

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

**MHCOGNI5896**

**A.Q.A.R.**

**FOR THE YEAR**

**2016-17**

**The Annual Quality Assurance Report (AQAR) of the IQAC  
For the academic year 2016-17**

**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

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State

Maharashtra

Pin Code

402111

Institution e-mail address

dgtcollegetala1@yahoo.co.in

Contact Nos.

02140269575

Name of the Head of the Institution:

Dr. Pandurang Baburao Landage

Tel. No. with STD Code:

02140-269575

Mobile:

9421139203

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/aqar2016-17 .doc

1.5 Accreditation Details

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

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

17 July 2013

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

2016-17

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\_\_\_\_\_ (DD/MM/YYYY)
- 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	<input type="text" value="----"/>		
University with Potential for Excellence	<input type="text" value="----"/>	UGC-CPE	<input type="text" value="----"/>
DST Star Scheme	<input type="text" value="----"/>	UGC-CE	<input type="text" value="----"/>
UGC-Special Assistance Programme	<input type="text" value="----"/>	DST-FIST	<input type="text" value="----"/>
UGC-Innovative PG programmes	<input type="text" value="----"/>	Any other ( <i>Specify</i> )	<input type="text" value="----"/>
UGC-COP Programmes	<input type="text" value="----"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="07 Nos."/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="01 No."/>		
2.3 No. of students	<input type="text" value="01 No."/>		
2.4 No. of Management representatives	<input type="text" value="02 Nos."/>		
2.5 No. of Alumni	<input type="text" value="01 No."/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="01 No"/>		
2.8 No. of other External Experts	<input type="text" value="01 No"/>		
2.9 Total No. of members	<input type="text" value="16 Nos"/>		
2.10 No. of IQAC meetings held	<input type="text" value="04 Nos"/>		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="04 Nos"/>	Faculty	<input type="text" value="12 Nos"/>

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 -Nil

Total Nos.  International  National  State  Institution Level

(ii) Themes

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
- ❖ 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 Economics.
To conduct conference/ seminar.	National Level Conference has been conducted in the subject of Political Science.
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 Health Awareness Programme for stakeholders.	Organized two Health Awareness Programmes i.e. Eye donation awareness and <i>DEHADAN</i> awareness.
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 Eco-friendly Awareness programmes during Ganesh Festival and conducted Cracker-free Diwali.
To provide support to the Local Government Bodies as per their requirement and suggestions.	Participated in Voters' Survey Programme and Vittiya Saksharta Abhiyan.
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

#### I. 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	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>			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, these syllabi have been designed to introduce to students to elementary concepts of subjects. 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	06 Nos	01 No	Nil	Nil

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

04 Nos
03 Nos
05 Nos

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07 Nos	27 Nos	01 No
Presented papers	08 Nos	28 Nos	01 Nos
Resource Persons	Nil	01 No	Nil

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

At the time of NSS residential camp the practical lecture has been organized on the subject of "High Tide-Low Tide" at Sea side.

2.7 Total No. of actual teaching days during this academic year (**Attached the Annexure V**)

215 days

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

As per university guidelines provided time to time the following examination and evaluation reforms have been initiated by the institution.

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

Nil
Nil
01 No

2.10 Average percentage of attendance of students

78%

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>F.Y.B.A.</b>						
SEM –I	54	Nil	3.70	5.56	Nil	42.59
SEM-II	54	Nil	3.70	44.44	5.56	18.52
<b>S.Y.B.A.</b>						
SEM-III	32	Nil	12.96	25.93	3.70	3.70
SEM-IV	32	12.96	12.96	37.50	Nil	3.13
<b>T.Y.B.A.</b>						
SEM-V	30	Nil	6.67	30.00	6.67	Nil
SEM-VI	28	Nil	32.14	32.14	7.14	Nil
<b>M.A.</b>						
SEM – I	12	Nil	8.33	33.33	Nil	Nil
SEM – II	05	Nil	20.00	40.00	Nil	Nil
SEM – III	25	16.00	48.00	36.00	Nil	Nil
SEM – IV	25	12.00	52.00	32.00	Nil	Nil
<b>F.Y.B. Com.</b>						
SEM-I	81	Nil	Nil	6.17	4.94	8.64
SEM-II	81	Nil	Nil	20.99	13.58	27.16
<b>S.Y.B. Com.</b>						
SEM-III	58	Nil	8.62	15.52	31.03	25.86
SEM-IV	58	6.90	62.07	55.17	1.72	5.17
<b>T.Y.B.Com.</b>						
SEM-V	47	Nil	17.09	25.53	4.26	Nil
SEM-VI	45	22.22	40.00	26.67	6.67	Nil
<b>M.Com.</b>						
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	02 Nos.
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>No. of Permanent Employees</b>	<b>No. of Vacant Positions</b>	<b>No. of permanent positions filled during the Year</b>	<b>No. of positions filled temporarily</b>
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 regular 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	1 No	--	--
Outlay in Rs. Lakhs	0.20	0.25	--	--

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	--	--
e-Journals	01	01	--
Conference proceedings	07	27	--

#### 3.5 Details on Impact factor of publications: Nil

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 (University)	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil

Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	One	College	50,000	5,000
Students research projects <i>(other than compulsory by the University)</i>	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

Nil

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  State level

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	08 Nos	College forum	33 Nos
NCC	--	NSS	17 Nos
		Any other	07

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

- Rice plantation workshop
- Agricultural Workshop
- Tree Plantation
- “Sadbhavana Saptaha”
- “Swachhata Aabhiyan”
- AIDS awareness
- Women’s Empowerment
- Anti superstition programme
- Anti addiction programme
- Social Survey
- Scientific Approach
- Disaster Management
- Water literacy
- Street Play
- Voters awareness
- Savindhan deevas
- Road Safety Awareness
- VISAKA (Vittiya Saksharata Abhiyan)
- Consumer Awareness Programme.

## 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.	69	02	Institution	71
Value of the equipment purchased during the year (Rs. in Lakhs)	8.217	0.80835	Institution	9.02
<b>Others</b>				
• Open Air Theatre	01			
• Audio - Video Room	01			
• Teachers Common Room	01			
• Common Room for Boys	01			
• Common Room for Girls	01			
• 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		
		0	Institution	22

#### 4.2 Computerization of administration and library

- Digital Library.
- LAN of Office & Examination.
- Use of Library Management Software (e- Granthalaya) for Library Automation.
- **Principial 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	2701	386693	256	33477	2957	420170
Reference Books	3151	481636	97	21259	3448	502895
e-Books	INFLIBNET NLIST Database ( 51000 + e-Books )					-
Journals	5	6740				
e-Journals	-----					
Digital Database	---	---	---	---	---	---
CD & Video	73	2825	75	10915	148	13740
Others(Specify)						
Magazine	15	11745				
News Papers	07	9600			7	9600

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Library
Existing	19	7	1	3	0	3	2	3
Added	1	0	1	0	0	0	1	0
Total	20	7	2	3	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 Economics Teacher
- Investment Awareness Seminar

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.0980
ii) Campus Infrastructure and facilities	0.14690
iii) Equipments	0.02730
iv) Others	0.76118
<b>Total:</b>	<b>1.03338</b>

## 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 extracts by comparing their percentage of previous year to current year percentage through TQM
- Two extra lectures per week to average learners.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
304	60	Nil	Nil

#### (b) No. of students outside the state

01 No

#### (c) No. of international students

Nil

No	%
198	54

Men

Women

No	%
166	46

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
122	68	32	187	01	410	102	61	23	177	01	364

Demand ratio Nil

Dropout 48.70%

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.

No. of students beneficiaries

171

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

- 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

161 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

- Organ Donation and Eye Donation Awareness Program arranged.
- 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 fund has been donated to economically backward by Rotary Club, Dadar, Mumbai.

## 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	02	2000
Financial support from government	58	4,22,490
Financial support from other sources	02	2000
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:

- 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, Cost Accountancy, Management Accounting and Business Economics.
- ❖ Curriculum of two certificate courses were developed by faculties (Certificate Course in Yoga & Certificate course in Accounts of Trusts and Co-operative Societies) and approved from University of Mumbai from next academic year (2017-18).
- ❖ These courses are six months and one year duration.

### 6.3.2 Teaching and Learning

- ❖ The Teachers have been involved into training programme such as Orientation course / Refresher course, Short Term Course, Summer / Winter course, Seminar & Conference and Workshops for teaching learning development
- ❖ Time table for innovation teaching and learning process.
- ❖ 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, Participation in Seminar / Conference by students, Survey based project learning by students and field visit for student.

### 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.

#### 6.3.4 Research and Development

- ❖ IQAC promotes research by conducting regular meetings of research committee.
- ❖ IQAC proposes to organize seminar / conference on new trends in research.
- ❖ IQAC encourages inter disciplinary research.
- ❖ IQAC promotes research culture amongst students through paper presentation.

#### 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 Review Competition**

Book review competition organised in the college. Students asked to write book review of any reference book and dictate in the competition. Because of dictation all students came to know about this book. Thus students are getting experience of knowledge without reading books. For more information they can refer book in the library.

##### ❖ **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 2016 – 2017, 61 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 5 lectures were organised.



6.3.7 Faculty and Staff recruitment

❖ As per University / state government rules / norms. This year 05 CHB teachers are continued.

6.3.8 Industry Interaction / Collaboration

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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 Students	Personal Accidents Insurance Scheme.
	<ul style="list-style-type: none"> <li>• Poor fund for student.</li> <li>• Scholarship and Free ship by NGO,</li> <li>• Book bank scheme for students, Students Group Insurance as per University Scheme.</li> </ul>

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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
F.Y. Programme	Yes			
S.Y. Programme	Yes			
T.Y. Programme	No			
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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- 09

- 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

Nil

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

- ❖ Tree Plantation in proposed Campus has been carried out.
- ❖ Fire safety precautionary measures have been initiated.

## 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 organised.
- Debate and Elocution Competition Organised.
- National Seminar conducted.
- “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.
- “Vittiy Saksharata Abhiyan” has been organised.
- Unicode Workshop organised.
- Wikipedia workshop has been conducted.

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 )
<ul style="list-style-type: none"><li>• Workshop for syllabus</li><li>• Conference to be conducted</li><li>• Debate Competition organisation.</li><li>• Elocution Competition organisation.</li><li>• To Build “Vanrai Bandhara”</li><li>• Voter Survey.</li><li>• Blood Donation camp.</li><li>• Legal Literacy.</li><li>• Disaster Management for student.</li></ul>	<ul style="list-style-type: none"><li>• Conducted Revised Syllabus workshop for lecturer.</li><li>• National Conference has been conducted for the subject of Political Science.</li><li>• Intercollegiate Debate Competition has been organised.</li><li>• Intercollegiate Elocution Competition has been organised.</li><li>• <i>Vanrai Bandhara</i> has been constructed.</li><li>• Voters Survey has been conducted.</li><li>• Student Participation in disaster management programme.</li></ul>

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

*\*Attached the details in annexure*

- Plantation Programme Organized. **(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.

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 one department.
- One Revised Syllabus Workshop Conducted.
- Pursuing Minor Research Projects.
- Percentage of SC/ST/OBC Category students.  
U.G. - S.C. – 18.33 % S.T. – 5.66 %, OBC- 47.98 %  
P. G. – S.C. – 12. 77 %, S.T. – 8.51 %, OBC – 53.19 %
- Evaluation System of students is very transparent.
- Library with adequate stacking facilities.
- Most of our alumni are spread throughout Maharashtra and one of our alumni is in UAE.
- *Viveki Yuva Nirman* workshop Conducted.

#### **Weaknesses-**

- Not able to provide consultancy to industry.
- Absence of Campus Recruitment
- High Drop-out Rate (17 %)
- Students afraid of communication skills
- Inadequate infrastructure and ICT facilities
- Support Services are inadequate
- Not yet established Research Centre

**Opportunities:**

- Apart from tradition courses college should offer DIT, DLL, DRD, etc.
- Post Graduate Courses in different subject
- Short Term Courses / Career Oriented Courses
- Professional Courses
- 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
- Challenge of raising funds for construction of new and well equipped building in leased land.

**8. Plans of institution for next year**

1. Academic audit
2. Administration Audit.
3. Research Activities to be carried out.
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 Bag Creation and Distribution Campion.
11. Waste Management Programme.



Name Dr. Diwakar Dhondu Kadam

Signature of the Coordinator, IQAC



Name: Dr. Pandurang Baburao Landage

Signature of the Chairperson, IQAC

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**Annexure-I**

**Academic Calendar for the year 2016-17**

**Term I (6th June 2016 to 26th Oct 2016)**

<b>Sr. No.</b>	<b>Week/Month</b>	<b>Activity</b>
1	6th June 2016	Date of commencement of First Term
2	15th June 2016	Commencement of F.Y, S.Y, T.Y.B.A & F.Y, S.Y, T.Y.B.Com Classes
3	4th Week of June 2016	Teaching Begins for the First Term
4	1st July 2016	Commencement of PG Classes
5	2nd Week of Aug.2016	Internal Test
6	3rd and 4th Week of Aug.2016	Student Feedback on Teaching
7	2nd Week of Sep 2016	Term and exam for F.Y & S.Y
8	26th Oct 2016	Date of Conclusion of First Term

**Term II (15<sup>th</sup> Nov 2016 to 30<sup>th</sup> Apr 2017)**

<b>Sr. No.</b>	<b>Week/Month</b>	<b>Activity</b>
1	15th Nov. 2016	Date of commencement of Second Term Teaching
2	1st Week of Jan. 2017	Cultural week & Sports week
3	1st Week of Feb.2017	Internal test
4	2nd Week of Feb. 2017	Student feedback on Teaching
5	1st Week of Mar 2017	Semester Exam
6	30th April 2017	Date of Conclusion of the Second Term

**Post Graduate:-**

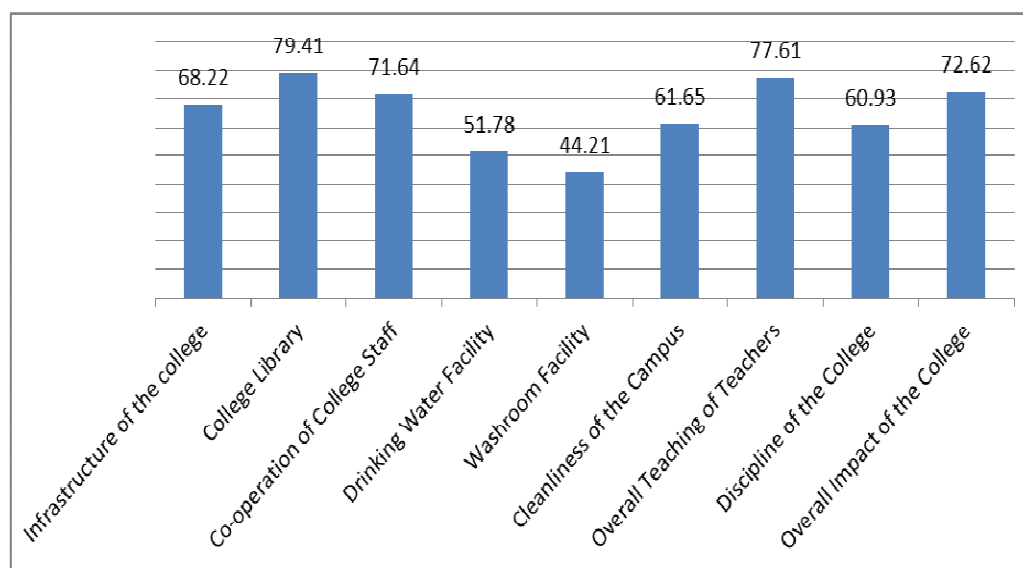
Date of Commencement of Term I	1st July 2016
Date of Conclusion of Term I	15th Dec 2016
Date of Commencement of Term II	1st Jan 2017
Date of Conclusion of Term II	15th May 2017

**Note:-**

1. Dates of commencement of First Term and Second Term for both Under Graduate and Post Graduate Courses were declared by the University of Mumbai.
2. The Principal can make necessary change in the academic Calendar as per requirement.

### Report of Parents Feedback

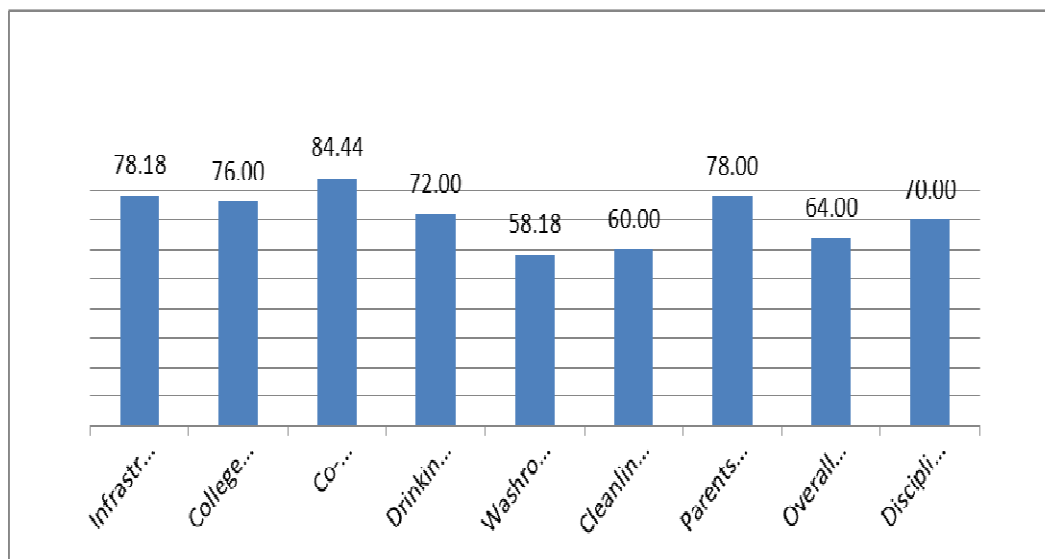
- The feedback forms have been distributed to most of the Parents.
- Feedback form contains nine parameters of evaluation such as Infrastructure of the college, College Library, Co-operation of College, Office Staff, Drinking Water Facility, Washrooms Facility, Cleanliness of the Campus, Overall teaching 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 analysed.
- The analysis of feedback for the year 2016-17 revealed that parents have appreciated College Library, Co-operation of College and Staff, Overall Teaching of teachers with more than 72 % weightage. At the same time parents have pointed out about quality of washrooms, drinking water and cleanliness indicating weightage below 62 %. The overall impact of the college shows 72.62%. The institute will take care of all these facts in the year 2017-18.
- Graphical Analysis of Parents feedback are as follows –





### Reports of Employer Feedback

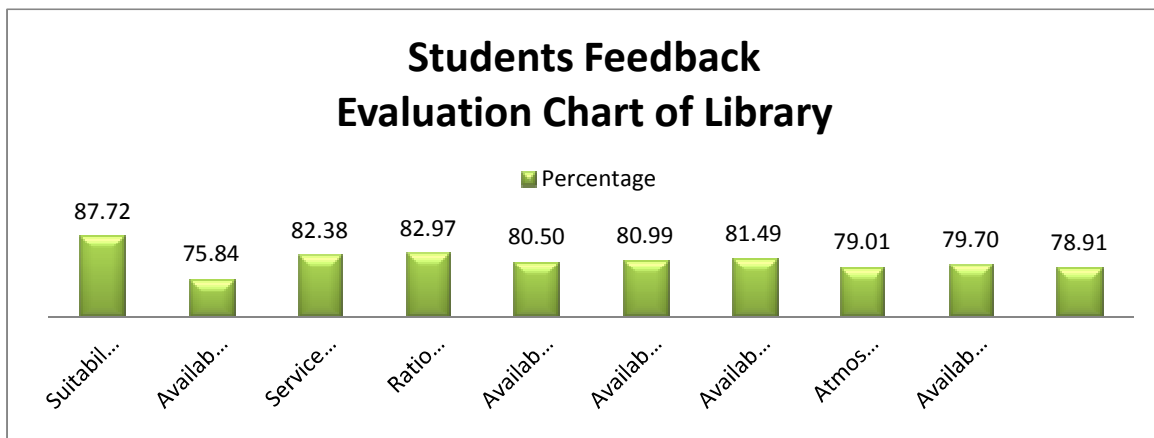
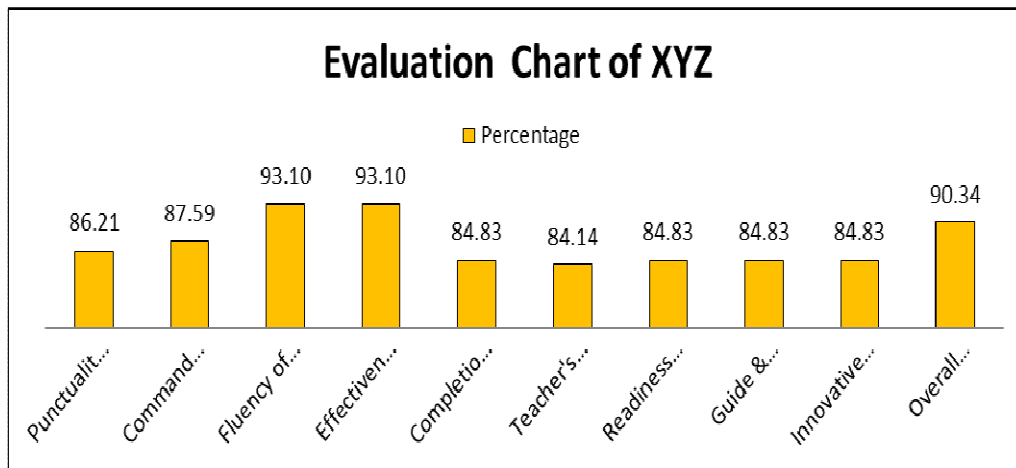
- The feedback forms have been distributed to all Employers.
- Feedback form contains nine parameters of evaluation such as Infrastructure of the college, College library, Co-operation of college office staff, Drinking water facility, Washrooms facility, Cleanliness of the Campus, Overall teaching of 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 2016-17 found that the employers have admired college library, Co-operation of Office Staff and discipline of the college with above 70 % weightage whereas like parents and employers feedback, are not satisfied by water, wash room and cleaning facilities. Its Graphical Analysis is as follows –

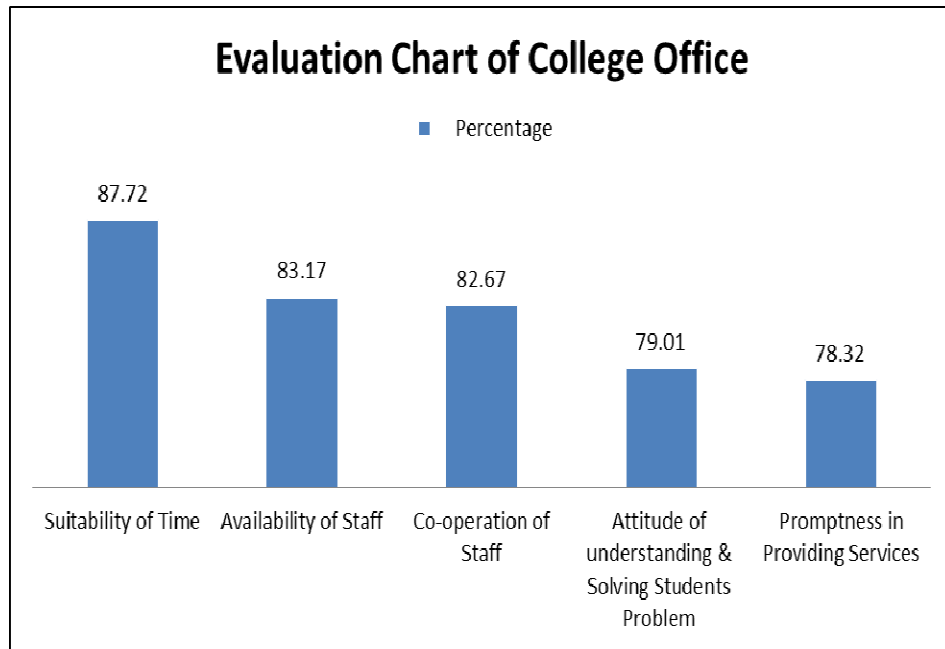
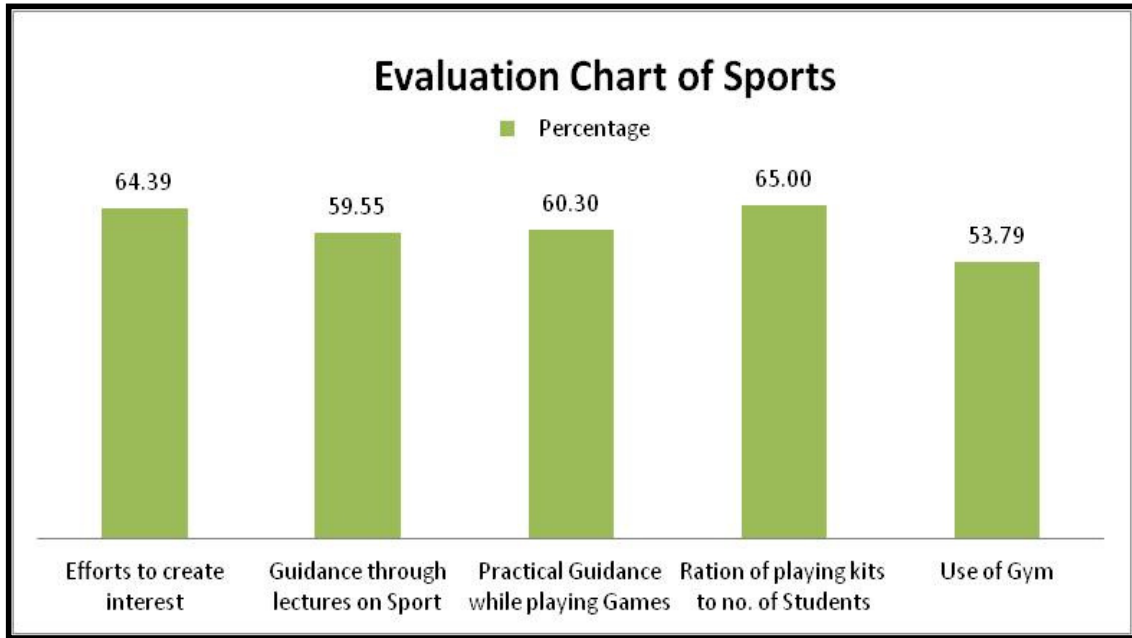


**Report of Students Feedback**

- Feedback from student has been a routine practice of IQAC. The feedback form has been distributed to all students during counselling 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 form 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 analysed.
- 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 2016-17 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, 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	08	30
July	5	1	25	25	00	31
August	4	2	25	25	00	31
September	4	8	18	22	04	30
October	5	2	24	08	10	31
November	4	11	15	15	11	30
December	4	1	26	20	15	31
January	5	1	25	25	00	31
February	4	1	23	19	04	28
March	4	2	25	25	10	31
April	5	2	23	05	18	30
May	4	27	0	0	11	31
<b>Total</b>	<b>52</b>	<b>62</b>	<b>251</b>	<b>215</b>	<b>91</b>	<b>365</b>

**Working / Teaching Days (Post Graduate)**

Month	Sundays	Holidays	Working Days	Teaching Days	Exam Days	Total Days
June	4	4	22	00	00	31
July	5	1	25	25	00	31
August	4	2	25	25	00	31
September	4	8	18	14	04	30
October	5	2	24	24	00	31
November	4	11	15	15	13	30
December	4	1	26	22	04	31
January	5	1	25	25	00	31
February	4	1	23	18	00	28
March	4	2	25	25	04	31
April	5	2	23	0	02	30
May	4	27	0	0	13	31
<b>Total</b>	<b>52</b>	<b>62</b>	<b>251</b>	<b>193</b>	<b>40</b>	<b>365</b>

**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**

**Sustainable Plantation**

**1. Title of the practice:** “Sustainable Plantation”.

Sustainable plantation programme implemented through all the employees and student-teams. There is team wise plant allotment with related work like watering, providing manures/ fertilizers, day to day care taking of the plants.

**2. Goal:**

- To develop green environment in the campus.
- To maintain alive and pleasant campus.

**3. Content:**

Selection of flowers plants, selection of proper places into the campus and enclosure of all human resource in the organisation of teams.

**4. The practice:**

- With the help of Education Society's management; purchased the plants from the nursery, plantation pots and manures to fertilize the soil.
- According to team wise work allotment; each team filled up properly the plantation pots with fertile soil.
- All such planted pots are kept in safe places with proper fencing.
- For the convenience, all the planted pots are numbered.
- Further team responsibilities are observed by the authority.

**5. Evidence of success.**

By this practice in the campus, all the plants are maintained properly. Now, all the plants are growing properly. Resultantly, the flowers are being used to felicitate the guests at various ceremonies, functions and all programmes conducted in the campus. It is observed that there is increase in the affinity among the students towards the plantation. Plantation awareness created among the student and employees. Eco-friendship is developing among students and stake holders in the campus.

**6. Problem encountered and resources required:**

During heavy rainy season, sometimes we shifted all the plants at safer places under the shelter.

**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 2016-2017, 118 students from commerce faculty and 60 students from arts faculty were assessed by five teachers who have worked as

mentors. Student's minor problems are resolved by counselling. 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.
- Physical problems found in students i.e. stomach ache, headache etc due to negligence or unawareness of health.
- Some students facing financial problem.
- Some parents being addict, students have worries about their future.
- Some students are found under depression.

**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.