



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)**

2016-2017

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. C. G. Dighavkar
Tel. No. with STD Code:	(02593) 223230
Mobile:	+919011027607
Name of the IQAC Co-ordinator:	Dr. Agnes John Kharat
Mobile:	+918975777984
IQAC e-mail address:	iqacsurgana16@gmail.com
NAAC Track ID	MHCOGN10993
Website address:	http://asccollegesurgana.com
Web-link of the AQAR:	www.mgv.org/surgana/AQAR2016-17doc.

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):

2016-17

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
1	AQAR	2015-2016	20-10-2016
2	AQAR	2014-2015	26-07-2016
3	AQAR	2013-2014	14-10-2014
4	AQAR	2012-2013	17-07-2013
5	AQAR	2011-2012	12-08-2012
6	AQAR	2010-2011	28-10-2011
7	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: 1) Water Resource Management: Thrust and Challenges
2) Effect of Climate Change on Environment and Biodiversity in Tribal Region
3) Adivasi Lok Sahitya va Lok Kala

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
1. Employing different learning techniques to enhance quality of teaching and learning	<ul style="list-style-type: none"> ➤ Existing syllabus was effectively completed. ➤ Learning by doing/ Group discussions/ seminars /Guest Lectures by experts
2. To strengthen research activity	<ul style="list-style-type: none"> ➤ Research committee has been formed in the college. ➤ Increased number of research proposals and research articles by staff ➤ Students were motivated to participate in the research competitions like <i>Avishkar</i>. ➤ Increased subscription to print and e-journals. ➤ Faculty member has worked as reviewer of research journals.
3. Co-curricular activities	<ul style="list-style-type: none"> ➤ Guest lectures, study tours, participation in intercollegiate competitive examinations, soft skill development programs, various lectures organized under S.P.Pune university's Bahishal Program.
4. Digitization of important documents	<ul style="list-style-type: none"> ➤ Management Information System (MIS) initiated.
5. Examination reforms	<ul style="list-style-type: none"> ➤ Online examination forms filled by student are checked by the faculty before submission.
6. Strengthen extension activities	<ul style="list-style-type: none"> ➤ Poster Presentation, Inter-college level Women Kabaddi competition were conducted. social awareness rallies, Regular activities and special camping under N.S.S.
7. Preparation 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"> ➤ LOI was submitted on 31/03/2017 ➤ SSR was submitted to NAAC along with five hard copies and five soft copies with previous 6 years AQAR.

2.15 Whether the AQAR was placed in statutory body Yes No

Management : Local Managing Committee, IQAC

Any other body : Heads of Departments and staff of the college

Management Syndicate Any other body

Provide the details of the action taken:

- Data for AQAR was collected from different sources such as academic departments, office, library, sports and other in-house committees.
- Members of IQAC worked together to analyse and rearrange the data.
- AQAR was written after a series of discussions by the committee members with the authorities of the college.
- AQAR was presented to Management representatives, heads of the Department and staff of the college.
- Suggestions received in the statutory body and by all stakeholders were incorporated.
- IQAC have approved the final report and gave sanction to forward the AQAR to NAAC.

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 (S.Y.,T.Y.B.Sc. and M.A.)
Trimester	0
Annual	03 (F.Y.B.Sc.,B.A., B.Com.)

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
27	24	03	-	-

2.2 No. of permanent faculty with Ph.D.: 05

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
09	03	-	-	-	-	-	-	09	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

04	20	05
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	07	09
Presented papers	01	03	07
Resource Persons	03	-	01

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

- ✓ The traditional chalk and talk teaching method is supported by the use of modern interactive methods like OHP, slide projectors, charts, maps, models, LCD projectors, internet etc. to make the teaching learning process more effective.
- ✓ The effective, detailed notes prepared by every teacher, are circulated among the students.
- ✓ Along with the traditional lecture methods, demonstrating and conducting practical, assignments, project work, group discussions, field visits, visits to industries, research centers, sea shores is a part of teaching and learning strategies adopted by the college.
- ✓ At the beginning of each term teachers organize a library visit to familiarize different resources available in the library such as periodicals, reference books and encyclopedia etc.
- ✓ The teachers make use of LCD projectors, internet facility to collect recent and updated

information.

- ✓ There is one to one interaction between students and teachers on different aspects. Laboratory courses are made interesting by giving simple practical tips and demonstrating difficult processes to students.
- ✓ The UG students of Arts, Science and Commerce stream at their second year level are required to complete project on “Environmental Awareness” as part of their curriculum.

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

220

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

The examination and revaluations reforms initiated in the previous year were continued in this year.

Examination Reforms

- Bar coding system initiated at university level is efficiently implemented in the college.
- Examination forms are pre-checked by the faculty members so as to avoid any mistakes in the Hall Tickets.
- Term End exam has been centralized. The dates are decided by the institution. The Question papers are also set by the Institution Level Exam Committee.
- Organization of central assessment program CAP in the college.
- Centralized spot evaluation of final examination answer scripts of F.Y.B.A.
- The faculty members are actively involved in the process of spot evaluation.

Evaluation Reforms

- Answer-books of internal tests are shown to the students. Queries and doubts are resolved satisfactorily.
- Photocopy of the answer book is provided on demand.
- Assignments, presentations, open book test, multiple choice questions are used for continuous assessment.
- First Year Central Assessment Programme (CAP) is conducted.
- College Level Exam Committee is responsible for the smooth functioning of exams, CAP, allocation of supervision etc. It also maintains the record of the performance of students in the University examinations.

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

03

Development workshop.

2.10 Average percentage of attendance of students

80 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	Higher Second %	Pass %
F.Y. B.A.	684	-	2.48	19.88	6.28	64.61
F.Y. B.Sc	331	-	1.20	4.22	5.13	58.61
F.Y. B.Com	96	-	-	11.45	3.12	62.5

S.Y., T.Y. B.A., B.Sc.,B.Com. and M.A. Results are not yet declared

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

- IQAC plays a vital role in the quality enhancement and sustenance of the teaching-learning process by giving timely directions and constant encouragement to the faculty and students. IQAC promotes the development and application of quality parameters for various academic and administrative activities of the institution.
- It promotes research and consultancy and develops advanced state of infrastructure, to undertake Minor/ Major Research Projects to enhance the research abilities.
- The IQAC encourages the students to participate in group discussions, quiz programs, class room seminars and to do the study projects. It also encourages the students in field trips, study tours, visiting nearby universities, research centre's etc.
- IQAC prepares an academic calendar for timely conduct and quality improvement of various activities of the college.
- IQAC prepares and timely submits AQAR at the end of every academic year.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	00
UGC – Faculty Improvement Programme	01
HRD programmes	00

Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the University	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

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	06	00	-	-
Library Staff	01	00	-	-
Technical Staff	07	01	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC timely informed the teachers about the submission of Minor and Major Research Projects.
- IQAC encourages faculty for conducting departmental seminars and for publication of research papers.
- Academic Research Committee (ARC) constituted at the college level intimate the faculty members about research opportunities.
- Students are guided for ‘Aavishkar’ – a regional level research project competition organized by BCUD.

3.2 Details regarding major projects: Nil

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

3.3 Details regarding minor projects: 02

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	02	-
Outlay in Rs. Lakhs	-	-	3,80,000/-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	-	-
Non-Peer Review Journals	-	10	-
e-Journals	-	-	-
Conference proceedings	-	-	01

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	-	-	-	-
Minor Projects	02	UGC and	3,80,000/-	-

		BCUD, Pune		
Interdisciplinary Projects	--	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
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

3.9 For colleges

UGC-SAP	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>
Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution : **03**

Level	International	National	State	University	College
Number	-	-	03	-	-
Sponsoring agencies	-	-	BCUD, Pune and UGC	-	-

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 University or 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
research fellows
of the institute in the year

and

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State
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

University forum College forum

NCC

NSS

Any other

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

- Surgana Civil Hospital - Cleaning drive
- Road Safety drive
- Adult education
- Tree Plantation
- Check Dam Construction

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: Vruddhi Software is used for student record and Tally ERP-9 is used for accounts.

Library: Central library is automated with ETH Software with barcode Technology.

Following processes are completed using software -

Accessioning, cataloguing, acquisition, issue-return, periodical record, bar code printing, journal article indexing is automated along with federated search tool and OPAC.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3724	436283.55	554	32153	4278	468436.55
Reference Books	2998	1017325.23	31	89305	3029	1106630.23
e-Books	-	-	-	-	-	-
Journals	18	9330	-	-	18	9330
e-Journals	6000+	5700	-	-	6000+	5700
Digital Database	-	-	01	5700	01	5700
CD & Video	03	725	08	475	11	1200
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	21	01	01	0	0	01	05	0
Added	0	0	0	0	0	0	0	0
Total	21	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.): teachers and students are trained to use computer and social media.

4.6 Amount spent on maintenance in lakhs:

i) ICT : 252152

ii) Campus Infrastructure and facilities: 743750

iii) Equipments : 184308

iv) Others : 84000

Total : 1264210

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The institution has an institutional arrangement for disseminating information about different student support services. Following are the details :

- Committees have been created and their working is being supervised by the authorities of the institution has proper arrangement for disseminating information about different student support services. The details are as follows.
 - Information through Website of the College.
 - Annual Academic Brochure 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.
 - Circulation of College Magazine "Apoorvai" giving reports of such activities.
 - Notices are displayed on display boards and notice boards.
 - Black Boards displaying attractive notices at the Porch.
 - Circulation of notices among the classrooms.
 - Student Representatives are elected. They are used as a communication channel.
 - Different Committees are formed to support all these services and their functioning is being supervised by the authorities of the college.

5.2 Efforts made by the institution for tracking the progression

- Committees for Result Analysis, Student Progression in cultural, sports and other extracurricular activities conduct a variety of activities throughout the year.
- Committee heads apprise the authorities about their goals, objectives. Reporting about the activities.
- Annual Reports of all committees and departments are published in college magazine.
- Feedback from students helps the authorities to improve the performance and to march towards progression.
- Recording of internal marks.
- Maintaining healthy teacher-student relationship during course period.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1969	110	0	0

(b) No. of students outside the state

00

(c) No. of international students

00

No.	%
1366	69.37

Men

No.	%
603	30.62

Women

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
21	31	1737	80	0	1869	79	46	1731	113	-	1969

Demand ratio 1:1 Dropout 1.31%

Demand ratio 1:1 Dropout 2.00%

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 Cell. We organize Guest Lectures and Guidance sessions for different examinations.

No. of students beneficiaries

120

5.5 No. of students qualified in these examinations

NET

0

SET/SLET

0

GATE

0

CAT

0

IAS/IPS etc

0

State PSC

0

UPSC

0

Others

0

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 more than 120 students were benefitted.

Soft Skill Programme conducted in the college and 60 students were benefitted.

No. of students benefitted

180

5.7 Details of campus placement: Nil

On campus

Number of Organizations Visited

-

Number of Students Participated

-

Number of Students Placed

-

Off Campus

Number of Students Placed

02

5.8 Details of gender sensitization programmes

Ladies forum is established to address the issues related to gender equality. This cell contributes for the counseling of 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 Grievance Redressal 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	1660	14772995/-
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
- Tree Plantation

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

✓ **Vision:**

Bahujan Hitay, Bahujan Sukhay, is the path shown by our founder father, Late Karmveer Bhausaheb Hiray. Our vision is to educate tribal community and bring them into mainstream of society.

✓ **Mission:**

Educational improvement is a stepping-stone to economic and social development, and the handiest instrument for empowering the tribals. Our mission is to reach out to the students of hilly tribal region and uplift them by giving new directions, heights and ambitions through education.

✓ **Objectives:**

1. To impart quality and value based education to the students.
2. To increase the gross enrolment ratio of higher education.
3. To create health awareness through education.
4. To empower girl students through education to become morally, socially and economically independent.
5. To promote national integrity, equality and social justice among the students.
6. To confiscate language barrier from the tribal students.
7. To conserve customs and traditions of this tribal community.
8. To bring the tribal community into the main flow of society.
9. To empower tribal community in agriculture field through education.
10. All the activities of the college are scheduled in accordance to achieve the vision and mission statement of the college. The college has organized various curricular and extracurricular activities, programs in order to achieve the objectives.

6.2 Does the Institution has a management Information System: **YES**

- The college has a management information system.
- E-documentation and digitization.
- Online admission procedure for all courses.

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

6.3.1 Curriculum Development

The college is affiliated to Savitribai Phule Pune University. It 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

Examination Reforms

- Bar coding system initiated at university level is efficiently implemented in the college.
- Examination forms are pre-checked by the faculty members so as to avoid any mistakes in the Hall Tickets.

Evaluation Reforms

- Answer-books of internal tests are shown to the students. Queries and doubts are resolved satisfactorily.
- Photocopy of the answer book is provided on demand.
- Assignments, presentations, open book test, multiple choice questions are used for continuous assessment.
- Every year the first year Central Assessment Programme (CAP) is conducted as per university guidelines.

6.3.4 Research and Development

- Sensitization of faculty members to undertake research projects.
- Institutional support to faculty members in terms of all administrative, infrastructural and provision for undertaking research activities.
- Organization of guidance sessions for faculty members about available funding options, concepts of Journal Impact Factor, Citation Indices etc.
- Promotion of students to participate in 'Aavishkar' - a regional research competition of Savitribai Phule Pune University.
- Appointment of Academic & Research Co-ordinator.
- Few of our faculty members have been appointed on editorial board of research journals.

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 recruitments are made in accordance with the Rules and Regulations laid by University Grants Commission, State Government and S. P. Pune University.

6.3.8 Industry Interaction / Collaboration: college has developed MOU's with following organizations

- a. Nagar Panchayet and Local Hospital
- b. Quick Heal Foundation
- c. Vriddhi Software
- d. Kala Mahavidyalaya, Abhona, Tal. Kalwan
- e. Loknete Vyankatrao Hiray Mahavidyalata, Pachnavati, Nashik
- f. M.S.G. College, Malegaon
- g. Sapkal Knowledge Hub, Trimbakeshwar

6.3.9 Admission of Students

- The admissions were made strictly in accordance with the state government and S. P. Pune University Online admission process was successfully implemented.
- Student counseling was done for admission and selection of particular subjects and specializations.

6.4 Welfare schemes for

Teaching	Cultural Programme, felicitation of achievers in common staff meetings and on national festivals
Non teaching	Appreciation in common staff meetings.
Students	<ul style="list-style-type: none">• Various scholarship and fellowships.• Felicitation of performers.• Reimbursement of expenses of students participated in various intercollegiate events.• Sports scholarships and reimbursement of TA and DA.• Implementation of student welfare schemes of SPPU.

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) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	S. P. Pune University	Yes	Parent Institution
Administrative	Yes	S. P. Pune University, UGC-WRO	Yes	Parent Institution

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

For UG Programmes Yes * No -

For PG Programmes Yes - No

* The college in accordance with S. P. Pune University conducts examinations for First Year Undergraduate (B.A. / B.Com. / B.Sc.) students.

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

Examination Reforms

- Bar coding system initiated at university level is efficiently implemented in the college.
- Examination forms are pre-checked by the faculty members so as to avoid any mistakes in the Hall Tickets.

Evaluation Reforms

- Answer-books of internal tests are shown to the students. Queries and doubts are resolved satisfactorily.
- Photocopy of the answer book is provided on demand.
- Assignments, presentations, open book test, group discussions, multiple choice questions are used for continuous assessment.

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

- The college has organized Alumni meet. Suggestions and recommendations are sought from alumni representative.

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

- **Energy Conservation:**

Energy being the valuable asset of nature, the conservation and optimal usage of strength is a need of the hour. So our institute always tries to preserve the energy wherever viable in some of methods.

- ✓ Staff of this institution is instructed for careful usage of power and to switch off electrical appliances and equipments whenever they are not in use.
- ✓ Instructions for careful use of electricity and gas burners are displayed properly and communicated orally during practical sessions to the students.
- ✓ CFL and LED lights are used to conserve the energy.

- ✓ Students are instructed that the last student leaving the classroom is to switch off electric appliances whenever not required.
- ✓ Students are encouraged to use bicycle instead of motorcycles.
- ✓ Since the college functions during day time, much use of electricity for lighting is not needed. The class rooms have sufficient ventilation for natural lighting. Even fans are switched on only in summer season.
- ✓ Maintenance of clean campus is also given great importance. So campus cleaning programs are frequently taken up by the students and staff members.
- ✓ Awareness is created among students about electricity saving, fuel saving and water saving.

Use of Renewable energy

- ✓ The institutional building layout and construction has made in such a way that helps to use maximum sunlight.
- ✓ In chemistry laboratory rain water is used as an alternative for distilled water to save energy.
- ✓ During summer and winter days sun heat is used for drying chemical preparations instead of electric oven.
- ✓ Since the college campus receives sufficient sunshine in the dry season, the college has also planned the usage of solar energy in future by establishing solar panels, and the proposal in this regard has sanctioned by BCUD, SPPU, Pune for the year 2017-18.

Water Harvesting

- ✓ Rain harvesting is done by collecting roof water. Harvested water is transferred to soak pits near bore well, thus water conservation is done.

Check dam construction

- ✓ River *AMATI* flows from the backside of college. To avoid soil erosion, we have developed barrier.

Efforts for carbon Neutrality

- ✓ As the college campus is in a tribal surrounding and away from the main road and industrial area, Carbon emission is not yet a problem. Under environment awareness program college has taken project “Tree plantation and Conservation” Thus college has contributed its efforts for carbon neutrality. Every year trees are planted on regular basis.
- ✓ LPG is used in chemistry department laboratory which is helpful for carbon

neutrality.

- ✓ The college has established a LAN for office business which facilitates paperless transition.
- ✓ The college has made arrangements for vehicle parking

Plantation

- ✓ Every year the institute conducts Tree Plantation programme.
- ✓ The volunteers of NSS have planted more than 100 saplings in the campus.
- ✓ The Department of Botany of the college looks after the Botanical garden. The garden is watered regularly.
- ✓ Students of Earn and learn Scheme have active participation in maintaining the cleanliness of the campus.

Hazardous waste management

- ✓ The college is avoiding generation of hazardous waste as much as possible. However, separate soak pit is constructed near chemistry laboratory to dispose the chemical wastes from the laboratories.
- ✓ Exhaust fans are installed in the laboratories to exhaust the hazardous gases.

E-waste management

- ✓ Reusing the electronic hardware parts as much as possible.

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.
- “Bahishal Shikshan Mandal” (extra mural activity) have been playing important role in promotion of college neighborhood network
- Staff academy for extension and special lectures organized through it facilitate interdisciplinary subject knowledge.

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 2016-17.

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

1. Title of the practice:

“To create awareness among girl students on the social problem of early marriages”.

Goal:

1. To prevent early marriages.
2. To provide psycho-social counseling to parents and girl students on this issue.

The Context:

Our institute is situated in the tribal zone. Majority of our students belongs to socially and economically deprived community. Following our vision we are working for the betterment of poor, deprived and down-trodden sections of tribal community. Various extension activities are carried out by our institute to strengthen college neighborhood network. Major social problems in this region are illiteracy, ignorance, superstitions, malnutrition, poverty, alcohol addiction etc. In this tribal area one of the major social problem is early marriages. Our institute has taken initiative in creating awareness regarding this issue among girl students and parents.

The Practice:

The Ladies Forum has been constituted in the institute for encouraging girl students to come forward and share their problems, difficulties. Since many of our girl students are not able to pursue their education due to Early Marriages, Ladies Forum has focused on the issue of Early Marriages among girl students. Early Marriages leads to further social problems like maternal mortality, high incidence of low birth weight babies, high prenatal mortality etc. Besides this it is one of the major reasons of dropout among girl. Various lectures and counseling sessions are arranged for girl students and their parents.

Evidence of success:

We have received very positive feedback from girl students and their parents. We could stop many Early Marriages in the community. Our **survey** shows that there is decline trend in early marriages in subsequent years.

Problems encountered and resources required:

The problems encountered during creating awareness regarding Early Marriages are as follows:

- ✓ Most of the parents are illiterate and reluctant to attend the lectures and counseling sessions conducted in the college.
- ✓ Girl students from this tribal region fell shy to express their view and take medical advice on this issue.
- ✓ College needs additional financial and human resources to continue this practice effectively.
- ✓ College also needs to tie up with social organization or NGO's to work on this issue.

2. Title of the practice:**“Collection of local History of villages from Surgana Taluka”****Goal:**

1. To collect the historical information of all local villages of Surgana Taluka.
2. To preserve the tradition and custom of tribal community through local history survey.

The Context:

To create history one should know history. History helps to understand the past, evaluate present and predict the future. Study of history enables people to learn from past

mistakes. Surgana taluka is bordered on the south by Peth in Nashik and in the west by the Bansdaa and Dharampur of Gujarat state. Majority of the population belongs to tribal community. For conservation and preservation of tribal heritage of Surgana it is important to know the History of this place. Considering this history department from our institute has conducted project through which local history was collected through students.

The Practice:

History department has conducted the project, “History of My Village”. Seventy students have submitted this project in Marathi to the department. Through this project now we have collected history of fifty small tribal villages from Surgana. They have reported the history of the local place along with information regarding ancient temples, monuments, waterfalls etc. This helps us to understand political, social, cultural, historical and traditional legacy of Surgana taluka. Through this project our students also communicated with local villagers and gather the information regarding local history.

Evidence of success:

Our students received very positive feedback from villagers while conducting information for this project work. We have now history of fifty villages with us. History department is now planning to compile it and write history of Surgana Taluka.

There is only one fort in the Surgana taluka named as *Hatgad Killa*. This fort is very important in context with history as King Shivaji has visited it during ancient time. Valuable information regarding this fort is also included in the present Local history collection.

Problems encountered and resources required:

The problems encountered during this project are as follows:

- ✓ Most of the villagers are illiterate and some of them were very reluctant to give the necessary information to our students.
- ✓ We don't have funds to carry out further research.
- ✓ College also needs to tie up with History Expert Scientists to carry out further project.

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)

Strengths:

1. Well qualified and tech-savvy staff.
2. Research undertaken by staff-presenting papers, undertaking research projects, publishing papers.
3. Cohesive relation between teachers and students.
4. The teachers are able to adapt their teaching methodologies as per the needs and understanding of the learners.
5. The campus is pollution free.
6. Good social contact with the society.
7. Students with high sport potential.
8. ICT teaching learning methodologies.

Weaknesses:

1. Only one PG course offered.
2. Many students are first generation learners due to hilly tribal area.
3. Load shading in electric power supply and internet speed are hurdles.
4. No industrial zone around the region/province at far in order to linkage with industries.
5. No proper transportation facility. Bus frequency is very poor.

Opportunities:

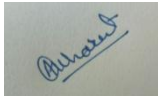
1. Scope for major and minor research project.
2. College has an ample scope to establish collaboration with other universities.
3. To start more PG programs.
4. Development of infrastructure.

Challenges:

1. To make the students globally competent.
2. To organize International seminar / conferences.
3. To strengthen research culture.

8. Plans of institution for next year

1. To start T.Y. B.Sc./P.G. in other subjects
2. To start Self Financing Courses for creating opportunities of employment for the students.
3. Use of solar energy to overcome load shading of electricity.
4. Collaboration with various research centres.
5. To organize National seminar / conferences.



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