

Arts, Commerce & Science College, Arvi
Dist. Wardha.

AQAR Report for the Session 2014-15

Part – A

1. Details of the Institution

1.1 Name of the Institution

Arts, Commerce & Science College,
Arvi.

1.2 Address Line 1

Talegaon Road, Arvi.

Address Line 2

Arvi

City/Town

Arvi, Dist. Wardha.

State

Maharashtra

Pin Code

442201

Institution e-mail address

principal_acscriv@rediffmail.com

Contact Nos.

07157-222070

Name of the Head of the Institution:

Dr. H. R. Verulkar

Tel. No. with STD Code:

07157-222308

Mobile:

09423420625

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID : **12456**

1.4 Website address:

Web-link of the AQAR:

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.95(old)	2006	5Yrs
2	2 nd Cycle	B	2.29	2011	5Yrs
3	3 rd Cycle				
4	4 th Cycle				

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

1.7 AQAR for the year

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

- i. AQAR 2011-12-Submitted on 30-09-2012
- ii. AQAR 2012-13 –Submitted on 11-12-2013
- iii. AQAR 2013-14- Submitted on 22-12-2014

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys.Edu.)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Rashtrasant Tukdoji Maharaj
Nagpur University, Nagpur.

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

04

2.2 No. of Administrative/Technical staff

02

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

12

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. 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

2.14 Significant Activities and contributions made by IQAC

- Innovative Academic calendar prepared.
- IQAC monitors the Bridge Course which offers to newly enrolled students.
- IQAC monitors Cluster Diary to overall development of students.
- Disbursement of Rs. 3,00,000 for the monitoring of IQAC.
- IQAC encouraged and motivated research publication **40** papers were published in Conferences, National and International Journals.
- IQAC conduct and monitor Student Feedback on Teachers and feedback from various stakeholders.
- IQAC works for quality related activities including adoption of the students and coaching for Entry in Services.
- IQAC also stimulates the academic environment for promotion of quality of teaching-learning and research in institution.
- It tried to motivate students and conducted consultancy and training programs
- It also promotes to cultivate ingredients of social service among the students with the help of various socially marginalized activities.
- It also initiate environment consciousness among the students with the help of various Environment based programs.
- IQAC also guided about the need of infrastructure and development to LMC of the institution.
- IQAC monitored the activities of self- prepared Academic Calendar.
- IQAC guided the institutional head about the academic needs related with the surrounding community.

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	Achievement
To organize Conference & seminar sponsored by UGC	unable to organize conference in English due to insufficient fund sanction by UGC.
Earn and Learn Scheme	Two registered students were given part time job.
To create keen interest in the field of Research	40 Research Papers were published during the academic year.
To organize college level Guest Lecture, workshops & Seminars	<p>Arts Faculty-</p> <ul style="list-style-type: none"> • Workshop on Marathi writing skill & grammar. • Class room seminar on Foreign Capital by Economics dept. • Nutrition, Health and Personality Development Workshop • One Seminar on Critical appreciation of Marathi novel 'Baromas' • Workshop on UPSC & MPSC exam. <p>Science Faculty-</p> <ul style="list-style-type: none"> • Study circle of Zoology Dept. Seminar. • Class room seminar by Maths dept. • Workshop on Astronomy by Physics Dept. • Sky Watch program of Lunar Eclipse by Physics department. • Apart from that 5 guest lectures were organized by Maths, Home-Eco, Political Science, Marathi & English department.
Placement	Carrier Counselling Cell made Two MOU with local Industries.

Motivating Sports and Games Activities	<p>Five college students are selected in University Volley Ball Team. Two students received individual award of Rs. 5000 each in inter collegiate tournament.</p> <p>Physical Education Dept organized one day workshop on Diet for Sports Persons.</p>
Others	<p>Death and Birth Anniversaries of national heroes, Quiz, Essay competition, Blood Donation camp, Tree Plantation, Book Exhibition, Library orientation Programme, various rallies .</p> <p>Ten days special camp by NSS on dignity of labour, Chart and Poster competition by Zoology and Botany (inter-disciplinary)</p> <p>Molecular Model exhibition by Chemistry Dept.</p> <p>Handy Craft Exhibition by Home-Eco Dept.</p>

Please see Annexure-1

2.15 Whether the AQAR was placed in statutory body Yes

Management Syndicate Any other body

Provide the details of the action take

The management after few suggestions approved the AQAR -2014-15

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
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				programmes
PhD	-	-	-	-
PG	07	-	07	04
UG	04	-	01	01
PG Diploma	01	-	01	01
Advanced Diploma	-	-	-	-
Diploma	01	-	01	01
Certificate	-	-	-	-
Others	-	-	-	-
Total	13	-	10	07
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: **Elective option**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	BSc,MA,M.Sc.M.Com, MCM
Trimester	----
Annual	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)

Please see Annexure-11

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

Nagpur University introduced semester pattern since 2013- 2014 for B.Sc., M.A., M.Com, M.Sc. & M.C.M. courses. The syllabi have been modified accordingly. The practical programs are modified to improve the scientific skills and research attitude of students. Moreover internal assessment is also introduced in semester pattern.

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
28	20	08	-	-

2.2 No. of permanent faculty with Ph.D.

12

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	04	00	00	00	00	00	00	00	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

24

22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	10	31	03
Presented papers	09	19	-
Resource Persons	-	01	-

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

- | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Audio-visual and smart Teaching aids have been adopted by faculty. 2. E-books are used in departments & library. 3. Teachers prepare and teach 20% syllabus through ITC.(PPT) 4. Smart class room is used. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2.7 Total No. of actual teaching days during this academic year 218

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

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

2.10 Average percentage of attendance of student 80%

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. I	342	-	-	22.5	77.14	10.2
B.A. II	194	-	7.1	52.3	40.40	21.6
B.A. III	127	-	5.7	60	34.2	55.11
B. COM I	117	5	52.9	11.7	-	14.11
B. COM II	87	59	31.7	9	-	25.28
B. COM III	43	08	40	52	-	58.1
B.Sc ISem I	137	-	21.5	82	-	84.06
B.Sc. I Sem II	117	-	16.04	83.9	-	69.2
B.Sc. II Sem I	110	-	14.6	85.3	-	68.1
B.Sc. II Sem II	117	-	38.01	61.9	-	71.7
B.Sc. III (Final)	74	2.8	53.5	43.6	-	95.9
M.A. I MAR	27	-	17.6	82.3	-	62.9
M.A. II MAR	24	-	30	69.5	-	95.8
M.A. I POL. SCI	34	-	22.7	77.2	-	64.7
M.A. II POL.SC	14	-	45.5	54.5	-	78.5
M.A. I H.ECO	07	-	-	100	-	14.2
M.A. II H.ECO	01	-	-	-	-	-
M.SC.I CHE	08	-	-	-	-	-
M.SC.II CHE	01	-	-	-	-	-
M.SC.I COM.	00	-	-	-	-	-
M.SC.II COM	01	-	-	-	-	-
M.COM I	41	-	45.5	54.54	-	53
M.COM II	12	-	63.6	36.4	-	91.6
DHNT	00	-	-	-	-	-

PGDCCA	00	-	-	-	-	-
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2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

1. IQAC prepared separate feedback forms for teachers , students, parents, alumni and stakeholders regarding teaching and learning process(Questionnaire)
2. Cluster Incharge Diary helps to bridge the gap between teacher and student.(Mentor Scheme)
3. Bridge Course for new entrants in the first year helps to bridge the gap of knowledge.
4. Monthly feedback of planned activities is taken every month.
5. Teachers with poor performance are monitored to improve teaching and are instructed in IQAC meeting.
6. Monthly meeting with class representatives and discussion tried to solve the hindrances in teaching and learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Program</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Program	-----
HRD program	-----
Orientation program	-----
Faculty exchange program	-----
Staff training conducted by the university	-----
Staff training conducted by other institutions	-----
Summer / Winter schools, Workshops, etc.	-----
Others	-----

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	02	00	02
Technical Staff	06	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Placement Cell under IQAC monitors and checks API of teachers annually.
- IQAC has suggested to apply for Research Center for college.
- IQAC discussed and planned program with Research Innovation Committee regarding promotion of Research Climate and took necessary action.
- IQAC encourages teachers to involve in research activities.
- Notifications of research projects from various institutions are brought to the notice of teachers in order to enable them to participate in it.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	471600	8,39,600	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	03	-	-
Outlay in Rs. Lakhs			-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	08	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	09	19	-

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 Project	2years	UGC	839600	471600

Minor Projects	2years			
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects <i>(other than compulsory by the University)</i>	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total			839600	471600

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 **NOT APPLICABLE**

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	00	00	00	00	00
Sponsoring agencies					

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

1337600

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	01
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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

Total	International	National	State	University	Dist	College
01						

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

08

05

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

00

SRF

00

Project Fellows

01

Any other

00

3.21 No. of students Participated in NSS events:

University level

12

State level

01

National level

nil

International level

nil

3.22 No. of students participated in NCC events: **NOT APPLICABLE**

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

NI

State level

Nil

National level NI International level NI

3.24 No. of Awards won in NCC: **NOT APPLICABLE**

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

* Dattak Palk Scheme in collaboration with NGOs namely Rotary Club of Arvi, Red Cross Society and Matru Seva Sangh of Arvi and Lion's Club implemented. 18 new students benefited.

- Earn and Learn Scheme benefited 06 students.
- Blood donation camp conducted with collaboration of HDFC Bank.
- Environmental Awareness Program was conducted.
- Conducted AIDS awareness rally and guest lectures on Cancer disease.
- Women Cell Committee and Home Eco. Dept. conducted one day workshop on Nutrition, Health & Personality Development.

*Disease detection camp, tree plantation programs, AIDS week poster and slogans competition, dignity of labour through Parthenium weed eradication program organized by NSS.

- Voters Awareness program in collaboration with SDO office Arvi.
- NSS in collaboration with Anti-Terrorist Squad organized one day workshop on prevention of terrorism
- NSS organized one day workshop on 'Anti – Superstition and Black Magic Act', to develop scientific attitude and to create awareness.

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	5Acors	-	-	-
Class rooms	10	1	Management	11
Laboratories	07	2	UGC	09
Seminar Halls	01	-	-	01
No. of important equipment purchased (≥ 1 -0 lakh) during the current year.	-	09	UGC	09
Value of the equipment purchased during the year (Rs. in Lakhs)	-	342567	UGC	342567
Others	-	-	-	-

4.2 Computerization of administration and library

<ul style="list-style-type: none">• OPAC facility is available in library.• Periodical measures are taken to maintain books and journals in the library in good Condition.• The library provides open access to staff and students.• LIBMAN software is used for library Automation and Administration.• College has appointed technician for the maintenance of the computers and its accessories.• Journals and magazines are kept in open racks.• Library office has Computer and Internet facilities to upgrade the process. • Administration work is fully computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10881	925328	779	172329	11660	1097657
Reference Books	562	242264	11	2395	573	244659
e-Books	97000	5000	-	-	97000	5000
Journals	09	10000	-	-	08	16260
e-Journals	6000	500	-	-	6000	5000

Digital Database	01	20000	-	-	01	20000
CD & Video	60	4750	05	150	70	4900
Others (specify)	17405	1397351	-	-	17924	1397351

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	69	28	09	09	20	09	11	01
Added	-	-	-	-	-	-	-	-
Total	69	28	09	09	20	09	11	01

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

- Every department has been provided with computers and internet facility .
- Expansion of E-technology has enhanced the use of computers in curriculum development, teaching-learning, evaluation and research.
- Students are encouraged to make use of computers for Power Point Presentations of their seminars and projects.
- Students are given regular training in Language Lab and Computer Dept.
- Broadband internet connectivity is given to all the departments. Internet browsing is available for teachers and students at the Computer Dept. free of cost during the working hours.

4.6 Amount spent on maintenance in lakhs :

i) ICT	5309
ii) Campus Infrastructure and facilities	-----
iii) Equipment	8860
iv) Others	76881
Total :	91050

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Internal Quality Assurance Cell (IQAC) collected and analyzed student feedback on teachers.
- IQAC helped to cater to the needs of students and established various students support centric cell as - Women Cell, Students Grievance Cell, Students Counseling Cell, Coaching Centre for Entry in Services, Remedial Coaching Centre, Earn and Learn Scheme, Adaptation Scheme, etc.
- IQAC tried to develop the system for consistent, Conscious and Catalytic action to improve the academic performance of the institution.
- Financial assistance extended to economically weaker students (Student Guardian Scheme) and personal counseling given by various committees of teachers.
- The institution publishes its updated prospectus annually with the help of IQAC
- IQAC ensures the adequacy, maintenance and proper allocation of Student support Services and supervise 38 committees in the college.

5.2 Efforts made by the institution for tracking the progression

- In this academic year college annual Magazine '**Fulora**' is published as special edition on the occasion of Golden Jubilee. It content articles by various stockholders and interviews of management members.
- In the academic year 2014-15 IQAC started the 'Student's Mentors Scheme' for the sustainable development of students.
- Under mentors scheme each teacher maintains a 'Diary for Cluster Incharge', in which academic, personal, curricular, observations of twenty students is recorded.
- Cultural activities are designed in a way that it brings out hidden talents of students.
- The Placement Cell, competitive Examination Cell & Career Guidance Cell promotes entry in government services.
- Entrepreneurship and Skill Development Cell motivates students for self-employment.
- The Alumni Association maintains consistent correspondence with college.

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	487	38%		795	62%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
137	187	62	665	-	1231	124	190	93	665	-	1282

Demand ratio 100%

Dropout % --- 5% (For UG)

08% (For PG)

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

- College runs **Coaching Centre for Entry in Services. (EIS)** Students are admitted and offered regular coaching throughout the session.
- Five students recruited in government service.
- The cell organized 'One Day Get-Together of Alumni' recruited through competitive examinations in various departments.
- Five students were recruited in the session.
- Guest lectures and Group Discussion are organized by Coaching & Guidance for

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value=""/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="05"/>

5.6 Details of student counselling and career guidance

The Librarian is the coordinator of 'Student Counseling and Career Guidance Cell'. As a result students have ease in library facility about Competitive Examination books and other guidelines.

Following guidelines are provided through this cell:

- How to Face exams conducted by Public Service Commission
- Guidance about Competitive Examination
- Opportunities of Jobs in Sports Field
- Opportunities of Employment in Agriculture
- Employment in Various Sectors
- Self Employment

*Library provides the students Employment News and Rojgar Warta, a local news paper

No. of students benefitted

170

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
NIL	NIL	NIL	NIL

5.8 Details of gender sensitization programmes

- During AIDS week Poster and slogan Competition is organized by NSS.
- Poster competition on 'Save the Girl Child' by Home-Eco. Dept.
- Guest lecture delivered by the faculty – Dr. V.Y. Muley on 'Adolescence and AIDS Awareness' organized by INNERWHEEL Club Arvi, at Model Junior college, Arvi.
- Also delivered the lecture on same topic at Agnihotri DMLT College Wardha.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

02

NIL

NIL

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	45	135000
Financial support from government		1341611
Financial support from other sources		-----
Number of students who received International/ National recognitions		-----

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

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 – ‘ Education to poor and all’
- Mission – ‘ To rejuvenate society with quality education and cater to the educational, finical, cultural needs of the society.

6.2 Does the Institution has a management Information System -

- An online public access catalogue (OPAC) is implemented to enable the students for speedy and convenient access to the library catalogue.
- College Prospectus provides detailed information about the proper functioning and governing of the college
- Institute website has information about all the consultant aspect of the college.

Office maintains the following record in computer system :

- Administrative procedures including finance
- Student admission
- Student records
- Evaluation and examination procedures
- Research administration

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

6.3.1 Curriculum Development

- The curriculum is designed by the University.
- **Five short term courses** are designed by the faculty. (1. Journalism,2. Handy Craft, 3. Spoken English, 4. Certificate Course in Tally, 5. Certificate Course in Chemical Analysis and Laboratory Management.
- Syllabus for **Bridge Course** is designed by the faculty for each subject. This helps for the better functioning of curriculum.

6.3.2 Teaching and Learning

- 20% use of ICT for classroom teaching.
- College provides open access to students for internet and Library.
- Encouraging students to read related articles on internet.
- Science departments organize Seminars and Power Point Presentations by students.
- Individual attention is given during Practical classes of the concerning subjects..
- Special coaching and remedial classes for weaker students are arranged to bring up the backward students to the forefront.
- Bridge Course facilities for the gap building of knowledge.
- Short term courses provide professional knowledge about five different courses.

Apart from classroom interaction, the following methods are used

- Meaningful learning is initiated through guided teaching and guided library assignments, group discussion, seminars, debates, quiz, viva, etc.
- Inquiry-based learning is provided through community survey, industrial visit and fieldwork.
- Co-operative learning is facilitated through project work, on-the-spot study, and Educational forums.

6.3.3 Examination and Evaluation

- The faculties evaluate answer sheet at college and university level.
- Periodical Class-room tests and two terminal exams are conducted.
- In addition to this, students' progress is assessed through assignments, paper presentation, seminars, and viva-voce and group discussion.
- The cluster incharge maintains the record of marks.

6.3.4 Research and Development

- Out of 27 teachers **12** have been awarded Ph.D. and 10 have been pursuing.
- Research is a significant activity of the college. During this academic year 40 research papers were published in National and International Journals Conferences and Books.
- The college encourages the teaching faculty to pursue Research work.
- Paper presentation for students is made an integral part of Seminars/ Conferences conducted by the college.
- **01** Minor Research Project is **completed**. 03 Minor Research Projects are **ongoing** in this Year.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- College is a member of N-LIST (National Library and Information Services Infrastructure of scholarly content) which is working under INFLIBNET (Information and Library Network Centre) that provides access to Electronic Journals and Electronic books to eligible colleges. 9,700 e-books & 6000 e-journals can be accessed through it. The annual Membership fees of Rs 5000 is being paid by the institution.
- During the academic year 779 books, 11 Reference books, 05 CD in all of **1,74,874** rupees were added to the college library.
- To create awareness among the students about the latest arrivals and quality reference, Book exhibition is held annually in the library for two days.
- OPAC(Online Public Access Catalogue) facility is provided in the library and students are trained to use it.
- Paper clippings are maintained in the library.

- In physical infrastructure from UGC funding Physics and Zoology laboratories construction work is completed.
- Construction indoor sports facility center is in progress.
- One classroom is built from management fund.

- Guest faculties for self-financing courses are appointed by the college.
- Proper care is taken in the selection process for keeping quality in the appointments.

- Staff is motivated to attend orientation, refresher programme, conferences, Seminar, workshops and training programs. Thus they add to the knowledge and information of students.
- Academic and administrative responsibilities are distributed amongst the staff to utilise maximum human resource.
- Monthly meetings with teaching and non-teaching staff by head of institution to monitor human resources.

6.3.7 Faculty and Staff recruitment

- As per UGC guidelines and official sanction appointment of teaching and non – teaching staffs are made.
- Roaster System followed during Faculty and Staff recruitment.
- The vacancies arising at different points of time are notified in newspapers and applications are received.
- The selection committee consists of subject experts nominated by the University, Government nominees, principal and management representatives.
- The faculty and staff recruitment is done on the basis of merit
- The selection process is thus completed after receiving approval from the competent authority.(Affiliated university)

6.3.8 Industry Interaction / Collaboration

- In this session the college established industrial linkage with Plywood factory of Arvi.
- Entrepreneurship and Skill Development Cell is in a process of MOU with MGIRI, Wardha.

6.3.9 Admission of Students

- We publish an advertisement in Newspapers about the courses and seats available.
- Applications are invited, scrutinized and merit list is published on notice board.
- All admission information is placed in prospectus and on notice board.
- Admissions are purely done on merit basis adopting transparent procedure.
- . Concession in fees and installment facilities are provided.
- Reservations are strictly followed as per state government and central government rules.

6.4 Welfare schemes for

Teaching	Yes
Non -Teaching	Yes
Students	Yes

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	-	Yes	HOD
Administrative	No	-	Yes	HOD

6.8 Does the University/ Autonomous College declares results within 30 days? **Not Applicable**

For UG Programmes Yes No

For PG Programmes Yes No

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

- On the occasion of Golden Jubilee program all the alumni were invited.
- The Alumni Association maintains the record of Alumni.
- Eminent personalities & stake holders are invited for the annual meeting.
- Suggestions and needful support is taken from Alumni for the better functioning of the administration and academic development.
- As per the suggestions in 08th Feb 2015, the college constructed Student Co-operative Store and Ladies Common Room.

6.12 Activities and support from the Parent – Teacher Association

- The suggestions from PTA are accepted.
- On the recommendations of PTA collage has started skill oriented courses.
- PTA suggested to improve sports facilities in the college.
- Timely feedback and suggestions are given by PTA

6.13 Development programmes for support staff

- FDP from UGC for teachers
- Study leave facility for teachers
- Duty leave facility for teacher & nonteaching staff
- Duty leave facility for Refresher and Orientation program
- Research initiatives by the faculty are supported by the institution.

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

- Rain-water harvesting has been planned.
- Vermi-Compost generation plant is proposed to establish in college.
- The inmates of the college are very careful to keep the campus plastic free.
- An activity of Tree Plantation is done every year to make the campus ecofriendly.
- Paperless work is promoted.
- Environment Science subject is taught to all II year UG classes.

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.

- Dattak Palak Yojana (Parent Guardian Scheme) has been collaborated with other NGOs of town. 09 more students are adopted by them and 07 students have proved their mettle by being class toppers.
- Two short terms vocational courses –Spoken English, Vermi compost and have been started by faculty members.
- Bridge Course
- **Five short term courses** are designed by the faculty. (1. Journalism, 2. Handy Craft, 3. Spoken English, 4. Certificate Course in Tally, 5. Certificate Course in Chemical Analysis and Laboratory Management.

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

- Academic Calendar for the session was properly implemented by IQAC.
- Under the Earn and Learn Scheme **six** registered students were given part time job.
- In the field of research **40** Research Papers were published during the academic year
- College has organized college level seminars and workshops such as workshop on Nutrition, Health and Personality Development by Home Economics Dept., workshop on Astronomy by Physics Dept. One Seminar on Critical appreciation of Marati novel ‘Baromas’ and ‘Sankar Katha’. Workshop on MPSC exam.
- Sky Watch program of Lunar Eclipse by Physics department.
- Carrier Counselling and Placement Cell has made MOU with local industries
 - Parlam Global Ltd. 2. CDET Explosive industry Pvt.Ltd. Talegaon .
 - College students are selected in University Volley Ball Team. Two students received individual award of Rs. 5000 each in inter collegiate tournament.

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

Please see details in Annexure II

- Dattak Palak Yojana .
- Ragging free campus .
- Mentors Scheme
- Bridge Course
- Feedback System is revised.

7.4 Contribution to environmental awareness / protection

- Rain-water harvesting has been planned.
- Vermi-Compost generation plant is proposed to establish in college.
- To generate environmental awareness among the students, the university has introduced a subject on environmental studies
- Institute also enlists the support and co-operation of its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean, green and pollution free.
- The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus.
 - Nature and Science Club keeps check on environment friendly activities.
 - Tours and excursion by Nature & Science club

7.5 Whether environmental audit was conducted?

Yes

No

SWOT analysis

Strength

- Involvement of students in Teaching-Learning process
- Use of ICT in Teaching –Learning process.
- Environment and Eco-friendly Campus.
- Two new schemes for student welfare are launched.
- Devoted teaching and support staff
- Least vacant position of staff.
- Strong support of management and alumni.
- Remarkable sports activities and excellence.
- Remarkable results of UG & PG, specially PG.

Weakness

- Restricted research activities as no research recognized Lab is available at the institution for Science faculty staff.
-

Opportunities

- Sports involvement leads to opportunity in competitive examination
- Being multi faculty Institutions, it has opportunities to get interaction with multifarious streams and P.G. education.
 - Promotion of new Skill Development Program.

Threat

- Less job opportunities due to traditional courses.
- No awareness and inclination of students towards professional courses like B.B.A., M.C.M., D.H.N.T. and P.G.D.C.C.A.
- Seasonal weaker attendance.

8. Plans of institution for next year

- To put forward the proposal for Research Lab and PG recognition of Research Supervisors
- To encourage projects by students in Environmental Science and encourage them to use Vermi- Compost at domestic level.
- Effective monitoring of Mentors Scheme and Bridge Course.
- Follow up of MOU with the Scientific / Industrial/International/ National /State Organization
- To organize field and Industry visits.
- To organize Seminars, Workshops and Conferences.
- To enhance the Library resources.
- To make academic performance audit of the teachers and Students.
 - Expansion of Library and extinction of reading room.
 - As a social responsibility institution with the help of students is planning to survey the families of farmers who have committed suicide, so as to help them.

Name _____

Name _____

Dr. D.M. Chavan

Dr. H. R. Verulkar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure II

**FEEDBACK OF TEACHERS & COURSES
SESSION 2014-15**

Sr. No.	Name of Teacher	Subject	Teachers on 10 Pt. Scale	Courses on 10 Pt. Scale
1	2	3		4
	ARTS FACULTY			
1	Smt. Dr. A. M. Deshmukh	Home Eco.	7.5	7.5
2	Shri. D. J. Nandurkar	Pol. Sci.	7.5	7.2
3	Shri. Dr. D. M. Chavhan	History	7.3	7.7
4	Smt. Nima H. Patil	Home Eco.	7.4	7.5
5	Shri. Dr. P. D. Malode	Martathi	7.1	8.1
6	Shri. Dr. P.B. Kale	Martathi	8.0	8.1
7	Shri. S. V. Bhuyar	Martathi	7.4	8.1
8	Shri. Dr. S. A. Pande	Hindi	6.3	7.4
9	Shri. V. M. Khadase	English	6.7	6.8
10	Shri H. D. Choudhari	Economics	7.1	7.2
11	Shri, A. V. Gumble	English	6.8	6.8
12	Shri, N. P. Kendhe	English	7.3	6.8
	SCIENCE FACULTY			
13	Shri. S. K. Sewane	Botany	8.2	8.0
14	Shri. Dr. K. P. Kadam	Physics	8.7	8.7
15	Shri. Dr. V. V. Hiwase	Chemistry	8.9	8.6
16	Shri. Dr. A. S. Dahat	Botany	8.5	8.0
17	Ku. Dr. V. Y. Muley	Zoology	8.3	8.2
18	Ku. Dr. M. S. Bhoyar	Zoology	8.3	8.2
19	Shri. M. T. Kolhe	Mathematics	8.6	8.8
20	Shri. N. M. Khobragade	Physics	8.5	8.7

21	Shri. P. B. Thakare	Chemistry	8.7	8.6
22	Shri. G. R. Yerawar	Physics	8.7	8.7
	COMMERCE FACULTY			
23	Shri. Dr. M. R. Patil	Commerce	8.3	8.1
24	Shri. S. H. Dhanvijay	Commerce	8.1	8.1

Annexure III

A Report on Dattak Palak Yojana (Parent – Guardian Scheme 2014-15)

The scheme has commenced in the collage since the year 2008-09. It aims to facilitate the poor and needy students of the region, who could not afford the degree education. Initially 10 students of the entrants in the college were adopted by the teaching staff and every year 10 new students, who are financially backward were added to it.

Through this scheme we provide the education fees, exam fees, stationary expenses to the boys and girls. Bus- Pass fare is also provided to those who come from nearby villages. Uptill now **64 students** have passed their degree courses.

In 2014-15 session we also motivated the NGOs and other social organizations like Rotary Club, Lion's Club , Matruseva Sangh and Indian Red Cross Society. In all **nine students** were adopted by them in addition to **10 students** adopted by the teachers of the college.

The college aims to facilitate more number of students every year by raising funds and motivating individuals of the society, so as to bring needy and poor students in the main stream of the education. The coordination committee adopts a fair selection process and keeps the record of scheme.

Co-ordinator

Parent Guardian Scheme

Arts, Commerce and Science College, Arvi

Dist. Wardha.