGC	-
Class rooms	238.36	-	-	-
Laboratories	411.06	-	Management	-
Seminar Halls	57.44	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	429	38	Management & UGC	-
Value of the equipment purchased during the year (Rs. in Lakhs)	1608395	305462	Management & UGC	1913857
Others	-	-	-	-

4.2 Computerization of administration and library

- Computer training to office staff
- N-list software is introduce in library
- Computer & internet facilities to staff teachers & students
- Provide LCD TV for practical demonstration
- Provide Laptop to all HOD's and incharge

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	800	88000	48	7160	848	95160
Reference Books	7239	1575019	33	44284	7272	1619303
e-Books	-	-	-	-	-	-
Journals	19	10199	21	10200	21	10200
e-Journals	-	-	-	-	-	-
Digital Database(N-List)	-	-	84237	5000	84237	5000
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	32	02	24	24	04	04	05	00
Added	01	00	00	00	00	00	00	01
Total	33	02	24	24	04	04	05	01

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

- Computer training to teaching staff and PG Students
- Free internet access provided to PG students

4.6 Amount spent on maintenance in lakhs :

i)   ICT   1,00,000

ii) Campus Infrastructure and facilities   1,50,000

iii) Equipments   -

iv) Others   50000

Total :   3,00,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ST Pass are given to backward students
- Scholarships are given to backward students
- Computer / Internet facilities provided to staff & students
- Book bank facilities is available to backward students.

5.2 Efforts made by the institution for tracking the progression

- Unit test for F.Y./ S.Y./ T.Y. B. Sc. & M.Sc.-I & II students
- Campus interview are conducted for UG & PG students
- Lectures on how to face interview & safety & enviorment are arranged by experts from industry
- Industrial visits are arrange to gives exposure to students & staff about industry

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
407	30	-	-

(b) No. of students outside the state

03

(c) No. of international students

Nil

Men

No	%
160	36.61

Women

No	%
277	63.38

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
236	27	1	173	-	437	192	30	1	183	1	407

Demand ratio;-98%   Dropout % :- 2 %

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

- Orientation for competitive exam by experts
- Special coaching on different topic such as Maths, IQ, Current affairs etc.
- To motivate the students for different exam such as Staff selection, MPSC , Banking ,etc
- Filling of exam forms for various competitive exams

No. of students beneficiaries | 100 |

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

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

5.6 Details of student counselling and career guidance

> For preparation of competitive exams
> - Lectures are organised by experts- Mr.Suhas patil
> - Awareness of competitive exams & job opportunity
> - Campus interview for the placements

No. of students benefitted | 98 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	21	07	Nil

5.8 Details of gender sensitization programmes

> 3 Programs are organized in 3 days 120 students are participated
> - 3 Days Tailoring workshop for the girls organized
> - Lecture on preparation of competitive exam by experts- Rekha Sathe
> - Celebration of International 100 World Women's Day
> - Felicitation of academic successful females students and teachers
> - Presentation on " How to Save Girl Child"

5.9 Students Activities

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

State/ University level   National level   International level

| 21 | | -- | | 02 |

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 [02]   National level [-]   International level [02]

Cultural: State/ University level [-]   National level [-]   International level [-]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	08	31,575/-
Financial support from other sources(University)	04	6000/-
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level [01]   National level [-]   International level [-]

Exhibition: State/ University level [-]   National level [-]   International level [-]

5.12   No. of social initiatives undertaken by the students   [01]

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- **Motto**- Self respecting human being has nothing to do with the sorrows and joys, whatever will be the outcome of his well doings.
- **Objectives**- The torch of knowledgeis to be lighted . The red colour of the flag symbolized the change , the revolution
- **Vision**- Avail the facility of education to the down trodden Community for development of society.
- **Mission & Goals of the College**-
- Education for all is the mission of Konkan Education Society and vis-a-vis College. The college is committed to provide quality higher education, particularly in science to bring about the Social change in this rural area.
  The college renders access to education to the students coming from humble background and the first generation learners.

6.2 Does the Institution has a management Information System

- LMC include the members from management, local bodies, staff (teaching & non-teaching) & social worker. Annual budget is sanctioned in LMC meeting. Quarterly auditing system exists. Annual statements of all accounts are submitted to government in time.
- Student admission is given strictly on merit & according to reservation criteria laid down by government of Maharashtra.
- Student records are maintained by digital college software provided by MKCL.
- Choice Based Credit & Grading System is implemented from 2011-12 & for preparation of results the examination software is introduced.
- PG projects are conducted under the supervision of staff. Research committee of senior staff members is formed which monitors research projects. Science association helps to complete the research projects of students for research competition such as Avishkar competition.
- Use of ICT is strengthen. Computer training programme is conducted every year.

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

6.3.1 Curriculum Development

F.Y./ S. Y./ T.Y. B.Sc. syllabus pattern changed as 60:40 to 75:25 proportion of external & internal assessment

F Y B.Sc Physics and Zoology S Y B Sc Chemistry and computer Science syllabus is changed

6.3.2 Teaching and Learning

- ICT teaching procedures to be strengthen for theory & practicals
- Audio visible teaching techniques are introduced.
- Teaching aids such on specific models to be added
- Professional subject experts are invited
- Computer training to teachers & students
- Internet services to all department

6.3.3 Examination and Evaluation

- Choice Based Credit & Grading System is implemented from 2011-12
- Semester examination pattern system for Theory and Practical is introduced
- Additional exam is taken 20 days after the semester exam.
- For preparation of results the examination software is introduced.
- Student records are maintained by digital college software provided by MKCL.

6.3.4   Research and Development

- One MRP is completed & submitted to UGC of cost Rs.70000/-
- 6 proposals of MRP are submitted to University of Mumbai.
- Two staff member are registered & working for Ph.D.
- Staff members attended more number of conferences to present the research papers in their respective subjects
- State level Avishkar Research convention is successfully organised

6.3.5   Library, ICT and physical infrastructure / instrumentation

- Library is well equipped with the special reading rooms , reference books, special reading room for staff & PG students
- Free internet facilities are provided to staff & PG students
- LCD projector are used for theory lecturer and demonstration of practicals.
- N- list INFLIBINET (E-books and E_Journals database) and SOUL software's are introduced in the library
- Instrument such as Flame Photometer, Spectrophotometer, Microwave Oven Digital Balance, Turbidimeter, Water Distillation Unit, Colourimeter, pH- meter, Conductometer, Potentiometer, are well equipped in a research laboratory.
- Construction of a new building including a class room of area 1000 sq.m & two laboratories is completed
- Construction of two new Chemistry Laboratories will be started in near future.

6.3.6   Human Resource Management

- Advertisement for call is publishing in the daily news papers.
- NOC for the particular cast is taken from the University of Mumbai
- Interview is taken in presence of the panel given by University of Mumbai

6.3.7   Faculty and Staff recruitment

Four CHB teachers are recruited in Regular B.Sc. Degree and six CHB teachers are recruited in B.Sc.Computer Science and I.T.

6.3.8   Industry Interaction / Collaboration

- M.O.U. with five industries, four senior colleges and one PHC is made for the industrial exposure and sharing knowledge and medical
- Campus interview are conducted for UG & PG students. This year campus interview was taken by Rathi Dyestuff and chemicals Ltd, Roha.21 candidates appear for interview and 7 were selected.
- Lectures on How to face interview & industrial safety, environment and management are arranged by experts from industry.
- Industrial visits are arrange to gives exposure to students & staff about industry .

6.3.9   Admission of Students

- Admission committee is form for the admission process
- Online admission system is working smoothly for all UG and PG courses.
- Admissions are given to the students as per the merits of marks only
- Admission process follows all the rules and norms of the merits governed by University and Government of Maharashtra.
- Three merit list are displayed along with the waiting list of the students in advanced before actual admissions

6.4 Welfare schemes for

Teaching	√
Non teaching	√
Students	√

6.5 Total corpus fund generated   17,100/-

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	No	--	No	--
Administrative	No		Yes	KES ,Alibag

6.8 Does the University/ Autonomous College declare 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?

- Choice Based Credit & Grading System is implemented from 2011-12 for UG and PG courses
- F.Y./ S. Y./ T.Y. B.Sc. syllabus pattern changed as 60:40 to 75:25 proportion of external & internal assessment.
- Semester examination pattern system for Theory and Practical is working efficiently.
- Additional exam is taken 20 days after the semester exam.
- The result of degree examination are declared after 30 days of completion of examination

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

University promote the autonomy in the affiliated colleges by special states

6.11 Activities and support from the Alumni Association

- Meetings of alumini is arranged at the end of each semester
- Few alumini share their experience with the present students in the" Talk-show" organized by alumini association

6.12 Activities and support from the Parent – Teacher Association

- Meeting of parents with staff is arranged at the end of academic year.
- The agenda of meeting includes the progress, attendance of the ward.
- The future plan and opportunity in educational field is discussed in the meeting of Parent – Teacher Association.

6.13 Development programmes for support staff

- College encouraged the staff and students for research activity such as MRPs and other projects.
- 3 Minor Research Projects are sanctioned & 8 papers are presented in National Conference
- One Assistance Professor submitted Ph.D thesis to the Shivaji University,Kolhapur.
- One staff member has got reorganization as Ph.D. guide
  Staff members attended more number of conferences to present the research

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

- Use of plastic carry bag is prohibited in the campus
- Students are encourage to use public transport service instead of there own vehicle
- Micro-scale and green techniques are adopted in laboratory work wherever possible
- Tree plantation programme is organized by NSS unit of the college to make green and cool campus

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 number of research exposure publications & MRPs are to be increased
- To overcome the difficulties in infrastructure construction of two new buildings started.
- The number of 'MOU' with neighbouring chemical industries ,colleges and PHC centre are to be strengthen.
- The strength of PG Course is increased to provide PG educations to maximum students.
- To enhance the indoor and outdoor Sports facilities.
- To organised state level seminar and conference.

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

- 1 Minor Research Projects is completed and submitted to UGC & 6 Proposal for MRP are submitted to University of Mumbai .
- 8 papers are presented in National Conference.
- Construction of a new building including a class room of area 1000 sq.m & two laboratories has started in month of January 2015
- Construction of two new Chemistry Laboratory will be started in the month of May 2015
- The ratio of MOU with nearby industries & colleges is maintained perfected
- MOU is done with 5 Industries, 3 Senior Colleges and 1 Primary Health Centre
- The strengthen of PG course is increased from 10 students to 20 students.
- College has conducted University Level Zone IV Volley ball competition

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

- More research projects to be submitted to the Funding agencies such as UGC and University of Mumbai.
- To improve the library facility to make it completely computerised
- To organised state level seminar on various topics such as Science , Safety of environment.
- To Organise state level conference
- To Start consultancy services for social issues

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

7.4 Contribution to environmental awareness / protection

- Micro-scale and green techniques are adopted in laboratory work wherever possible
- Tree plantation programme is organized by NSS unit of the college to make green and cool campus
- Poster exhibition on eco-friendly Ganpati festival
- A rally was organized for the save tree
- Street play was organized on Industrial Waste

7.5 Whether environmental audit was conducted?　Yes ☐　No ☑

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

- DST-FIST sanction Grants of Rs. 20,00,000/- for purchasing and maintenance of science equipments.Rs.17,00,000/- are sanction as a first instalment..
- College is selected as a centre for monitoring air pollution in MIDC Dhatav Roha by Maharashtra Pollution Control Board (MPCB)
- Institute organise one day workshop on the revised syllabi of S.Y.B.Sc. Chemistry in coordination with BOS Chemistry, University of Mumbai

8. Plans of institution for next year

- To organised state level Conference
- To organise one day state level workshop in the subject of Physics & computer Science.
- To Start consultancy services such as soil testing ,water Quality analysis ,fish farming ,air pollution monitoring, save electricity etc.,

Name :-Dr. Dinesh Vasant Bhagat　　　　　　Name:- Dr.Sandesh Suryakant Gurav

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

PRINCIPAL
K.E.S. A. P. Science College
Nagothane, Dist. Raigad (M.S.)

——— *** ———

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****