

# The Annual Quality Assurance Report (AQAR) of the IQAC (2016-17)



// दुरितांचे तिमिर जाओ //



**Submitted  
By**

**Sant Dnyaneshwar Shikshan Sanstha's**

**Hon. Shri. Annasaheb Dange Arts, Commerce and Science  
College, Hatkanangale**

**(Affiliated to Shivaji University, Kolhapur)  
Re-Accredited 'B' by NAAC [2.78 CGPA]**

**To**

**National Assessment and Accreditation Council (NAAC)  
Bangalore**

**2017**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

**AQAR for the year**

**Academic Year: 2016-17**

### 1. Details of the Institution

1.1 Name of the Institution

**HON. SHRI. ANNASAHEB DANGE ARTS, COMMERCE  
AND SCIENCE COLLEGE, HATKANANGALE**

1.2 Address Line 1

A/P- Hatkanangale

Address Line 2

Hatkanangale- Ichalkaranji Road, Near Water  
Tank

City/Town

Hatkanangale

State

MAHARASHTRA (MS)

Pin Code

416109

Institution e-mail address

adacshat@gmail.com

Contact Nos.

0230-2483521

Head of the Institution:

**Dr. Yojana Vasant Jugale**

Tel. No. with STD Code:

0230-2483521

Mobile No.

**+91 9422040114**

Name of the IQAC Co-ordinator:

Mr. Digambar Sukhadeo Kulkarni

Mobile No.

+91 9823093043

IQAC e-mail address:

iqacadacscollege@gmail.com

1.3 NAAC Track ID

(For ex. MHC0GN 18879)

AD 09081

1.4 NAAC Executive Committee No. and Date:

EC/62/RAR/099 dated 04-01-2013

1.5 Website address:

[www.adcacs.in](http://www.adcacs.in)

Web-link of the AQAR:

<http://www.adcacs.in/pdf/AQAR2016-17>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	--	2004	5 Years
2	2 <sup>nd</sup> Cycle	B	2.78	2012	5 Years

1.7 Date of Establishment of IQAC:

30/08/2004

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

- i. AQAR of 2012-13 submitted to NAAC on 15/05/2013
- ii. AQAR of 2013-14 submitted to NAAC on 09/08/2014
- iii. AQAR of 2014-15 submitted to NAAC on 15/10/2015
- iv. AQAR of 2015-16 submitted to NAAC on 22/10/2016

1.10 Institutional Status: Affiliated College: Yes

No

Constituent College: Yes

No

Autonomous College of UGC: Yes

No

Regulatory Agency Approved Inst.: Yes

No

Type of Institution: Co-education:

Men

Women

Urban

Rural

Tribal

Financial Status:

Grant-in-aid

UGC 2(f)

UGC 12B

Grant-in-aid + Self Financing

Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

**Others (Specify)**

Our college runs following self financial courses on the campus:

**1.B.C.A. ( Self-financed Programme):** The institute has been running B.C.A as a self-financed programme since 2008.

**2. P.G.(M.A.) in History (Non-grantable):** The department of History has been running P.G. Course on non-grantable basis since 2010.

**3.B.Sc. (Non-grantable):** The insitute has been running this course on non-grantable basis since 2016.

**4.P.G.(M.Com.) in Commerce (Non-grantable):** The department of Commerce has been running P.G. course on non-grantable basis since 2016.

Apart from the above courses, the college had submitted the proposal of P.G. in English to Shivaji University, Kolhapur.

1.12 Name of the Affiliating University

**Shivaji University, Kolhapur**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / Uni.	<input type="checkbox"/> N. A.	UGC-CPE	<input type="checkbox"/> N. A.
University with Potential for Excellence	<input type="checkbox"/> N. A.	DST Star Scheme	<input type="checkbox"/> N. A.
UGC-Special Assistance Programme	<input type="checkbox"/> N. A.	UGC-CE	<input type="checkbox"/> N. A.
UGC-Innovative PG programmes	<input type="checkbox"/> N. A.	DST-FIST	<input type="checkbox"/> N. A.
UGC-COP Programmes	<input checked="" type="checkbox"/>	Any other (Specify)	<input type="checkbox"/> N. A.

## 2. IQAC Composition and Activities

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and Community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	04
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="01"/> Faculty <input type="text" value="02"/> Non-Teaching Staff <input type="text" value="02"/> Students <input type="text" value="01"/> Alumni <input type="text" value="01"/> Others <input type="text" value="---"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

If yes, mention the amount

**The IQAC received the fund worth of three lakh Rs. (300000/-) as seed money from UGC in the year 2013-14.**

2.13 Seminars & Conferences (only quality related):

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

Total No.  International  tional  te  Level

(ii) Themes

1. **Workshop No.01:** Preparing Proposals for undertaking Minor and Major Research Projects and organizing Seminars
2. **Workshop No.2 :** Preparing for ISO Certification
3. **Workshop No.3 :** Integration of ICT in Teaching-Learning Process

## 2.14 Significant Activities and contributions made by IQAC:

Significant Activities and Contributions of IQAC are as following:

**1. Introduction of Certificate Courses:** Considering students' demands for short term courses, the IQAC of this college encouraged the faculty to introduce certificate courses for students' betterment. In response to this the following certificate courses were introduced:

a) Modi Lipi Training (Department of History) b) Hindi Translation (Department of Hindi)  
c) Taxation (Department of Commerce) d) CoC in Spoken and Communicative Skills in English (Department of English).

**2. Introduction of New Programs:** The college has introduced two new programs (one at UG level and the second at PG level) for bringing more academic flexibility. The college has been running the programs like B.Sc. and M.Com. since July 2016 as a result of constant efforts and encouragements of IQAC, LMC and the management of our mother institution.

**2. ISO Certification of the College:** As a part of quality assurance initiative the IQAC planned to go for ISO certification and accordingly the college has been certified as ISO 9001:2015 in the month of April 2017.

**3. Faculty Appraisal System:** All faculty members were asked to submit their PBAS (Performance Based Appraisal System) proforma to the IQAC in the month of April. All these PBAS proforma were scrutinized by the Coordinator of IQAC and afterwards they were finalized with the sign of the Principal of the college.

**4. Promotion of Research Culture:** The IQAC motivated and encouraged the faculty to submit proposals for Minor/Major Research Projects to Indian Council of Social Science Research, New Delhi and as a result Research proposals for Major Research Projects from the department of Geography and History have been shortlisted and awaited for final result.

**5. Publication of Quality Manual & IQAC News Letter:** During the process of ISO certification, the IQAC of this college has published the Quality Manual containing the quality policy of the college. Besides, the IQAC News Letters had also been published to make all stakeholders aware of the activities and achievements of the college.

Apart from the above activities, the IQAC looks after the teaching learning process, faculty development programs and enhancing the students' support services regularly.

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/Action Taken
To Establish Language Lab and Office Automation System in the College.	In response to this, two demonstrations were organized with the faculty and administrative staff by Biyani Technology, Kolhapur for understanding the overall process of language lab and office automation. Afterwards, purchasing orders (POs) of language lab and office automation had been sent to Biyani Technology.
To submit a proposal for working as Lead College under the Lead College Scheme of Shivaji University, Kolhapur.	A proposal for being a Lead College under the Lead College Scheme was submitted to Shivaji University, Kolhapur. In response to this, Shivaji University has approved the proposal and since June 2016, our college has been working as a Lead College of Shivaji University, Kolhapur.
To encourage all departments to submit proposals for organizing national seminars to ICSSR, UGC and other funding agencies.	In response to this, the department of Geography had organized ICSSR sponsored two day National seminar on Soil Degradation on 7 <sup>th</sup> and 8 <sup>th</sup> October 2016. Besides, the departments of Economics and Commerce had submitted the proposals for organizing seminars to the ICSSR and both of these proposals were approved by the ICSSR.
To develop botanical garden and rainwater harvesting system.	The layout of botanical garden has been prepared and still the work is in progress. Instead of rainwater harvesting, the college has developed waste-water purification unit adjacent to college canteen.
To submit a proposal for introducing PG course in English	The proposal for introducing PG course in English (M.A.) has been prepared and forwarded to Shivaji University, Kolhapur. In response to this the university has approved the proposal and our college has been running M.A. in English since July 2017.

Refer Annexure -I \* 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

The Coordinator of IQAC has prepared the AQAR collecting necessary and relevant information from portfolio reports and departmental profile. After its completion, a small discussion on the current AQAR was held in the LMC and IQAC meetings in which the draft was finalized with the sign of the Principal and the Coordinator of IQAC.

**Part – B**  
**Criterion – I: Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	No. of existing Programmes	No. of programs added during the year	No. of self-financing programmes	No. of value added / programmes
PhD	---	---	--	---
PG	01	<b>01</b>	02	---
UG	03	<b>01</b>	02	---
PG Diploma	---	---	---	---
Adv. Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	01	<b>03</b>	---	04
Others				---
<b>Total</b>	05	05	04	04

Interdisciplinary				
Innovative				

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

Students from Arts faculty have an opportunity of Core-Elective option while choosing the curriculum whereas the Commerce students have to choose the core papers only as there is no core elective option in their curriculum. All PG courses have three core papers and one elective paper.

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	<b>06</b> (B.A., B.Com. B.C.A., B.Sc., M.A. & M.Com.)
Trimester	---
Annual	---

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

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

*\*Please refer annexure-II (An analysis of the feedback provided in the Annexure-II)*

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

Our college is affiliated to Shivaji University, Kolhapur and it follows the university prescribed syllabi of all programs. However, the college has updated the syllabus of Career Oriented Course in Spoken & Communicative Skills in English.

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

The college has introduced B.Sc. (UG) and M.Com. (PG) as new programs in June 2016. Besides, a proposal for introducing PG course in English had been submitted to Shivaji University, Kolhapur.



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	<b>Total</b>	<b>Asst. Professors</b>	<b>Associate Professors</b>	<b>Professors</b>	<b>Others</b>
	20	17	02	01	---

2.2 No. of permanent faculty with Ph.D.	08
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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
	--	---	--	-	--	--	25	--	25	--

2.4 No. of Guest and Visiting faculty and Temporary faculty	--	08	13
---	----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops		02	
Presented papers	05	10	05
Resource Person or Chairperson		02	

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

<p><b>1. Assessment of Students' Learning Levels:</b> After students' enrolment, the college conducts a diagnostic test to assess the learning levels of the students and classifies them into slow and advanced learners. For slow learners, the college conducts remedial coaching, compensatory teaching and introduces foundation courses to enable them to learn the prescribed curriculum easily and advanced learners are exposed to Career Oriented Course, Certificate Courses and MPSC/UPSC Coaching etc.</p> <p><b>2. Adoption of Student centric Methods:</b> The faculty members have developed various student centric teaching modules including experiential, participative and web-based learning modules for creating ease and comfort in learning process. Various methods such as practical sessions, field visits, sensitization visits, study tours, group discussions, and role play method, uploading learning resources on college website and some creative learning methods such as essay writing, debates, screening sessions, etc. have been adopted regularly for creating better learning environment.</p> <p><b>3. Integration of ICT and E-Resources in Teaching-Learning:</b> Each and every department is well equipped with computer, OHP, Screen and internet connectivity and more than fifty percent lectures have been delivered by using these ICT and internet tools. Few topics are taught through screening session-showing movies and documentaries. Online</p>
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resources such as PDF/ e-books and database are downloaded from internet and kept in soft copy format in each department so that students can easily access to all resources.

4. **E-Classroom Facility:** The college has created e-classroom corner on its website where e-texts, PPTs, teacher's self video lecture, assignments etc. have been uploaded so that students can get classroom experience after the class hours.

2.7 Total No. of actual teaching days during this academic year

180 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)

1. The college has formed Examination Coordination Committee as per university rules and regulations to carry out all matters related to examination. The reforms in examination come under the purview of university authority and therefore the institute has very little role in introducing reforms in examination.
2. The college works as CAP centre for assessing the answer books of the first year students and also provides them the photocopies of assessed answer books on their demand for revaluation purpose only.
3. In order to assure the learning outcomes, the college has introduced continuous internal evaluation system in which unit tests, oral tests, open book examinations, assignments, seminars and students' projects and preliminary examinations etc have been conducted regularly to get more practice.
4. The college conducts diagnostic test to assess the learning levels of the students immediately after their enrolment in the college. This test contains multiple choice questions and few descriptive type questions.

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

No. of Faculty Worked as Member of Board of Study	No. of Faculty Participated in Curriculum Development Workshop
02	00

2.10 Average percentage of attendance of students :

90 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Dist- %	I %	II %	III %	Total Pass%
B.A.I	84	05%	15%	40%	25%	86%
B.A.II	66	03%	15%	48%	29%	95%
B.A.III	92	10%	32%	30%	01%	73%
B.Com. I	88	02%	04%	38%	26%	70%
B.Com.II	48	0	06%	35%	40%	81%
B.Com.III	73	0	16%	23%	32%	71%

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

- Contribution of IQAC in Teaching Learning Process:** The IQAC has organized orientation program for faculty and students on using e-resources and also guided the faculty in preparing and uploading teaching modules on college websites. Through the orientation programs, the faculty members are exposed to National Digital Library, e-pgpathshala and INFLIBNET sources. Apart from that the IQAC has encouraged all faculty members to develop e-library including text as well as audio-visual materials relevant to the prescribed syllabus so that students can learn easily.
- Evaluating Teaching-Learning Process:** The IQAC has drafted Teacher –Evaluation Feedback Proforma and regularly collects the filled in feedback proforma from the students. All feedback proforma are analyzed and the concerned faculty members are instructed to improve their teaching methods by adopting student centric learning methods. Besides, the IQAC verifies the API diary of all faculty members by the end of every month with necessary instructions and the PBAS proforma of all faculty members are scrutinized by IQAC at the end of the academic year.

2.13 Initiatives undertaken towards faculty development (2016-17):

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefitted</b>
Refresher courses	03
UGC – Faculty Improvement Programme	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	00
Staff training conducted by other institutions	--
Summer / Winter schools/Workshops/ Short Term Courses, etc.	02 (STTP)
Others	20 (benefitted from seminars/ conferences, etc.)

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	06	--	02
Technical Staff	Nil	Nil	Nil	Nil

**Criterion – III**  
**3. Research, Consultancy and Extension**

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

<p>The IQAC and Research Advisory Committee (RAC) have played very crucial role in addressing and monitoring research related issues in the college. The initiatives that have promoted research culture and climate in the institution are enlisted here as following:</p> <ol style="list-style-type: none"> <li>1. The IQAC conducts regular meeting to discuss the plans and schemes related to research and motivates all the faculty members to apply for various research project schemes funded by UGC, ICSSR and other funding agencies. The coordinator of IQAC distributes the proposal format in word office to the faculty members who want to apply for research projects and the chairman of IQAC verifies the filled in proposals and afterwards they are forwarded to the concerned funding agencies. During the academic year 2016-17, four proposals of Major Research Projects were submitted to the ICSSR out of which two are shortlisted and awaited for final results.</li> <li>2. The Research Advisory Committee (RAC) works under the guidance of IQAC and in collaboration with IQAC organizes various research orientation programs for fostering quality research. A one day orientation cum workshop program was organized to make faculty members aware of various funding agencies, research methods and proposal formats in the academic year 2016-17.</li> <li>3. The IQAC always encourages all HoDs and faculty members to submit proposal for seminar grant to organize national seminars/conferences. The constant efforts and motivations of the IQAC have resulted into the submission of three proposals for seminar grants towards ICSSR and all of these three proposals were approved by ICSSR. The department of Geography had organized two day national seminar sponsored by ICSSR and the departments of Commerce and Economics will organize the sanctioned seminars in the academic year 2017-18.</li> <li>4. As a part of motivation policy the IQAC organizes book publication ceremony to get publicity for the books written by the faculty members. Apart from that our mother institute offers Rs. 5000 as cash incentive to the faculty members who have published books in their respective subjects.</li> <li>5. The IQAC looks into the matter of providing research facilities like research laboratories, free internet facility and research journals to the research scholar whenever they are in need. At present ten faculty members are studying as Ph.D. research scholars at various universities and all they are benefitted from the research facilities available in the college.</li> <li>6. Considering the recommendations of IQAC, Seminar organizing departments publish the research papers of the faculty members in their proceedings free of cost. Apart from that the faculty members are motivated to participate in national and international seminars and they are also motivated to publish scholarly articles in reputed journals.</li> </ol>
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3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		<b>02</b>		03
Outlay in Rs. Lakhs		<b>13.50 Lakh</b>		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>02</b>	<b>3</b>		
Outlay in Rs. Lakhs	<b>1.80 lakh</b>	<b>4.57 Lakh</b>		

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	08	
Non-Peer Review Journals			
e-Journals		02	
Conference proceedings	04	10	

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	No. of Projects	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	02	04	UGC & SERB	13.50 Lakh	5.50 Lakh from SERB
Minor Projects	05	02	UGC & ICHR	6.37 Lakh	3.60 Lakh
Interdisciplinary Projects	--	--	--	---	--
Industry sponsored	--	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--	--
Any other(Specify)	--	--	--	---	--
Total	07			19.87 Lakh	8.60 Lakh

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

ii) Without ISBN No. Nil

3.8 No. of University Departments receiving funds from UGC-SAP  CAS

DST-FIST  DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme

INSPIRE  CE  Any Other

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution:

Level	International	National	State	Uni.	College
Number		01		---	4 (workshops)
Sponsoring agencies		ICSSR			Our own college

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

3.13 No. of collaborations  International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency	6.85 Lakh	From Management of Uni./College	---
Total	6.85 Lakh		

3.16 No. of patents received this year: **Nil**

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year: **PG Recognition- 01**

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)  
JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: University / College level   
State level  National level  International level

3.22 No. of students participated in NCC events: University level  State level   
National level  International level

3.23 No. of Awards won in NSS: University level  State level   
National level  International level

3.24 No. of Awards won in NCC: University level  State level   
National level  International level

3.25 No. of Extension activities organized: Uni. Forum  College forum   
NCC  NSS  Any other

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

1. Organized a blood donation camp and collected 95 blood bags.
2. Planted 50 trees on campus under tree plantation program.
3. Organized Voter Awareness Rally and Superstitions Eradication program.
4. Conducted Town/Village Cleaning Campaign of Seven Days
5. Organized Complete Blood Check Camp (CBC) for girls students and about 191 girl students are benefitted from this camp.

## Criterion – IV

### Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.5 Acres	--	Institution	4.5 Acres
Class rooms	39		Institution	39
Laboratories	02	--	Institution	02
Seminar Halls	02	--	Institution	02
No. of important equipments purchased during the current year.	85		UGC & Institution	85
Value of the equipment purchased during the year (Rs. in Lakhs)		263825/-		
<b>Others</b>				
1] Women's Hostel	01	--	UGC	01
2] Canteen	01	--	Institution	01
3] Parking Shed	01	--	Institution	01
4] Library Blocks	02	--	Institution	02
5] Gymkhana	01		Institution	01
6] Small Ramp at G. F.	01		Institution	01
7] Ladies Room	01		Institution	01
8] Staff Room	01		Institution	01
9] IQAC Room	01		Institution	01

#### 4.2 Computerization of administration and library

Both the administrative blocks and library are already computerized. The administration procedures such as admission, student profile, pay slips, semester examination seating arrangement and internal evaluation Marksheets etc. have been carried out by using computers and internet. The office is well equipped with computers, internet connectivity, scanner, printer and Xerox machine. All important circulars and notices are forwarded to the faculty members through mail. The college has planned to install office automation software for getting better results in administrative work and it will take place in the upcoming academic year. One Laptop with internet connectivity and printer are made available for SRPD (university examination) purpose in the strong room section.

The library is fully computerized and automated with the installation of SOUL 2.0 as a Library Management System. Facilities like INFLIBNET, N-LIST and NDL are made available to all faculty members. The library transaction particularly issuing the books takes place through the systems of SOUL 2.0 and OPAC. At present, there are three computers with internet and printer facility in the main library and one computer and Xerox machine is placed in the text room section of the library.



#### 4.3 Library services:

Library Holdings	Existing		Newly added		Total	
	Number	Total Cost	Number	Cost	Number	Total Cost
Text Books	5538	3,33,650/-	65	8946/-	5603/-	3,92,596/-
Reference Books	11054	14,86,813/-	341	1,37,256/-	11395/-	15,55,385/-
e-Books	10	---	03	---	13	---
Journals	42	44864/-	03	9,500/-	45	54364/-
e-Journals	02	---	---	---	---	---
Digital Database	--	---	---	---	---	---
CD & Video	142	12736/-	23	16550/-	165	29289/-
Others (specify)	-	---	---		---	---

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments
Existing	58	2	Yes LAN	10 (Dept. & Office)		01	10
Added							
Total	58	2		10		01	10

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

- Faculty and students are made aware of MOODLE and National Digital Library schemes.
- Teachers are guided for preparing teaching modules & uploading them on college website.
- All departments, administrative blocks, Principal's office, IQAC, examination section, library, distance education block, etc. are well-equipped with computer, internet and printer.
- Two demonstrations cum training programs were organized for understanding the procedure of office automation software and language lab. Both of these systems will be installed and established in our college in the upcoming academic year.
- Informal awareness programs related to computer, internet and other e-resource services were organized at institution level.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT (for Website)

27180/-

ii) Campus Infrastructure and facilities, equipments & others

37,747/-

**Total:**

64927/-

## Criterion-V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about student support service.

The IQAC adopts various ways including awareness programs, publicity policy, displaying notices and oral communication in enhancing awareness about student support services. The overall activities and initiatives taken by IQAC for creating awareness about student support services are enlisted as following:

1. Considering the recommendations of IQAC, the college updates its prospectus every year. The prospectus contains information related to application form, rules and regulations for students, academic calendar, co-curricular activities, library facilities, computer and internet facility, scholarships and freeships, sports facilities, students' mentoring system, remedial coaching, coaching for MPSC/UPSC examinations and other support services in detail so that students become aware about all kinds of support services available in the college in the very beginning of the academic year.
2. The college organizes welcome function for newly enrolled students in which the Principal of the college addresses all the students focusing on students' support services available on campus. The librarian also addresses the students to make them aware about the rules and regulations of library and available library resources such as text books, references, journals, e-resources, question paper sets, book bank and book donation schemes, etc.
3. The college has developed the efficient and functioning students' mentoring system in which each faculty member is appointed as a mentor of about 30 students immediately after the completion of admission procedure. All mentors conduct a meeting with allotted students twice in the month and through these meetings students are made aware of all academic and co-curricular activities and available facilities. The IQAC provides a template of guideline to all mentors to discuss the support services with their allotted students.
4. The IQAC publishes college handouts and IQAC newsletters that contain information of all support services available in the college. During the alumni meet and parents' meet the college handouts were distributed to all the stakeholders including students to make them aware of available support services. The Principal and the Coordinator of IQAC address the audience focusing on the curricular, co-curricular and extra-curricular activities and available facilities.
5. The IQAC has played crucial role in updating college website with creating a corner for support services where all facilities are enlisted for publicity purpose. Apart from that the chairman and the coordinator of IQAC advised all faculty members and coordinators of portfolio committees to maintain the register and activity reports of all activities through which students are exposed to various support services.
6. Students are made aware of all support services, facilities and various schemes through notice boards and display boards in the college.
7. The IQAC has drafted a feedback proforma on available facilities and support services and distributed it to all HoDs and in turn all HoDs collect the filled in feedback proforma from the students and submit it to the IQAC. Students' feedbacks are analysed for enhancing purpose and in this way students are made aware about the support services available in the college.

## 5.2 Efforts made by the institution for tracking the progression

- The college has started two PG courses namely M.A. (History), and M.Com. and the admission registers of these courses show the progression (from UG to PG) of students of the above mentioned departments at UG level. The progression (UG to PG) of the students from other departments have been tracked and reviewed by creating alumni database which show the status of passed out students.
- Apart from the departmental alumni database, the placement cell and alumni association of the college have created alumni database by keeping student's progression register to know the current position of graduated students. The college organizes alumni meet once in the year and through this activity the college records students' progression.
- The college collects feedback from alumni in which they have to write down their present status under the section of personal details. This is one of the ways of tracking students' progression.
- The academic progression of UG and PG students is tracked and reviewed through continuous internal evaluation (CIE) System.
- The college has created a tab entitled Alumni Database on college website where our graduated and post-graduated students can upload information showing their present status.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
766	110	00	00

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No	%
504	57.5%

No	%
372	42.5%

Women

This Year (2015-16)						This Year (2016-17)					
Gen.	SC	ST	OBC	Physically Challenged	Total	Gen.	SC	ST	OBC	Physically Challenged	Total
301	170	00	236	00	707	393	202	--	281	---	876

Demand ratio

1:1

Dropout %

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

- The Competitive Examination Guidance Cell provides coaching for MPSC/UPSC/state services examinations on regular basis to the enrolled student by exposing them to the talk shows and expert lectures of eminent scholars and officers.
- The college library has developed a separate section for books and journals that are useful for various competitive examinations. In 2016-17, the college has enriched this section with books worth Rs. 1, 00,000/- under the scheme of Zillah Parishad.
- The college has developed the concept of audio-visual classroom where a number of motivational speeches, preparatory lectures and talks by eminent speakers and government officers are kept for the students who are preparing for competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations NET  SET/SLET  GATE   
 CAT  IAS/IPS  State PSC  UPSC  Others

5.6 Details of student counseling and career guidance

- The college has very effective and functioning mentoring system to carry out the personal, educational and economic problems of the students. Each faculty member works as a mentor of 30 students and the mentors conduct a meeting with the allotted students twice in the month for counseling and guidance purpose.
- The competitive examination guidance cell and placement cell offer career guidance by organizing lecture series, talk shows and training programs.

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	25	02	03

5.8 Details of gender sensitization programmes

- Organized UGC-MSCW sponsored one day workshop on **Laws for Anti-sexual Harassment and Third Party and Preventing Sexual Harassment** on 27<sup>th</sup> February 2017. About 80 girl students were participated and they were addressed by Advocate Mr. Nadaf and Advocate Mr. P.S. Koli.
- A talk show was organized to discuss the **Nirbhaya Pathak and its Activities** on 3<sup>rd</sup> September 2016 in which Mrs. S.S. Gaikwad (Head Constable, Jaysingpur) and Mr. R.D. Pavaskar (Police Constable, Jaysingpur) talked exclusively on Nirbhaya Pathak.
- Issues relevant to gender sensitization are included in the prescribed curriculum.

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/ Uni. level  National level  International level   
 Cultural: State/ Uni. level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	---	---
Financial support from government	156	809755/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

### 5.11 Student organized / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **Nil**

## Criterion-VI

### Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

<b>Vision</b>	May the darkness of ignorant disappear ( <i>duritanche timir jaa</i> )
<b>Mission</b>	To mould a self-reliant generation through value based education with a pride and predilection of our cultural heritage and undertaking personality development through the mingling science, culture and philosophy.
<b>Goals</b>	<ol style="list-style-type: none"><li>1. To promote development of the person, the family and the society through quality education.</li><li>2. To carry and extend quality education to the maximum areas of deprived communities and girls in rural area.</li><li>3. To create and provide a complete, updated and advanced educational structure and infrastructure to the learners of rural area.</li><li>4. To inculcate in the students' thirst for modern and global knowledge, scientific attitude, awareness for the preservation of the environment, pride of cultural ethos, quest for excellence and respect and commitment towards the society and our nation.</li><li>5. To empower students with advance modes of learning and skills, updated information-technologies and personality skills.</li><li>6. To inculcate in students a sense of devotion and self-less service to the society, state and nation.</li><li>7. To strive for the development of student by value education and motivate them towards the cause of national development.</li></ol>

#### 6.2 Does the Institution have a management Information System?

Management Information System (MIS) is not yet installed. However, most of the office transactions have been done through computer and internet facility. The office forwards important circulars and notices through mail and other social networking sites. Office automation and installation of language lab software will take place in the upcoming academic year. The college has SOUL 2.0 library management software for effective functioning.

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

##### 6.3.1 Curriculum Development

The college implements the curriculum prescribed by Shivaji University, Kolhapur and hence it has very little role to play in curriculum development. However, the college takes initiatives to develop the curriculum in following ways:

- Department of English has been running UGC funded Career Oriented Course (CoC) in Spoken and Communicative Skills in English. During the academic year 2016-17, the Course Coordinator, Mr. Digambar S. Kulkarni developed the syllabus of three papers of

this course and forwarded it to affiliated university for the approval and in response to this the university approved the syllabus.

- Though the college has very little role in developing curriculum, it takes an opportunity to record suggestions and instructions regarding the curriculum by collecting feedback on curriculum from students and alumni and incorporates it with higher authority through workshops and meetings.
- Dr. Namdev Khavare, the Head of the Department of English worked as a member of BoS Coordination Committee and developed the syllabus of English Compulsory (B.Com. I) and also worked a coordinator of text book preparation for the same. He also authored one unit in English Compulsory of B.A.I.
- Dr. Niranjan Kulkarni, the Head of the Department of History worked as a member of Syllabus Sub Committee and developed the curriculum for M.A.I in CBCS pattern.

### **6.3.2 Teaching and Learning**

- Teaching and learning is carried out according to the learners' level and need of the learners. By conducting a diagnostic test and using few knowledge mapping methods, the college assess the learning level of the students and identifies slow and advanced learners. Remedial coaching, compensatory teaching and foundation courses have been organized for slow learners so that they are able to cope with university prescribed syllabus. On the other side coaching for MPSC/UPSC/State service examinations and introduction of certificate courses cater the needs of advanced learners.
- All faculty members adopt student centric learning methods including experiential learning methods such as practical sessions, field visits and study tours, participative learning methods viz. Group discussion, Seminars and Web-based learning namely exposure to various e-learning resources, uploading teaching modules on college websites etc.
- Visual practices have also been included in teaching learning process. The concerned faculty members have used graphs, maps, posters, charts, video lectures and screening session of few topics for getting effective learning in the classroom.
- The teaching learning process is monitored and evaluated by IQAC and Class Observation Committee regularly. The IQAC has drafted a feedback proforma for teacher evaluation and distributed it among the students. The filled in feedback forms were collected and analyzed with necessary action for the betterment of learning process.
- The teaching learning process is reviewed by the Principal at the end of every month through verifying and scrutinizing the API diaries of all teachers.

### **6.3.3 Examination and Evaluation**

- Being an affiliated college, we follow the rules and regulations of semester examination furnished by Shivaji University, Kolhapur. Students are exposed to University Assessment (UA) and College Assessment (CA) methods in which the final year students at UG level have to face a semester examination of 40 marks and internal evaluation such as seminar and projects for 10 marks. The First year and Second year

students at UG level are exposed to semester examination of 50 marks. The PG students have to face a semester examination of 80 marks and internal evaluation such as assignments and oral examination for 20 marks.

- Apart from the above examinations the college has formed Examination Coordination Committee conduct Continuous Internal Evaluation (CIS) at institutional level. In consultation with all HoDs, the committee organizes Unit Tests, Seminars, Preliminary Examination and Group Projects throughout the years for evaluation purpose. For smooth running of all activities, the committee prepares annual calendar of examination and displays it for wide publicity.

#### **6.3.4 Research and Development**

The IQAC, Research Advisory Committee (RAC) and the Office (Institutional Management) have played very crucial role in fostering research culture among the students and faculty members. Few of the significant initiatives are recorded here as following:

- Faculty members are constantly encouraged to undertake Minor and Major Research Project funded by UGC, ICSSR and other funding agencies. As a result of this effort, five faculty members are working as Principal Investigator of Research Projects (Minor and Major Research Projects) funded by UGC, ICSSR and SERB.
- The management (office) provides timely support in releasing grants and finalizing utilization reports by auditing them through C.A.
- Infrastructural facilities such as library services, laboratory facilities and on duty leaves for attending seminars/conferences etc. have been provided to the research scholars to carry out their research study.
- All faculty members are encouraged to publish research articles in well reputed research journal.
- The IQAC in collaboration with Research Advisory Committee (RAC) and Library Advisory Committee (LAC) organizes few research orientation programs and workshops on using e-resources for research study.

#### **6.3.5 Library, ICT and Physical Infrastructure/instrumentation**

- Library is fully automated with SOUL 2.0 as a library management system. Apart from that it is well equipped with computer, printer and internet facility. The central library has created research repository section where all research theses of the faculty and research journal are kept for further study. Care has been taken to develop e-library and audio-visual resources in the library. The library has subscribed to INFLIBNET, NLIST and faculty members are exposed to National Digital Library.
- The college has developed ICT infrastructure by creating computer lab, UGC-NRC and departments with computer, internet and OHP facilities. The college provides 24×7 internet facility free of cost. The administrative block is well equipped with computers, internet connectivity, printer, Xerox machine and scanner.
- Other infrastructural facilities such as labs, classrooms, seminar halls, gymkhana, women's hostel, canteen and generator, etc are available on the campus itself.



### 6.3.6 Human Resource Management

- The punctuality all employees including teaching and non-teaching staff is observed through thumb impression machine regularly.
- Faculty and staff evaluation has been done through Performance Based Appraisal System (PBAS) and API Diary by HODs and the Principal of the college.
- Faculties were deputed to RC/OC/STTP and seminar/ conferences as a part of faculty development/improvement program regularly.
- Faculty and Staff welfare committee and grievance redressal cell are functioning.
- The promotions and placements of all employees have been done according to rules and regulation of the government and university.

### 6.3.7 Faculty and Staff recruitment

- The recruitment of the permanent faculty and non-teaching staff was done strictly by following the rules and regulations laid down by the affiliating University, State Government and the UGC.
- The Local Management Council (LMC) of the institution recruited the faculty on CHB and the faculty for self-financed courses on the institutional level.

### 6.3.8 Industry Interaction / Collaboration

- The placement cell and Alumni Association provide a platform to interact with industrialists.
- Department of Commerce and Economics have organized industrial visits as a part of curricular activity.
- The college nominated one industrialist as a Member of IQAC.
- Renowned industrialists and employers/officers were invited to interact with students.

### 6.3.9 Admission of Students

1. The rules and regulations regarding reservation policy are strictly followed in admission.
2. The principle of “first comes first admission” is followed. The admission committee in our college counsels the students and offers admission by considering their willingness and capacity.

### 6.4 Welfare schemes for teaching, non-teaching staff and students:

#### **Welfare Schemes for Teaching and Non-teaching Staff:**

- Prompt support to avail Medical Assistance from the Government.
- EMI Assurance letter and salary certificates are given to the staff in time to avail loan from our Co-operative Societies and other Banks.
- Faculty and Staff are benefitted from Yoga training.

#### **Welfare Schemes for Students**

- Scholarships and Freeships
- Remedial Coaching
- Student Mentoring System
- Support for Sports Students
- Earn and Learn Scheme

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	by IQAC
Administrative	No	----	Yes	By Mother institute

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

For UG Programmes Yes

For PG Programmes Yes

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

- University Assessment (UA) and College Assessment (CA) methods are adopted in which students are exposed to semester examination and internal evaluation such as seminar, group projects, assignments and oral examinations.

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

6.11 Activities and support from the Alumni Association

1. Alumni meets were conducted once in a year.
2. Feedback from Alumni on overall activities and facilities

6.12 Activities and support from the Parent – Teacher Association

1. Parents-Teachers' meet
2. Discussion on Support Services and available courses

6.13 Development programmes for support staff

1. Training programme on handling computers, social networking and internet tools.
2. A one week programme entitled English for office work

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

- Observing No-vehicle Day
- Use of shared transportation facility
- Tree plantation
- Plastic and litter free campus
- Proper solid waste management
- Less paper work and reuse of papers

## Criterion-VII

### Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give Details.

- The college has created a corner entitled e-classroom on college website where all faculty members have kept their PPTs, Synoptical notes of lecture, e-text, self video lectures and assignments for students so that students can learn independently accessing the college website.
- Faculty Publication Portal is created on college website to achieve wide publicity for the faculty research. This portal record published books, research articles, edited volumes and database of faculty who have authored some chapters or contributed units of prescribed syllabus.
- As a part of quality assurance initiative, the college has got ISO certification 9001:2015 in the month of April. ISO certification has created a positive impact in terms of creating different kinds of infrastructural facilities on campus.
- Vermi Composting Project, Water Purification Unit and development of botanical garden etc. have been taken place during the academic year 2016-17.
- As a motivation policy, the IQAC organizes book publication ceremony to felicitate the faculty who have published books and to encourage other faculty members for publication. In 2016-17, the college organized three book publication ceremonies.
- Traditional bulbs/tube lights were replaced with LED bulb as an initiative of energy saving policy.
- E-communication method for transferring information from office to faculty has been used as a part of creating paperless work (office). Important circulars are posted on college website.
- The college works as a Lead College for nine cluster colleges affiliated to Shivaji University Kolhapur and monitors 30 workshops by providing them annual calendar and distributing the funds available from Shivaji University, Kolhapur.

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

Plan	Action Taken
1. To complete office automation and establish language lab	The college communicated with BIYANI Technology Kolhapur for installing office automation and language lab software and was also organized demonstration on the functioning of these softwares. Purchasing order and the installation of these softwares will be in the upcoming academic year.
2. To conduct academic and administrative audit of the college.	The academic and administrative audit was carried out internally by IQAC through the analysis of feedback proforma, departmental profile, etc.
3. ISO Certification of the college	As a part of quality assurance initiative, the college has obtained ISO Certification 9001:2015 in the month of April.
4. To conduct national and international seminars for promoting research culture	In response to this, three proposals of seminar grants for organizing seminars were submitted to ICSSR and all of them were approved by ICSSR. The Department of Geography organized two day national seminar in October 2016 and the remaining two seminars will be organized in the academic year 2017-18.
5. To apply for PG centre in English.	Proposal for introducing PG centre in English was forwarded to Shivaji University, Kolhapur and awaited for its approval.

7.3 Give two best practices of the institution (please see the format in NAAC manual).

<ul style="list-style-type: none"> <li>• ISO Certification of the college</li> <li>• E-Classroom Facility on College Website</li> </ul>
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*Refer the Annexure IV*

#### 7.4 Contribution to Environmental Awareness/Protection

1. Conducted one National Seminar sponsored by ICSSR on Environment Awareness
2. Replacing traditional bulbs with LED bulbs
3. Water Purification Unit and Vermi Composting Project
4. Tree plantation drive, Campus & Village cleanliness programmes through NSS
5. Celebration of specific days and lecture series through nature club
6. Environment sensitization workshops, lectures and screening sessions.

7.5 Whether Environmental Audit was conducted? - No.

7.6 Any other relevant information the institution wishes to add (SWOT analysis)

<b>Strengths</b>	<ol style="list-style-type: none"><li>1. Research oriented and techno-savvy Faculty Members</li><li>2. Use of Multimedia and ICT infrastructure</li><li>3. Surrounded by industrial zone</li><li>4. Good in students' support services</li></ol>
<b>Weaknesses</b>	<ol style="list-style-type: none"><li>1. No recognized research centres</li><li>2. Majority of students are from the poor section and the first learner of the society.</li></ol>
<b>Opportunities</b>	<ol style="list-style-type: none"><li>1. Scope for rainwater harvesting and solar energy.</li><li>2. Scope for introducing B.Voc. &amp; Community College Scheme programmes</li></ol>
<b>Threats (Challenges)</b>	<ol style="list-style-type: none"><li>1. Patents are hardly possible.</li><li>2. Marketing of consultancy services is challenging</li></ol>

#### 8. Plans of the Institution for the next year

1. To organize seminar on IPR
2. To complete office automation and establishment of language lab
3. To complete the third cycle of Accreditation by NAAC
4. To install MOODLE software as Learning Management System (LMS)
5. To sign MoUs with industry, institutes and research laboratories.
6. To upgrade research laboratories, computer lab and internet facility.
7. To create WI-FI enabled campus.

Signature of Coordinator, IQAC

Digambar S. Kulkarni  
HSADACS college, Hatkanangale

Signature of Chairperson, IQAC

Dr. Yojana Vasant Rao Jugale  
PRINCIPAL,  
Hon. Shri. Annasaheb Dange Arts, Commerce &  
Science College, HATKANANGALE, Dist. Kolhapur.

**Abbreviations:**

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

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## Hon. Shri. Annasaheb Dange Arts, Commerce and Science College, Hatkanangale

## Academic Calendar of Events (2016-17)

Sr. No.	Date	Activity/ Programme/Event
1	15/06/2016	College Reopens/ Admission Procedure
2	17/06/2016	The First Staff Meeting
3	26/06/2016	Birth Anniversary of Chh. Shahu Maharaj
4	30/06/2016	Meeting of Port-folio Committees
5	11/07/2016	Celebration of World Population Day
6	16/07/2016	Fresher's Welcome Function
7	20/07/2016	The first meeting of IQAC
8	Up to 20/07/2015	1. Enrollment of Students in Remedial Coaching 2. Enrollment of Students in NSS 2. Cultural Committee Meeting
9	22/07/2016	Submission of AQAR
10	01/08/2016	Death Anniversary of Lokmany Tilak and Birth Anniversary of Annabhau Sathe
11	02/08/2016	Students' Orientation about Support Services
12	04/08/2016	Students' Orientation about Library Services
13	05/08/2016	Lead College Committee Meeting
14	06/08/2016	Enrolment of students in Coaching for Entry in Services Enrolment of students in Study Centres
15	06/08/2016	Library Committee Meeting
16	08/08/2016 to 13/08/2016	One Week Fitness Program
17	12/08/2016	Birth Anniversary of C. R. Ranganathan
18	15/08/2016	Independence Day
19	16/08/2016	Internal Grievance Redressal (Women Empowerment Cell) programme

20	20/08/2016	Workshop on Writing Proposal for Undertaking MRPs & Seminars
21	22/08/2016	IQAC Meeting with Faculty
22	27/08/2016	IQAC Meeting with Non-Teaching Staff
23	05/09/2016	Teacher's Day
24	14/09/2016	Hindi Day
25	15/09/2016	Engineer's Day
26	24/09/2016	NSS Day
27	7-8/10/2016	National Conference will be organized by Dept. of Geography
28	12-17/10/2016	Preliminary Examination
	18/10/2016	The Staff Meeting
29	OCT-November 2016	Semester Examination
30	18/11/2016	Term Beginning & The Staff Meeting
31	15/11/2016	IQAC Meeting
32	16/11/2016	Visit to reputed institution (IQAC)
33	28/11/2016	Death Anniversary of Mahatma Phule
34	30/11/2016	Lead College Workshop
35	02/12/2016	1. Parents' and Alumni Meet
36	03/12/2016	Workshop on Preparing for ISO Certification
37	06/12/2016	Death Anniversary of Dr. Babasaheb Ambedkar
38	12/12/2016	Placement Cell Activity
39	15/12/2016	Workshop by Jagruti Mahila Manch
40	17/12/2016	Book Exhibition
41	30/12/2016	IQAC Meeting
42	First Week of Jan. 2017	Sports Program
43	03/01/2017	Birth Anniversary of Savitribai Phule



44	12/01/2017	Birth Anniversary of Swami Vivekananda and Rashtrmata Jijau
45	14/01/2017	Traditional Day
45	15/01/2017	Annual Prize Distribution Ceremony
46	26/01/2017	Republic Day
47	First Week of Feb.2017	NSS Camp
48	19/02/2017	Birth Anniversary of Shivaji Maharaj
49	20/02/2017	Lead College Workshop
50	22/02/2017	Workshop on ICT integration in Teaching Learning
51	08/03/2016	Celebration of Women's Day
52	IInd Week of March 2017	Preliminary Examination
53	14/04/2016	Birth Anniversary of Dr. Babasaheb Ambedkar Publication of College Magazine ( PASAYDAN)
54	Last week of April 2017	ISO Certification
55	30/04/2017	Term End & The Staff Meeting

### Analysis of Feedback

**a) Feedback from Students:** The IQAC has drafted the proforma of Teacher Evaluation by Students and distributed among the students for evaluating teachers' performance. Apart from that feedback on support services, curriculum and library services etc were also collected from students, alumni and parents. The detailed analysis of feedback is as following:

#### Analysis of Feedback on Teachers' Performance by Students

Sr. No.	Remark from Students	Percentage of the Faculty
1	Excellent Performance by Teachers	60%
2	Very Good Performance by Teachers	25%
3	Good Performance by Teachers	10%
4	Average Performance by Teachers	05%

#### Analysis of Feedback on Support Services and Curriculum by Students

The analysis of feedback on support services and curriculum shows that the students and others stakeholders are satisfied with available facilities and services. Report on Feedback is summarized below:

**b) Alumni:** The College has organized alumni meet in which all alumni express their views and opinions about the available facilities and services orally as well as in written format. Most of the Alumni expressed their wish that the college should start PG course in English.

**c) Parents:** In Parents-Teachers' Association meet, participated parents expressed their opinions in which they had focused on introducing certificated courses for the betterment of students. Some employers participated in this parents' meet and they expressed that the college should organize placement camps and industrial visits regularly.

## BEST PRACTICES

### Best Practice- 1

Title of the Best Practice: **ISO Certification of the Colleges**

#### 1. Goal:

The prime aim conducting assessment of the college through ISO certification is to enhance the quality at infrastructural, administrative and academic level.

#### 2. Context:

As the part of quality assurance initiative, the college decided to assess the quality of all support services, infrastructural facilities and academic activities through ISO certification process during the academic year 2016-17.

**3. Practice:** The practice of ISO certification began with the training cum workshop on preparing for ISO certification in the month of December 2016. Afterwards, five meetings were conducted including one meeting with the committee member of ISO agency to discuss with the process and requirement. Finally, in the month of April 2017, the committee of two members from ISO agency visited the college for assessment purpose. The assessment and verification process began with the presentation showing the available infrastructural facilities, academic and co-curricular activities and the presentation was given through PPT by the Principal of the college before the committee members and the management. After that, the committee went through onsite visits and assessed all available resources. In the evening, during exit meeting the committee handed over the assessment report by declaring ISO Certification (9001:2015) for the college.

**4. Evidence of Success:** ISO Certificate is the major evidence of this practice. Apart from the proceedings of meetings for ISO certification and the report on training cum workshop on preparing ISO Certification can be considered as the evidences of this activity.

**5. Problems Encountered and Resources Required:** The basic problem was the availability of labours that could easily and timely do the repairing and maintenance work. The necessary economical as well human resources had been borne by the college itself.

## **Best Practice- 2**

Title of the Practice: **E-Classroom Facility on College Website**

### **1. Goal:**

The basic and main objective of this practice is to make students easily accessible to the learning materials in the classroom as well as outside the classroom. Further, the college aims to motivate the students for self learning.

### **2. Context:**

The college is surrounded by various types of industries and most of the students are doing part time job adopting evening and night shifts. Considering these students, the IQAC has recommended that the faculty should upload their teaching modules on college website so that the students can easily get learning materials visiting the college website.

### **3. Practice:**

The IQAC of the college had organized one day training cum workshop program on preparing teaching modules and uploading them on college website at institution level for our faculty members only. As per given instructions, the faculty members developed their teaching modules that include E-Text, PPT, Video Lecture, Assignments, Question Papers and References for further study and these modules were uploaded on college website under the heading of E-Classroom.

**4. Evidence of Success:** The corner entitled as E-Classroom on college website is the major evidence of success. It includes the teaching modules of all subjects at UG level in the college.

**5. Problems Encountered and Resources Required:** A minor problem associated with the internet facility was encountered during the uploading process.