



Mahatma Gandhi Vidyamandir's

**ARTS, SCIENCE & COMMERCE COLLEGE,
SURGANA**

Dist. Nashik, Maharashtra

Pin-422211

Affiliated to

Savitribai Phule Pune University

**ANNUAL QUALITY ASSURANCE REPORT
(AQAR)**

2014-2015

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL (NAAC)**

P. O. Box. No. 1075, Nagarbhavi, Bangalore - 560 072

The Annual Quality Assurance Report (AQAR)

Part – A

Details of the Institution

Name of the Institution	M.G.V^s Arts, Science & Commerce College Surgana
Address Line 1	College Road, Surgana
Address Line 2	Tal.-Surgana
City/Town	Dist- Nashik
State	Maharashtra
Pin Code	422211
Institution e-mail address	principalsurgana@ymail.com
Contact Nos.	(02593) 223230
Name of the Head of the Institution:	Principal Dr. T. B. Pawar
Tel. No. with STD Code:	(02593) 223230
Mobile:	+919011027607
Name of the IQAC Co-ordinator:	Mr. Sagar D. Palwe
Mobile:	+919404991924
IQAC e-mail address:	sagarpalwe@gmail.com
NAAC Track ID	MHCOGN10993
Website address:	http://mgv.org.in/surganacollege/#
Web-link of the AQAR:	www.mgv.org/surgana/AQAR2014-15doc.

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C ⁺		2004	5 Years

1.7 Date of Establishment of IQAC:

19/06/2005

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

2014-15

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))

Sr. No.	Annual Quality Assurance Report	Academic Year	Date of Submission
2	AQAR	2013-2014	14-10-2014
3	AQAR	2012-2013	17-07-2013
4	AQAR	2011-2012	12-08-2012
5	AQAR	2010-2011	28-10-2011
6	AQAR	2009-2010	22-09-2014

1.10 Institutional Status University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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)

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

Savitribai Phule Pune
University, Pune

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists:

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes: Nil

2.14 Significant Activities and contributions made by IQAC:

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
<ul style="list-style-type: none">Strengthen extension activitiesArrange Campus InterviewPreparation and submission of LoI and preparation of SSR for Cycle-II of Assessment, as such all efforts were directed towards achieving this goal.	<ul style="list-style-type: none">As a part of extension activities a poster competition was conducted.Campus interview was arranged by College Placement Cell and 10 students were placed.SSR preparation is at the final stage.

2.15 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body

Provide the details of the action taken:

AQAR placed in the IQAC; after active discussions, incorporated valid suggestions. IQAC have approved the final report and gave sanction to forward the AQAR to NAAC.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	01	0	1	0
UG	03	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	04	0	1	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	0
Annual	02

1.3 Feedback from stakeholders* Alumni - Parents - Employers - Students

(On all aspects)

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

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

Revision or update of regulation of syllabi is as per the University.

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

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	16	04	-	-

2.2 No. of permanent faculty with Ph.D.: 08

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
00	10	-	-	-	-	-	-	00	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	0	06
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	06	05
Presented papers	03	0	0
Resource Persons	0	0	3

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

Teaching is technologically supported with use of audio visual aids.

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

187

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

-

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

0

2.10 Average percentage of attendance of students

82 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	307	o	0.97%	5.53%	45.27%	48.20
B.Com	09	o	o	o	11.11%	o
B.Sc	118	o	5.08%	3.38%	4.23%	1.69%
M.A.	47	o	42.55%	17.02%	19.14%	0

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

IQAC has given suggestions and recommendations to renovate and strengthen the teaching practices. IQAC proposed to purchase books relevant to academic needs. It collects feedback responses from students. The cell looks into and evaluates the teaching learning process and endeavours to modernize its supporting system. IQAC prepares the academic calendar & prepare different committees and has formative evaluation of the progress.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the University	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

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	15	04	-	01
Library Staff	01	01	-	-
Technical Staff	5	03	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- This year IQAC timely informed the teachers about the submission of Minor Research Projects as well as gave instructions to conduct departmental seminars and to publish articles
- Academic Research Committee (ARC) constituted at the college level intimate the faculty members about research opportunities.

3.2 Details regarding major projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	-	0	-	-
Outlay in Rs. Lakhs	0	0	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	02	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0-	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0

Students research projects (other than compulsory by the University)	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	01	01	0
Sponsoring agencies	-	-	BCUD	BCUD	-

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

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
Total

3.16 No. of patents received this

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

0

0

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

0

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 00 State 0
National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 0
National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0
National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0
National level 0 International level 0

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text" value="0"/>

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

- Female foeticide lecture
- Surgana Civil Hospital - Cleaning drive
- Road Safety drive
- Adult education

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	5 acer	-	-	5 acer
Class rooms	12	00	UGC	12
Laboratories	05	00	UGC	05
Seminar Halls	01	-	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0	0	0
Others	-	-		-

4.2 Computerization of administration and library

Office automation is completed; admission process, billing, grants etc. were computerized. Library is fully computerized with ETH Software with barcode Technology.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3640	402012.55	854	136060	4494	538072.55
Reference Books	3047	950509.73	121	124269.50	3168	1074779.23
e-Books	0	0	0	0	0	0
Journals	10	4600	11	8080	21	12680
e-Journals	0	0	0	0	0	0
Digital Database	0	0	01	5000	01	5000
CD & Video	08	475	03	725	11	1200
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	01	01	0	0	01	05	0
Added	26	0	0	0	0	0	0	0
Total	51	01	01	0	0	01	05	0

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

4.6 Amount spent on maintenance in lakhs:

i) ICT : **2291187**

ii) Campus Infrastructure and facilities: **1705372**

iii) Equipments : **208160**

iv) Others : **21000**

Total: 4225719

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As per the suggestions of college IQAC, updated prospectus distributed among students; those provide all the information regarding fee structure and refund of caution deposit, rules and regulation of the college and its library, the various committees, clubs and associations, NSS, the Alumni, IQAC, Student's Union, internal assessment and the pattern of evaluation, the tutorial system, hostel facility, various endowment funds, the Academic Calendar etc.

5.2 Efforts made by the institution for tracking the progression

In order to track the progression of students, the IQAC of the college is monitoring the following activities:

- Evaluation of seminars and assignments of UG and PG students in connection with curriculum.
- Recording of internal marks.
- Maintaining healthy teacher-student relationship during course period.
- Keeping personal contacts with passed out students to understand their progression.
- Arranging formal or informal get-together/alumni meets.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1839	120	0	0

(b) No. of students outside the state

00

(c) No. of international students

00

No.	%
1292	65.95

Men

No.	%
667	34.04

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
15	21	1866	104	0	2011	20	25	1825	89	0	1959

Demand ratio 1:3

Dropout 1.31%

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

Coordinating and supporting students for various off campus drives under the leadership of Career Guidance Centre.

No. of students beneficiaries

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

Counseling centre conducted Expert lectures at departmental level.
Career guidance lectures of external experts in the various fields conducted in the college and 100 students were benefitted.
Campus interviews conducted in the college and 10 students were benefitted.
Soft Skill Programme conducted in the college and 60 students were benefitted.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	27	10	0

5.8 Details of gender sensitization programmes

Women counseling cell headed by, Dr. A. S. Garde, senior faculty, Marathi Department is constituted for counseling the girl students on all aspects related to women.

According to guidelines issued by Supreme Court and University Grants Commission, the College has setup a Women Development Cell headed by Principal to vigilance and takes necessary action against the complaints submitted by the female students, staff members.

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
Financial support from institution	Nil	Nil
Financial support from government	876	7620735/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / 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 - NSS hospital cleaning drive

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision:

- To empower a cross-section of the society through excellent education based on a sound value system.

Our Mission:

The mission of the parent organization i.e. Mahatma Gandhi Vidyamandir (The trust under the aegis of which this college is run) is “Bahujan Hitay Bahujan Sukhay” which translate to “Welfare and happiness for the masses”. The mission of this college is an extension of the mission of the trust and is “Welfare and happiness for the masses through higher education”. This mission we are accomplishing to uplift the under privileged, backward, tribal and deprived sections of this region through higher education.

- To impart qualitative and valuable services in the field of Education to all those who need it most.
- To attain Community and Social development through Education
- To aim at overall personality development of the students through Curricular, Co-curricular and Extra-curricular activities.
- To strive for academic excellence by exploring the potential of economically weaker sections of the society by providing them opportunities to face the global challenges.

6.2 Does the Institution has a management Information System

- No

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

6.3.1 Curriculum Development

No other strategies are possible because the college follows the University Curriculum.

6.3.2 Teaching and Learning

- Student centric learning through extensive use of ICT.
- Fostering the culture of knowledge acquisition through wider self exposure to latest knowledge through the library
- We arrange expert talk on several topics.

6.3.3 Examination and Evaluation

- The college is affiliated to the SP Pune University.
- Internal assessment as per University norms.

6.3.4 Research and Development

- The college has academic research committee that looks after promotion of Major and Minor Research Projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Central Library is constantly equipped with latest arrivals. The increased hours accessibility to the Central Library with large number of books and a number of journals, and news papers in different languages ensure full support to research.
- Maximum possible modernization within the limit of funds.

6.3.6 Human Resource Management

- The college has a well defined policy to academically recharge and rejuvenate teachers (e.g. providing study leave, nomination to national/international conferences/seminars, in-service training, organizing national/international conferences etc.
- Entrusting responsibilities as per the capabilities of employees for accomplishing the various college activities.

6.3.7 Faculty and Staff recruitment

- The college follows the process laid by the Government of Maharashtra and University Grant Commission.

6.3.8 Industry Interaction / Collaboration

- Nil

6.3.9 Admission of Students

- Admission process is online and students are admitted as per University guidelines and Govt. Rules.

6.4 Welfare schemes for

Teaching	0	-
Non teaching	0	-
Students	01	Endowments and Scholarships

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) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	0	No	0
Administrative	Yes	Parent Organization	Yes	C.A. Mumbai

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- Nil

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

- Nil

6.11 Activities and support from the Alumni Association

- Nil

6.12 Activities and support from the Parent – Teacher Association

- The college organizes meets of the parent teacher committee every year. Suggestions and recommendations are sought from parent representatives

6.13 Development programmes for support staff

- Institute organised a personality development programme for all the members of college

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

- Nil

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.

- Interactive teaching and learning is facilitated by installing LCD Projectors.
- Chemistry poster competition is conducted under the leadership of Science departments for diffusing practical knowledge in chemistry among school and college students.

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

All activities were conducted as per the Academic Calendar. Beyond these pre-planned activities, the department associations, clubs and cells were organized various gender sensitization programmes, awareness programmes and extension activities during 2014-15.

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

- “Dr. Karmavir Bhaurao Patil Earn & Learn Scheme”
- To provide Quality Educations to the deprived students at affordable cost.

7.4 Contribution to environmental awareness / protection

- Germplasm conservation of wild medicinal plants
- Tree Plantation to adopted villages

7.5 Whether environmental audit was conducted? Yes No

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

Strength:-

- Location- College is located in Tribal and Hilly area. But from establishment there is never problem of student strength because of good educational reputation of college and departments.
- Highly qualified, dedicated and experienced faculty.
- Central library consisting of about 7662 books with more than cost about Rs 1612851.75 and research journals related to all the subjects.

Weakness:-

- No research center.
- Due to the attraction of professional courses and their easy availability around Nashik, enrolment of average and below average students takes place at entry point of UG and PG courses.
- As PG course is not permanently recognizes by university and UGC it is difficult to employ permanent faculty for PG course.

Opportunities:-

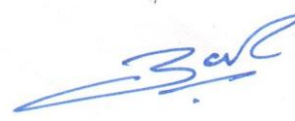
- To develop research center for Marathi affiliated to SP Pune University.
- To develop collaboration with nearby research centers.
- To arrange campus interviews for placement of students.

Challenges:-

- To attract scholar students for UG and PG courses.
- To improve quality of students so that they will qualify competitive examinations such as NET, SET, MPSC.
- To develop well equipped and advanced laboratories.

8. Plans of institution for next year

- Improvement and up gradation of College Campus.
- Improvement of Library and sports facility.
- Minor and major research projects.
- Linkage development with various research bodies.
- Purchasing various scientific instruments.
- Development of medicinal plants garden.

**Sagar D. Palwe****Coordinator, IQAC****Dr.T.B.Pawar****Chairperson, IQAC**