

**D. G. Tatkare Arts & Commerce
College, Tala, Raigad, Maharashtra**

MHCOGNI5896

A.Q.A.R.

FOR THE YEAR

2017-18

The Annual Quality Assurance Report (AQAR) of the IQAC

For the academic year 2017-18

Part – A

I. Details of the Institution

1.1 Name of the Institution

Tale Vibhag Shikshan Prasarak Mandal's
D.G. Tatkare Arts and Commerce College

1.2 Address Line 1

At Post: TALA; Taluka: TALA

Address Line 2

District: Raigad

City/Town

State

Maharashtra

Pin Code

402111

Institution e-mail address

dgtcollegetala1@yahoo.co.in

Contact Nos.

02140269575

Name of the Head of the Institution:

Dr. Nanasaheb Yadav

Tel. No. with STD Code:

02140-269575

Mobile:

9421328488

Name of the IQAC Co-ordinator:

Dr. Diwakar Dhondu Kadam

Mobile:

9869401965

IQAC e-mail address:

dgtcollegetala1@yahoo.co.in

1.3 NAAC Track ID

MHCOGNI5896

1.4 Website address:

www.dgtcollegetala.org

Web-link of the AQAR:

www.dgtcollegetala.org/downloads/aqar/aqar2017-18.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.45	2014	04/05/2019
2	2 nd Cycle	---	---	---	---
3	3 rd Cycle	---	---	---	---
4	4 th Cycle	---	---	---	---

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

17 July 2013

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

2017-18

1.8 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- 31 July 2015
- ii. AQAR- 25 Nov 2016
- iii. AQAR- 08 Jan 2018
- iv. AQAR_____ (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 ☒

(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 ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

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

University of Mumbai

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

07 Nos.

2.2 No. of Administrative/Technical staff

01 No.

2.3 No. of students

01 No.

2.4 No. of Management representatives	<div>02 Nos.</div>		
2.5 No. of Alumni	<div>01 No.</div>		
2.6 No. of any other stakeholder and community representatives	<div>Nil</div>		
2.7 No. of Employers/ Industrialists	<div>01 No</div>		
2.8 No. of other External Experts	<div>01 No</div>		
2.9 Total No. of members	<div>16 Nos</div>		
2.10 No. of IQAC meetings held	<div>04 Nos</div>		
2.11 No. of meetings with various stakeholders:	No.	<div>03 Nos</div>	Faculty <div>1 Nos</div>

Non-Teaching Staff	<div>02</div>	Students	<div>02</div>	Alumni	<div>01</div>	Others	<div>01</div>
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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 -Yes

Total Nos.	<div>1</div>	International	<div>---</div>	National	<div>1</div>	State	<div>---</div>	Institution Level	<div>---</div>
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(ii) Themes

Revised Assessment and Accreditation Methodology

2.14 Significant Activities and contributions made by IQAC

- ❖ Obtained approval for Two Certificate Courses i.e. add on courses for academic year 2017-18 and started.
- ❖ Teachers participated in international, national, conference, workshops, seminars and symposia.
- ❖ Arranged One National Level seminar in the College.

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 conduct workshop for Revised Syllabus.	Conducted Revised syllabus workshop of subject Marathi
To conduct conference/ seminar.	National Level Conference has been conducted by IQAC
To organize debate competition.	Inter-collegiate debate competition has been organized.
To organize elocution competition.	Inter-collegiate elocution competition has been organized.
To build <i>VANARAI BANDHARA</i> in adopted village.	<i>VANARAI BANDHARA</i> has been built in adopted village Mouje Khairat.
To organize Voters Awareness	Organized Voters awareness Program with Tahashil authorities
To conduct disaster management programme for students.	Students participated in disaster management programme organized in other colleges i.e. Mangaon and Alibaug.
To conduct Awareness Days Programmes.	Conducted Geographical day, Aids awareness, <i>Vachan Prerana Din</i> ,
To organize Eco-friendly Awareness Programmes.	Conducted Cracker-free Diwali.
Academic Audit	Academic Audit Proposal have been submitted to University of Mumbai

To conduct Sports Events and participation in university level	The students of the college have taken active part in university sports event.
To conduct cultural events and participation of student at college and university level	Students participated in cultural events and obtained prizes for the same at college and university level.

** Attached the Academic Calendar of the year as Annexure-I*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

College Development Committee (CDC) statutory body has approved AQAR and instructed for strengthened our weaknesses.

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	Nil	Nil	Nil	Nil
PG	02 Nos	Nil	Nil	Nil
UG	02 Nos	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	02 Nos	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total			Nil	Nil
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

Pattern	Number of programmes
Semester	P. G. 04 Nos & U.G. 06 Nos
Trimester	Nil
Annual	Nil

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

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

**Attached an analysis of the feedback in the Annexure (Annexure II – Parents Feedback, Annexure III – Employers Feedback and Annexure IV- Students Feedback)*

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

Yes, The Syllabus has been revised by keeping in view of the recent trends. The students should be able to use these concepts to understand the relevance of the subject to the real world. The student should be able to build on these concepts in the future to develop deeper understanding of the subject.

- 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
	08 Nos	05 Nos	02 No	Nil	01

2.2 No. of permanent faculty with Ph.D.

06 Nos

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
---	--	--	--	--	--	05 CHB	--	05 Nos.	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

02 Nos

00 Nos

05 Nos

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02 Nos	12 Nos	Nil
Presented papers	02 Nos	12 Nos	Nil
Resource Persons	01 No	Nil	Nil

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

Computer based teaching and learning process has been adopted in the subject of Geography.

2.7 Total No. of actual teaching days

during this academic year (**Attached the Annexure V**)

212 days

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

As per university guidelines provided time to time the examination and evaluation reforms have been initiated by the institution. i.e. Open Book Examination, Double Valuation, Photocopy etc

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

02 Nos

03 Nos

03 No

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 %
F.Y.B.A.						
SEM –I	55	Nil	Nil	9.09	3.64	27.27
SEM-II	55	Nil	Nil	14.55	5.45	21.82
S.Y.B.A.						
SEM-III	36	Nil	5.56	19.44	3.70	3.70
SEM-IV	36	Nil	5.56	27.78	19.44	30.56
T.Y.B.A.						
SEM-V	28	Nil	25.00	14.28	14.28	7.14
SEM-VI	28	Nil	32.14	10.71	21.42	7.14
M.A.						
SEM – I	08	Nil	66.66	33.33	Nil	Nil
SEM – II	08	Nil	62.05	37.05	Nil	Nil
SEM – III	04	Nil	50.00	25.00	Nil	Nil
SEM – IV	04	Nil	25.00	Nil	Nil	Nil
F.Y.B. Com.						
SEM-I	105	Nil	0.95	10.48	6.67	30.48
SEM-II	105	Nil	0.95	13.33	20.95	27.62
S.Y.B. Com.						
SEM-III	58	Nil	Nil	8.82	2.94	64.17
SEM-IV	58	Nil	5.88	14.71	35.29	23.53
T.Y.B.Com.						
SEM-V	55	9.43	33.96	35.85	11.32	7.55
SEM-VI	53	9.43	33.96	35.85	11.32	7.55
M.Com.						
SEM – I	18	11.11	Nil	Nil	Nil	Nil
SEM-II	13	23.08	7.69	Nil	Nil	Nil
SEM – III	05	Nil	Nil	Nil	60.00	20.00
SEM-IV	05	Nil	Nil	80.00	Nil	Nil

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

- 1) IQAC prepares the time table for innovative teaching and learning process.
- 2) IQAC monitor on the implementation of time table.
- 3) IQAC evaluates teaching, learning processes through feedback and TQM.

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	01 No.
Faculty exchange programme	Nil
Staff training conducted by the university	01 No.
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	01 No.
Others	Nil

2.14 Details of Administrative and Technical staff

Category	No. of Permanent Employees	No. of Vacant Positions	No. of permanent positions filled during the Year	No. of positions filled temporarily
Administrative Staff	08	Nil	Nil	Nil
Technical Staff	--	Nil	Nil	Nil

2.15 Additional Information: -----

Criterion – III

3. Research, Consultancy and Extension

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

IQAC promotes research by conducting meetings of research committee.

IQAC proposes to organize seminar / conference on new trends in research.

IQAC encourages inter disciplinary research.

IQAC promotes research climate amongst students through paper presentation along with teachers.

IQAC encourage for group projects and social survey.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1 No	2 No	--	--
Outlay in Rs. Lakhs	0.30	0.50	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	03	--
Conference proceedings	--	13	--

3.5 Details on Impact factor of publications:

Range Average Index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects (University)	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 (other than compulsory by the University)	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total				

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- Nil

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

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	-	01 No	-	-	-
Sponsoring agencies	-	College	-	-	-

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

3.13 No. of collaborations: Nil International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: 0.50

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: **Nil**

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

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

01 No

02 Nos

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

Nil

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

JRF -

SRF -

Project Fellows -

Any other -

3.21 No. of students Participated in NSS events:

University level 07 Nos

State level 02 Nos

National level -

International level -

3.22 No. of students participated in NCC events: **Nil**

University level -

State level -

National level -

International level -

3.23 No. of Awards won in NSS: **Nil**

University level -

State level --

National level -

International level -

3.24 No. of Awards won in NCC: Nil

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	10 Nos	College forum	24 Nos
NCC	--	NSS	14 Nos
		Any other	05 No

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

- ❖ Tree Plantation (Approximately 200 Nos different types of plants planted)
- ❖ “Sadbhavana Saptaha” (120 Volunteers have been Participated)
- ❖ “Swachhata Aabhiyan” (170 Volunteers have been Participated)
- ❖ AIDS awareness (Rally has been Organised with 160 Students)
- ❖ Women’s Empowerment Event (66 Girls have been participated)
- ❖ Anti superstition programme (18 students have been participated)
- ❖ Anti addiction programme (21 students have been participated)
- ❖ Social Survey (97 Students have been Participated into Survey)
- ❖ Water literacy (97 Students have been Participated into Survey)
- ❖ Street Play (10 students have demonstrated street play)
- ❖ Voters awareness (160 students has participated)
- ❖ Savindhan deevas (Visiting lecture has been arranged)
- ❖ Road Safety Awareness (145 Students has participated)

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	01	Nil	Institution	01
Class rooms	08	Nil	Institution	08
Laboratories (Computer Lab)	01	Nil	Institution	01
Seminar Halls	01	Nil	Institution	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	71	04	Institution	75
Value of the equipment purchased during the year (Rs. in Lakhs)	9.02	0.73750	Institution	9.75
Others				
Open Air Theatre	01			
Audio - Video Room	01			
Teachers Common Room	01			
Common Room for Boys	01			22
Common Room for Girls	01	0	Institution	
Library & Reading Room	02			
College Office	01			
Examination	01			
NSS	01			
Sanitary Arrangement for Boys, Girls & Staff	03			
Canteen	01			
Assembly Hall	01			
Principal Cabin	01			
Co-operative Store	01			
Gymnasium	01			
Sports room/ Indoor game	01			
Play ground	01			
Shed		1		

4.2 Computerization of administration and library

- ❖ Digital Library.
- ❖ LAN of Office & Examination.
- ❖ Use of Library Management Software (e- Granthalaya) for Library Automation.
- ❖ Principlal 9 college office automation software.
- ❖ Result 9 software for college exam result.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2957	420170	383	51278	3340	471448
Reference Books	3488	502895	112	27739	3600	530634
e-Books	----					-
Journals	5	6740	----	---	-----	-----
e-Journals	-----					
Digital Database	---	---	---	---	---	---
CD & Video	148	13740	---	---	---	---
Others(Specify) Magazine News Papers	15 07	11745 9600			7	9600

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Library
Existing	20	7	2	3	1	3	3	3
Added	3	0	1	1	0	0	0	0
Total	23	7	3	4	0	3	3	3

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

Students enrolled for CCC (Course on Computer Concept)
Conducted Employability Skill Development Programme for student
Workshop on Unicode for Student and Teachers
Conducted Wikipedia workshop
Conducted workshop for MARATHI Teacher
Investment Awareness Seminar

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.82
ii) Campus Infrastructure and facilities	0.70
iii) Equipments	0.39
iv) Others	2.21
Total:	4.12

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ❖ IQAC supports to display prospectus on notice board and make available into the library.
- ❖ IQAC motivates students to make use of library, sports facilities.
- ❖ IQAC initiate students to participate in various committees and forums of the college.
- ❖ IQAC supports to visit faculties to villages of Tala Taluka for awareness of higher education

5.2 Efforts made by the institution for tracking the progression

- ❖ Student progression test have been initiated to assess the progress of the students for development of institute.
- ❖ Two Certificate Courses have been started that are Certificate Course in Yoga and Certificate course in Account of Trust and Cooperative Societies

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
311	33	---	---

(b) No. of students outside the state

01 No

(c) No. of international students

Nil

Men	No	%	Women	No	%
	188	55		156	45

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
102	61	23	177	01	364	172	50	30	91	01	344

Demand ratio 43 % Dropout 53.69 %

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

- ❖ Magazine / books and study materials of competitive exam made available in library and workshop has been taken for competitive exam.

No. of students beneficiaries

56

5.5 No. of students qualified in these examinations

NET	---	SET/SLET	01	GATE	---	CAT	---
IAS/IPS etc	---	State PSC	--	UPSC	---	Others	---

5.6 Details of student counselling and career guidance

College has developed a cell of TQM, the counseling and career guidance is carried out under TQM. Each teacher works as Mentor for 40 to 60 students.

No. of students benefitted

117 Nos

5.7 Details of campus placement: Nil

<i>On Campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	11 Nos

5.8 Details of gender sensitization programmes

- ❖ Aids awareness campaign to girls' students.
- ❖ Special lecture conducted on NSS residential Program.
- ❖ Street play program for "Women Empowerment" awareness to stakeholder through DLLE.

- ❖ Status of Women in Society project carried out through DLLE.
- ❖ Special Lecture Conducted to the girls students on “Awareness towards personal Hygiene importance.

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 (in Rs)
Financial support from institution	00	00
Financial support from government	72	6,87,171
Financial support from other sources	00	0
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives Nil

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

(Election Survey, Cashless Survey, Road Safety, Aids Awareness Programme, Voters Awareness, Awareness of TIRANGA)

5.13 Major grievances of students (if any) redressed: No Major Grievances

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: "Exploration of Youth Strength for the Nation Building"

Mission:

1. Persuasion of academic excellence.
2. Inculcation of scientific attitude, rational thinking and human values.
3. Development of personality through soft skills, Spoken English and competitive careers.
4. Development of competent graduates having capabilities for placement and social commitment.
5. Value addition through certificate/diploma courses.
6. Uplifting of girls through women empowerment programmes.

6.2 Does the Institution have a management Information System: Yes.

The following MIS Software's are available: Uses of various softwares

- ☐ Microsis Software for Examination department.
- ☐ E-granthalaya Software for library.
- ☐ D-space software is used for digital library.
- ☐ MKCL portal of Mumbai University is used for enrolment of students.
- ☐ All India Survey of Higher Education(AISHE)
- ☐ Attendance through Biometric system

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

6.3.1 Curriculum Development

- ❖ Bridge courses have been developed for Political Science, Geography, Economics, Marathi, Commerce, Accountancy and Business Economics.
- ❖ Curriculum of two certificate courses were developed in the year 2016-17 by the faculties (Certificate Course in Yoga & Certificate course in Accounts of Trusts and Co-operative Societies) and approved from University of Mumbai conducted for the year 2017-18. These courses are one year duration.
- ❖ Three of teaching faculties have been elected / selected by the University of Mumbai Board of Studies in Marathi, Political Science and Geography.

6.3.2 Teaching and Learning

- ❖ The Teachers have been involved into training programme such as Orientation course / Refresher course, Short Term Course, Seminar & Conference and Workshops for teaching learning development
- ❖ Surprised test have been taken for the students.
- ❖ IQAC monitor on implementation of time table.
- ❖ IQAC evaluate teaching, learning process through feedback and TQM.
- ❖ IQAC initiated Academic Audit in next academic year for quality improvement.
- ❖ Welcome programme for Students i.e. Orientation Programme for students.
- ❖ Best Student Award, Best Reader Award for Library, Survey based project learning by students.

6.3.3 Examination and Evaluation

- ❖ Examination time tables displayed as on receipt from University.
- ❖ Tentative yearly time table for examination published in college prospectus.
- ❖ Exam fees schedule displayed.
- ❖ Revaluation of papers as and when required
- ❖ Providing photo copies to the student as and when required.
- ❖ Internal assessment through Presentation / viva carried out.
- ❖ Model answer sheet / Manuscript provided into library.
- ❖ On Screen Marking System of University of Mumbai, Micro CAP Centre have been started in this academic year.

6.3.4 Research and Development

- ❖ IQAC promotes research by conducting meetings of research committee.
- ❖ IQAC promotes to teachers guideship for the faculty members and with that efforts, the faculty members have been received approval for guideship from the University of Mumbai.
- ❖ IQAC proposes to organize seminar / conference on new trends in research.
- ❖ IQAC encourages inter disciplinary research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

❖ Digital Library

D- Space Software have been used for Digital library. Soft copies of research article, question papers & photograph in pdf, jpg and word file format are uploaded in the software. User can use search keyword to access these article in offline mode.

❖ Book Bank Facility

One set of text book of all subject have been given to students for one

semester under book bank scheme. This scheme has been implemented for all classes of Arts and Commerce stream. During year 2017 – 2018, 52 students have taken benefit of book bank scheme.

- ❖ “Vachan Prerana Din” Celebrated.
- ❖ Library Orientation Program conducted for new comers.
- ❖ Book Exhibition conducted.
- ❖ Memorandum of Understating with other libraries and sports facilities.

6.3.6 Human Resource Management

- ❖ Lecture / Training programmes are organised once in two months by Staff Academy for teaching faculty. This year such 2 lectures were organised

6.3.7 Faculty and Staff recruitment

- ❖ As per University / state government rules / norms. This year 05 CHB teachers are continued and one faculty has been taken temporary for PG department.

6.3.8 Industry Interaction / Collaboration

- ❖ In the next Academic year Industry interaction program will be arranged.

6.3.9 Admission of Students

- ❖ Teaching and non-teaching staff visit door to door in nearby more than 30 to 35 villages to create awareness amongst XII pass students for admission to UG and PG Courses.
- ❖ Counselling of students by admission committee.
- ❖ Students have been informed / intimated about the facilities given by the institution by way of monetary / non-monetary benefits to the students.

6.4 Welfare schemes for

Non Teaching	Personal Accidents Insurance Scheme.
Students	Poor fund for student. Scholarship and Free ship by NGO, Book bank scheme for students, Students Group Insurance as per University Scheme.

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) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	No	---
Administrative	Yes	Govt	No	---

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

☒

No

☐

F.Y. Programme

Yes

S.Y. Programme

Yes

T.Y. Programme

No

For PG Programmes

Yes

☐

No

☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- ❖ On Screen marking system has been adopted by the University for Examination. All semesters examination have been conducted by the University

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

- ❖ Autonomy for conducting certificate course in the college has been given by university.
- ❖ The institution has obtained the permission for two certificate courses in the academic year.
- ❖ Permission has been granted for workshop and seminar at college level by the University.

6.11 Activities and support from the Alumni Association-

- ❖ Alumni's have been participated in co-curricular activities by way of being Assessor and Trainer for the students.
- ❖ Alumni are assisted for admission of the students at entry level.

6.12 Activities and support from the Parent – Teacher Association

- ❖ Feedback collected from Parents.

6.13 Development programmes for support staff

- ❖ One Supporting staff have attended the workshop of IQAC

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

- ❖ Fire safety precautionary measures have been initiated.
- ❖ Tree Plantation has been carried out into the college 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.

- ❖ Yoga Day Celebrated.
- ❖ Tree Plantation Programme Carried Out.
- ❖ Revised Syllabus Workshop organized by Department of Marathi.
- ❖ Inter Collegiate Debate and Elocution Competition Organised.
- ❖ National Seminar conducted by IQAC
- ❖ “ Viveki Yuva Nirman” Workshop conducted.
- ❖ Total Quality Management Program carried out for improvement of quality.
- ❖ Degree Convocation Programme conducted in college level.
- ❖ Voters' Awareness and registration programme has been organized.
- ❖ Crackers Free Diwali Campaign has been organized
- ❖ District Level NSS Scrutiny Workshop has been organized for Programme Officer.
- ❖ Certificate Course in Soft Skill for TYBCom Students has been organized
- ❖ Wrokshop on Carrier Guidance for the students have been organized

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

Plan	ATR (Action Taken Report)
Workshop for syllabus	Conducted Revised Syllabus workshop for Faculties
Conference to be conducted	National Seminar conducted by IQAC
Debate Competition organization.	Intercollegiate Debate Competition organized.
Elocution Competition organization.	Intercollegiate Elocution competition organised
To Build “ <i>Vanrai Bandhara</i> ”	<i>Vanaria Bandhara</i> constructed by NSS
Voter Awareness Campaign	Voters Awareness Campaign has organized
Crackers Free Diwali	Crackers Free Diwali has Organized
Academic Audit	Academic Audit Proposal has been submitted to the University of Mumbai

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

**Attached the details in annexure*

❖ Swachh Bharat Abhiyan. (Annexure VI)
❖ Total Quality Management programme conducted for students. (Annexure VII)

7.4 Contribution to environmental awareness / protection

❖ Conducted “Geographical Day” Celebration for awareness of Eco – Friendly Environment.
❖ Conducted Eco- friendly awareness programme at the time Ganesh Festival.
❖ Cracker free Diwali Campaign has been conducted.
❖ Tree Plantation Prgamme has been organized
❖ Water Harvesting Workshop attended.
❖ Training Programe of Climate Change and Awareness has organized.

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:**

- Organized National Seminar by IQAC
- One Revised Syllabus Workshop conducted
- Three faculties members have been elected / selected as Board of Studies member at University Of Mumbai
- Two faculty members have been granted Ph.D. Guideship from University of Mumbai, which two Ph.D. and one M.Phil. Research Fellow have been registered under the Department of Marathi
- Percentage of SC/ST/OBC Category students.
U.G. - S.C. – 14.00 % S.T. – 8.00 %, OBC- 54.00 %
P. G. – S.C. – 12.00 %, S.T. – 9.00 %, OBC – 48.00 %
- Evaluation System of students is transparent.
- One Alumni of our college has been qualified for SET Exam
- Two faculties have been promoted as Associate Professor
- On Screen Marking (OSM) has been initiated for assessment of examination paper at University level and University Micro CAP Centre has been started at college level.

❖ **Weaknesses:**

- Not able to provide consultancy to industry.
- Absence of Campus Recruitment
- High Drop-out Rate (53.69 %)
- Support Services are inadequate
- Not yet established Research Centre

❖ **Opportunities:**

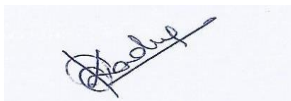
- To start Research Centre into institute.
- To obtained Minor and Major Research to faculties
- To start Professional Courses and Post Graduate Courses in different subjects
- To improve sharpness in socially backward students.

❖ **Threats/ Challenges:**

- Maintaining /fulfilling strength of sanctioned divisions
- To sharpen the students in soft skills while teaching and adding extra efforts
- To design innovative, appropriate and job-oriented add-on courses

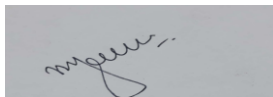
8. Plans of institution for next year

1. Academic audit
2. Administration Audit.
3. Gender Audit
4. Environmental audit.
5. Industrial Visit to be conducted.
6. "Sanvidhan Sakshkar Gav" Programme.
7. "Water Literacy" Awareness.
8. Plastic Bag Free Campion for Tala.
9. Save Electricity Campion.
10. Paper/ clothes Bag Creation and Distribution Campion.
11. Waste Management Programme.
12. To organize Geographical visit
13. To Organize Seminar / Conference
14. To organize agricultural Workshop
15. To organize financial literacy workshop
16. Libarary Visit to Bhilar village of Book
17. Research activities to be carried out.



Name Dr. Diwakar Dhondur Kadam

Signature of the Coordinator, IQAC



Name: *Dr. Nanasaheb Yadav*

Signature of the Chairperson, IQAC

Academic Calendar for the year 2017-18
Term I (5th June 2017 to 16th Oct 2017)

Sr No.	Week/Month	Activity
1	5 th June 2017	Date of commencement of First Term
2	15 th June 2017	Commencement of F.Y, S.Y, T.Y.B.A & F.Y, S.Y, T.Y.B.Com Classes
3	3 rd Week of June 2017	Teaching Begins for the First Term
4	1 st July 2017	Commencement of PG Classes
5	2 nd Week of Aug.2017	Internal Test of TY Classes
6	3 rd and 4 th Week of Sept.2017	Student Feedback on Teaching
7	2 nd Week of Sep 2017	Term and exam for F.Y & S.Y
8	16 th Oct 2017	Date of Conclusion of First Term

Term II (9th Nov 2017 to 12th May 2018)

Sr. No.	Week/Month	Activity
1	9 th Nov. 2017	Date of commencement of Second Term Teaching
2	1 st Week of Jan. 2018	Cultural week & Sports week
3	1 st Week of Mar.2018	Internal test of TY Classes
4	2 nd Week of Feb. 2018	Student feedback on Teaching
5	1 st Week of Mar 2018	Semester Exam
6	12 th May 2018	Date of Conclusion of the Second Term

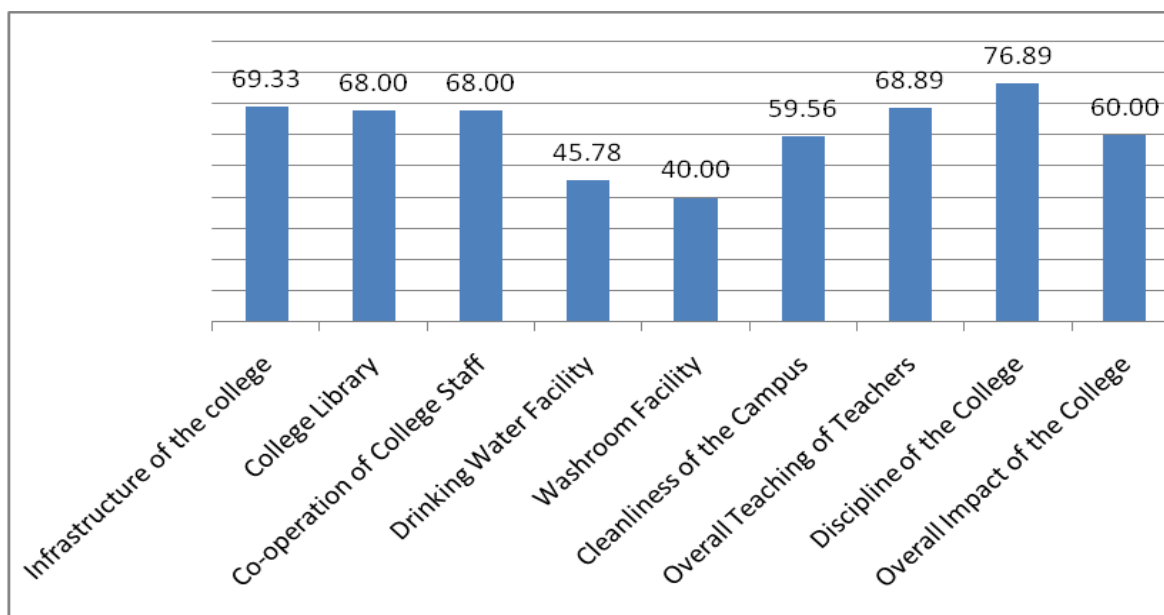
Post Graduate:-

Date of Commencement of Term I	1st July 2017
Date of Conclusion of Term I	15th Dec 2017
Date of Commencement of Term II	1st Jan 2018
Date of Conclusion of Term II	15th May 2018

Note:- Dates of commencement of First Term and Second Term for both Under Graduate and Post Graduate Courses were declared by the University of Mumbai.

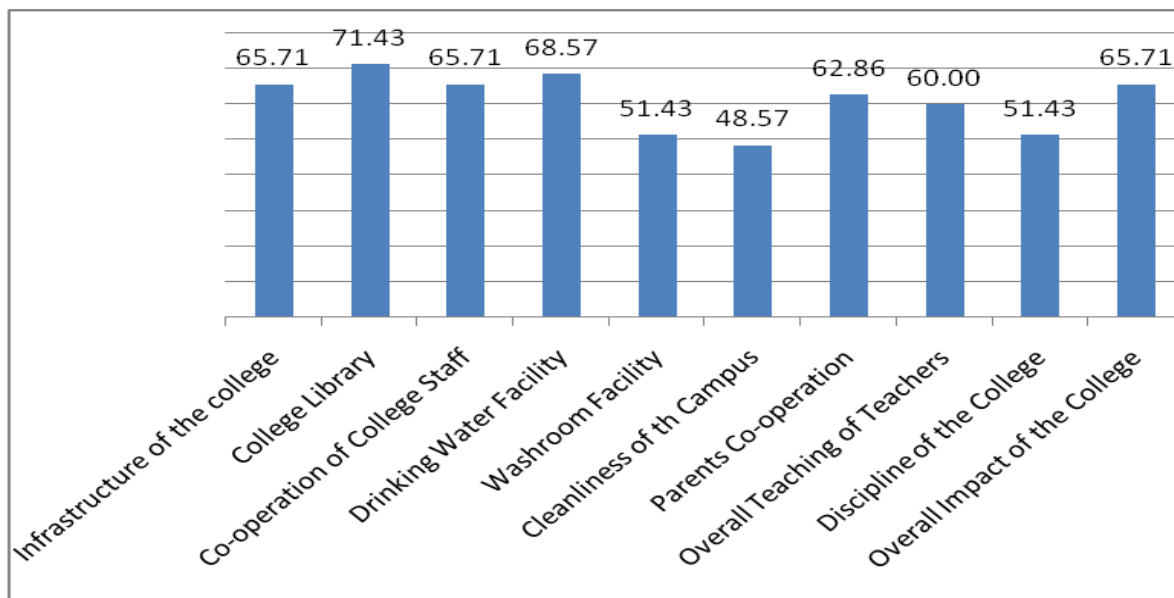
Report of Parents Feedback

- The feedback forms have been distributed to most of the Parents.
- Feedback form contains nine parameters of evaluation such as Infrastructure of the college, College Library, Co-operation of College, Office Staff, Drinking Water Facility, Washrooms Facility, Cleanliness of the Campus, Overall teaching in College, Discipline of the College and Overall Impact of the College.
- Parents can choose on five point scale such as excellent (5), Very Good (4), Good (3), Satisfactory (2) and not Satisfactory (1) while filling the form.
- Collected forms are assessed and analyzed.
- The analysis of feedback for the year 2017-18 revealed that parents have satisfied with college discipline with 77 %. The College Library, infrastructure of the college, Co-operation of College and Staff, Overall Teaching of teachers indicated 60 to 70 % weightage. At the same time parents have pointed out about quality of washrooms, drinking water facility with weightage below 46 %. The overall impact of the college shows 60%. The institute will take care of all these facts in the year 2018-19.
- Graphical Analysis of Parents feedback are as follows –



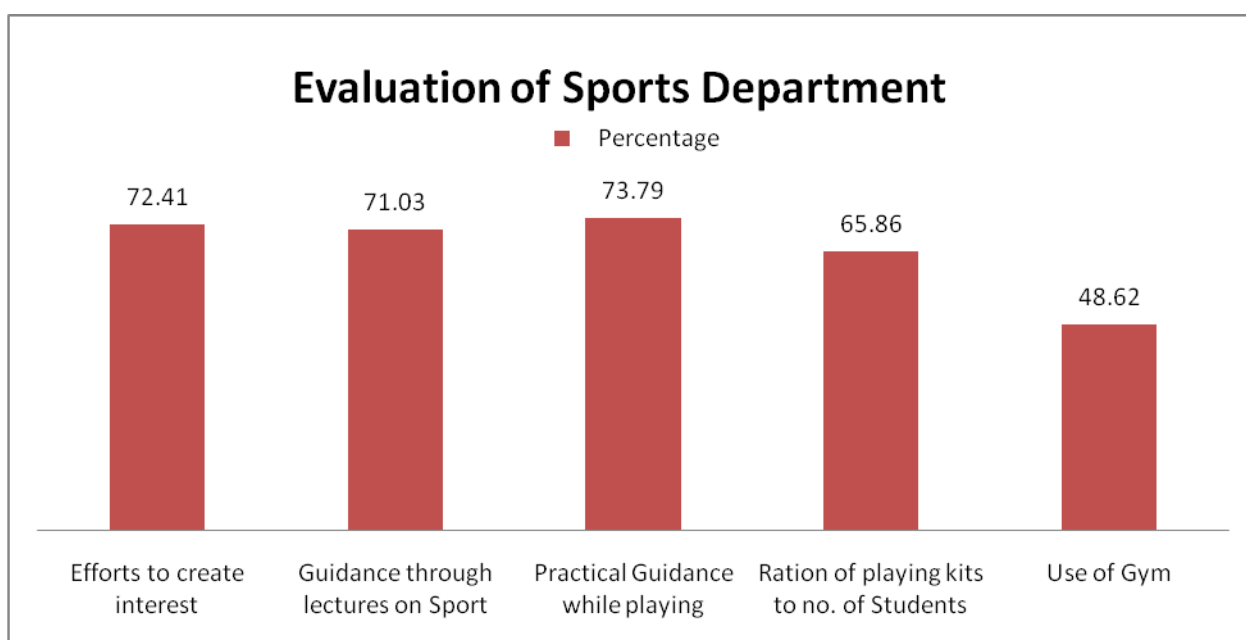
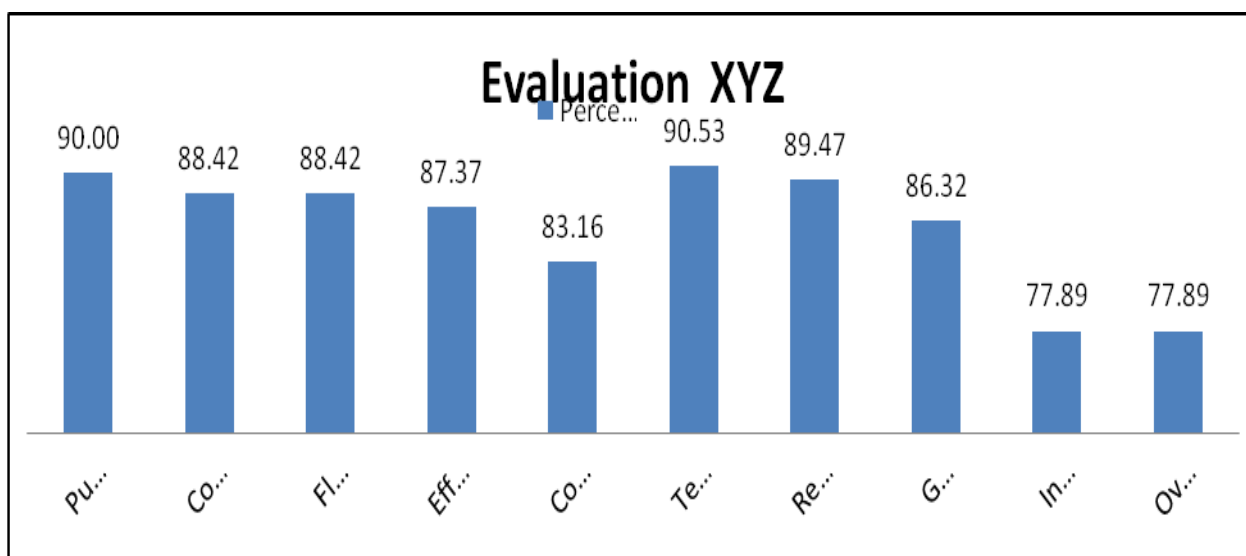
Reports of Employer Feedback

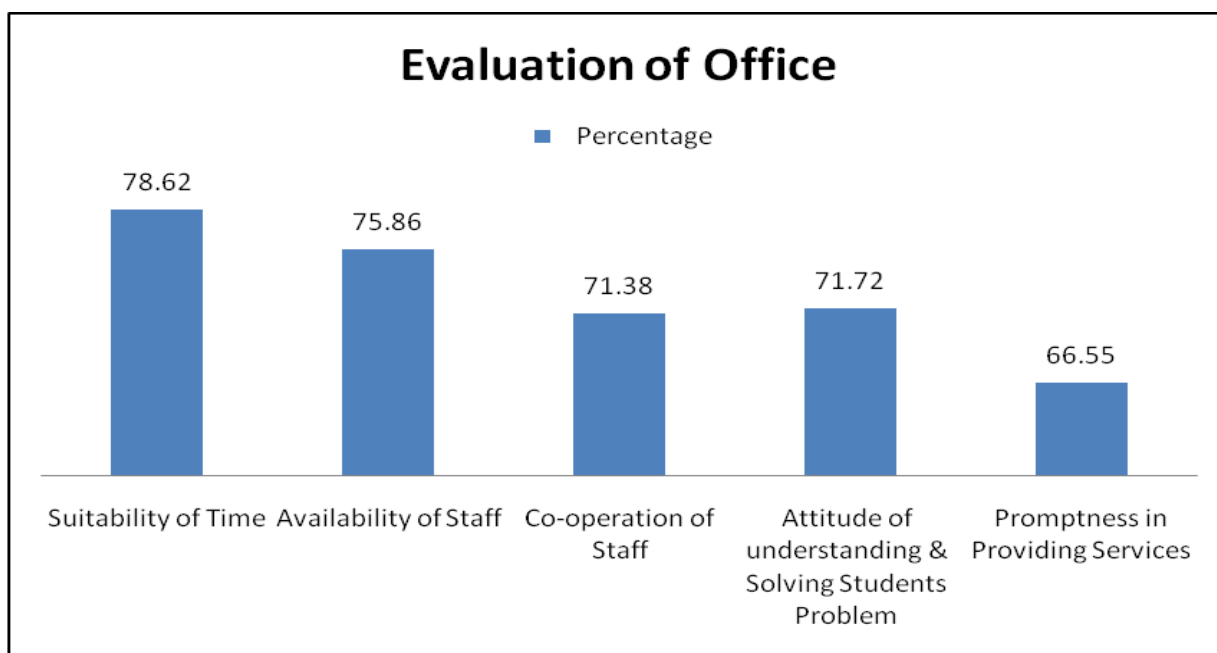
- The feedback forms have been distributed to all Employers.
- Feedback form contains nine parameters of evaluation such as Infrastructure of the college, College library, Co-operation of college office staff, Drinking water facility, Washrooms facility, Cleanliness of the Campus, Overall teaching of teachers, Discipline of the College and Overall impact of the college.
- Employers can choose on five point scale such as excellent (5), Very Good (4) , Good (3), Satisfactory (2) and not Satisfactory(1) while filling the form.
- Collected forms are assessed and analysed.
- The analysis of feedback for the year 2017-18 found that the employers have admired college library with 70 % weightage, whereas College Cleanliness, washroom facility and discipline of the college has to be improved and given the weightage 49 to 52 %. The feedback for Infrastructure of College, Cooperation of Staff, overall teaching of teacher and overall impact of college indicated the weightage shows 66% Its Graphical Analysis is as follows –



Report of Students Feedback

- Feedback from student has been a routine practice of IQAC. The feedback form has been distributed to all students during counseling about each and every points included in the form. Students will be asked to take their own decision while filling form and deposit in the library.
- Feedback from contains ten parameters of teacher's evaluation such as punctuality & regularity, command over the subject, fluency of medium, understanding & effectiveness of teaching, completion of syllabus in time, teacher's knowledge about applications of the subject, readiness for extra lectures, willingness to guide students, use of innovative teaching methods and overall impression, etc. It also contains parameters related to each departments, committees & services such as library, computer centre, sports, office, examination, discipline and campus cleanliness.
- Students can choose five point scale such as excellent (5), Very Good (4), Good (3), Satisfactory (2) and not Satisfactory (1) while filling the form.
- Collected forms are assessed and analyzed.
- The results are discussed with the Principal, wherever improvement is needed, an interaction meeting was organized along with the staff to discuss the feedback to seek improvement in teaching. Efforts taken by teachers to enhance the quality of their teaching are also appreciated.
- The analysis of feedback for the year 2017-18 revealed that overall efforts made on teaching in classroom and method of teaching have been appreciated by the students.
- The performances of the Sports department found improved as compare to last academic year. The appointment of Sports teacher shows improvement in Lectures, Practical guidance, except use of gymkhana and ratio of playing kits to number of students and shows overall impact is more than 70%.
- Graphical Analysis of Some Students feedback samples are as follows –





Working / Teaching Days (Undergraduate)

Month	Sundays	Holidays	Working Days	Teaching Days	Exam Days	Total Days
June	4	4	22	22	0	30
July	5	0	26	26	0	31
August	4	5	21	20	0	31
September	4	2	24	26	4	30
October	5	12	12	3	0	31
November	4	6	20	20	16	30
December	5	7	19	19	2	31
January	4	2	25	26	0	31
February	4	1	22	18	0	28
March	4	3	23	23	8	31
April	4	2	23	10	19	30
May	4	17	10	0	12	31
Total	51	61	257	212	61	365

Working / Teaching Days (Post Graduate)

Month	Sundays	Holidays	Working Days	Teaching Days	Exam Days	Total Days
July	5	0	26	26	0	31
August	4	5	21	20	0	31
September	4	2	24	26	04	30
October	5	12	12	3	0	31
November	4	6	20	20	0	30
December	5	7	19	19	08	31
January	4	2	25	26	0	31
February	4	1	22	18	01	28
March	4	3	23	23	04	31
April	4	2	23	10	0	30
May	4	17	10	0	06	31
Total	47	57	235	190	23	335

Note- The above tables indicate only a calculation of available working and teaching days, as per UGC/University guidelines. However, they are subject to change with respect to details as per the guidelines.

BEST PRACTICE-I

Swachh Bharat Abhiyan

1. Title of the practice: “Swachh Bharat Abhiyan”.

At the time of residential camp in adopted village “*Swachhata Bharat Abhiyan*” has been carried out along with all stakeholders.

2. Goal:

To create awareness about the “*Swachhata*”

3. Content:

Swachh Bharat Abhiyan campaign has been launched by Honable Prime Minister Shree Narendra Modi, with the objective to cover 4041 cities and villages all over the India.

4. The practice:

This campaign has been started with the college campus itself and taken different types of the program at college level i.e. Street Play, Swachh Tala Taluka, rallies, display of posters etc for the stakeholders and adopted villagers. At the time of special camp different resource persons has been called for to create awareness about the Swachhata Mission. All students as well as the stakeholders have been participated in the Abhiyan and practically involved with the students of the college. The main objective of this practice was to “Swachhata is the everyone responsibility”

5. Evidence of success.

By this practice in the campus as well as at the adopted village the awareness about the cleaningness has been created amongst the stakeholders and for us also. Discipline about the swachhata has been maintained by the students as well as villagers in the adopted village.

6. Problem encountered and resources required:

Some stakeholders have criticized this mission, but the same importance of the cleaningness has agreed too.

BEST PRACTICE-II

Total Quality Management Programme (TQM)

1. Title of the practice:

To find out difficulties encountered by the students and improve academic and co-curricular activities of student's best practice implemented in college is "Total Quality Management Programme".

2. Goal:

The aim of this practice is to solve each and every problem faced by students in their college tenure related to academics, family and psychological.

3. Content:

To know personal, academic, social and psychological problems encounter and give them to suggestions.

4. The practice:

One of the teachers is assigned the mentorship for 30 to 40 Students. Each mentor provides TQM form to adopted student. This form includes information of academic, social, personal achievements and problems. Mentoring teacher takes meetings of adopted students separately and guiding to fill up the form. If any student has a problem related to study or personal psychological, economical, physical then after observing student, teacher advises him/her and try to solve the problem. If not possible then He / She is referred to doctor for medical assistant for counselling. This type of counselling makes teacher student interaction healthy.

5. Evidence of success:

During year 2017-18, 117 students from Arts and Commerce

faculties were assessed by the teachers who have worked as mentors. Student's minor problems are tried to resolve by counseling. Motivational and positive thinking lectures were arranged during NSS camp and in the college on various occasions. Two students are referred to doctor for health and fitness problems. Individual personal interaction of students and mentor helps to explore problems of the students.

General Observations –

- Maximum parents are residing and working at Mumbai / other cities.
- Exam fear about the University Examination to the students.
- After completion of Graduation how to get employment into globalised era.
- Dress Code is to be adopted by the college.

6. Problem encountered and resources required:

While analyzing TQM form or while discussing with students it's always not possible to know the each and every problem of each students. Most of the students come from economical backward and rural area therefore they are reluctant to disclose their problems. Even then, we tried our level best to reach every student through TQM. We have also helped some students from poor fund; give also employment opportunity under Earn and Learn Scheme as well as guidance for the off the campus placement. Examination fear has been decrease with the counseling to the students.