



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

Dhule Education Society's
College of Education, Dhule.

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(AQAR 2018-19)

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. <i>Composition of the IQAC</i> 5
7. The role of coordinator 6
8. Operational Features of the IQAC 6
9. Monitoring Mechanism 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC 8

Part – A

11. Details of the Institution 9
12. IQAC Composition and Activities 12

Part – B

13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Consultancy and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Innovations and Best Practices 27
20. Abbreviations 29

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

I. Details of the Institution

1.1 Name of the Institution

Dhuel Education Society's College of Education, Dhule.

1.2 Address Line 1

Dr. Lohiya Marg. Near SRP Petrol Pump, Shiv Tirtha,

Address Line 2

Dhule. Maharashtra.

City/Town

Dhule

State

Maharashtra

Pin Code

424001

Institution e-mail address

desdhule@yahoo.com

Contact Nos.

02562, 238042

Name of the Head of the Institution:

Prin. Dr. Arvind P. Joshi

Tel. No. with STD Code:

02562 - 238042

Mobile:

09422961972

Name of the IQAC Co-ordinator:

Dr. Arati P. Sapkale

Mobile:

09623299754

IQAC e-mail address:

arati.sapkale@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/62/RAR/079 date 05/01/2013

1.5 Website address:

www.descoed.org

Web-link of the AQAR:

<http://www.descoed.org/AQAR.doc>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2004	5 Years
2	2 nd Cycle	B	2.87	2012	5 Years
3	3 rd Cycle				
4	4 th Cycle				

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

15/09/2005

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

2018-19

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)

- AQAR 20/08/2013 (06/10/2014)
- AQAR 09/07/2014 (06/10/2015)
- AQAR 15/07/2015 (06/10/2016)
- AQAR 15/07/2016 (23/12/2017)
- AQAR 15/06/2018 (31/03/2019)

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 ☒

(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 ☐

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☒ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) B.Ed. Course - Y.C.M.O.U, Nashik

1.12 Name of the Affiliating University (for the Colleges)

KBC North Maharashtra University, Jalgaon

1.13 Special status conferred by Central/ State Government-- UGC

Autonomy by State/Central Govt. / University

State Government

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

04

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

11

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders:

No.

02

Faculty

04

Non-Teaching Staff Students

04

Alumni

02

Others

02

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

- Health awareness Programme & Health Check-up for Student Teachers .
- Environment awareness.
- Publication of Research Journal with ISSN No. 2394-0166
- Field Trips are arranged.
- Values inculcate by social movies.
- Yoga Education.
- Developing Vocabulary. * Use of ICT in Teaching.

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
Infrastructure Additions	<ul style="list-style-type: none"> ▪ Purchase of New Books and Equipments. ▪ Availability of more space for teaching and learning

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- Various Feedbacks were taken from students, teachers, headmasters of schools and actions were taken based on it.
- Grievance cell is regularly receiving complains and suggestion from the students. Students' Grievance cell committee (UGC) is regularly addressing the issues.

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	-	-	-	-
PG	-	-	-	-
UG	2	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	2	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	For B.Ed.
Semester	For YCMOU B.Ed.

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

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

**Please provide an analysis of the feedback in the Annexure*

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

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Principal)
04	02	02	0	1

2.2 No. of permanent faculty with Ph.D.

03+01 Principal

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
-	3	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	5	1
Presented papers	2	4	-
Resource Persons	-	-	-

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

- Class room seminar by students
- 100 % student feedback
- Regular monitoring of students attendance
- Extra-curricular activities
- Use of ICT In Teaching.
- Reading Project
- Activity to develop vocabulary

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

210

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

Unit Test Assignments

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

01

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

98 %

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.Ed. (2017-18)	29	11	15	0	0	89.65
B.Ed. (2018-19)	31	18	07	02	0	87.09

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

- Feedback from all stakeholders like students, parents etc. are taken on regular basis .
- Monitoring of activities of different department
- Use of ICT (Information and Communication Technology)
- Networked Library

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
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	03	1 clerk, 4 Peon.	-	-
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- There are 3 Research Guides in our institution
- In our institution Research cell is formed & various activities are conducted by this cell.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journal	-	01	-
Non-Peer Review Journals	-	02	-
e-Journals	-	-	-
Conference proceedings	-	-	-

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	-	-	-	-
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 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	-	-	-	-	-
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

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year – (2018-19)

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

03

18

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 level
National level International level

3.22 No. Of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="03"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>
		Any other	<input type="text" value="-"/>

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

Institutional Activities:

- Cultural Programmes.
- Women Empowerment Programme.
- Yoga Day Celebration.
- Environmental awareness Programme.
- Visit to Blind School.
- Sports: Annual Sports is conducted every year.
- Clean India and Tree plantation.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	01 Acer	-	-	-
Class rooms	16	-	-	-
Laboratories	04	-	-	-
Seminar Halls	01	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	01	01	YCMOU	02
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

- Library – Software
- Automation of Library.
- Office – Tally Software

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8478	670486	256	32032	8734	702518
Reference Books	12755	1528794	1	1250	12756	2232562
Journals	38	22591	Nil	Nil	38	22591
E Books	No	No	No	No	No	No
E-journals	No	No	No	No	No	No
Digital databases	No	No	No	No	No	No
CD & DVDs	70	15965	No	No	No	No

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	38	15	All	All	All	06	17	-
Added	00	-	-	-	-	-	-	-
Total	38	15	-	-	-	06	17	-

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

--

4.6 Amount spent on maintenance in lakhs :

i) ICT	48084
ii) Campus Infrastructure and facilities	13760
iii) Equipments	41050
iv) Others	-
Total :	102894

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students' council is formed.
- Meeting with students on regular interval by Principal, HOD's.

5.2 Efforts made by the institution for tracking the progression

- Remedial & Tutorial classes are held for slow learners.
- Mentoring system is in practice.
- Review of exam results.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
61	-	-	-

(b) No. of students outside the state

(c) No. of international students

No	%
25	40.98

Men

Women

No	%
36	59.01

Last Year								This Year							
General	SC	ST	OBC	NT	SBC	PH	Total	General	SC	ST	OBC	NT	SBC	PH	Total
4	-	03	17	04	0	01	29	06	01	15	07	02	-	-	31

Demand ratio: 21

Dropout : 3

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

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

- Lectures are conducted.
- Mock Interviews are conducted.

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
-	-	-	-

5.8 Details of gender sensitization programmes

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	-	-
Financial support from government	17	80476
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:

- The Students' Grievance Cell was formed in 2005, The committee members of Grievance Redresser Cell (GRC) examine the complaint and recommend the case, if necessary, to the Principal. The Principal is the final authority to take action.
- Few grievances regarding drinking water facility, canteen and toilet facilities were redressed during the year 2018-19.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

उद्धरेत् आत्मना आत्मानम् नामनं अवसादयेत् !

Let a man lift himself by himself,

Let him not degrade himself.

उद्धरावा स्वयंआत्मा खचूं देऊं नये कधी

Mission

- To develop the ability to subordinate impulses to carefully think about, selected internalized values.
- To develop the ability to make right decisions & choice & to act in accordance with them.
- To develop win-win attitude i.e. a belief that everyone can win.
- To inculcate the habit of celebrating differences, team work, openmindedness & finding new & better ways.
- To inculcate the habit of renewing & strengthening the physical, mental, emotional & spiritual dimensions of life.

Value framework to accomplish our vision.

- Promoting social awareness leading to commitment and action.
- Cultivating uncompromising commitment towards enhancing the quality of life both at the organizational and societal levels.
- Instilling integrity, perseverance and transparency.

6.2 Does the Institution has a management Information System

- Regular Students' Feedback system – Data capturing and analysis.

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

6.3.1 Curriculum Development

Curriculum restructuring is a continuous process. While restructuring, feedback from all stakeholders are analysed and appropriate actions are taken for improvement. Multi skill development programmes help in employability. Training through internship, project work, Career Oriented Programmes and participation in various society activities help to develop leadership skill and competence.

6.3.2 Teaching and Learning

With respect to teaching and learning the following initiatives have been undertaken in 2018-19.

- BOS members of our institution contributed in curriculum restructuring programme.
- LCD projector is used for teaching.
- Seminars, team-teaching method, lecture method, Discussion method are used.
- Extra exams are conducted.
- Student teachers are motivated for paper reading in Seminar.

6.3.3 Examination and Evaluation

We have been introducing changes in the teaching, learning and evaluation practices to bring these in alignment with the mission and vision of our institution. To achieve a greater degree of transparency, accountability and fairness in the aspects of the preparation of examination question papers (QP's) and assessment, a number of changes have been introduced.

- Extra-tests are conducted.
- Feed back is provided.

6.3.4 Research and Development

- Faculty is encouraged to pursue and complete doctoral work and to attend national / international conference and seminars.
- The teachers publish research articles in several national & International journals.
- Teaching Staff is granted leave on duty for presenting papers in seminars and conferences.

6.3.5 Computerization of Library.

6.3.6 Human Resource Management

- Participatory Management – Sub-committee for different functional activities comprises representatives of teachers, Non-teaching staff and students. It includes the involvement of the staff for organizing different programmes of the college.
- Principal's Appraisal.
- Policy for compensation – College extend the following benefits to staff members. Such as.
- Provident fund – Each member of the staff shall subscribe to duly constituted college Provident fund in accordance with statutory rule.
- Leave Encashment – College pays leave encashment to staff members as per the Higher Education Department guidelines. All teachers are trenchers are treated at par.

6.3.7 Faculty and Staff recruitment

- Advertisement with the details of the post, in all leading dailies.
- Interview is conducted.
- The procedure is followed as per university norms.

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

As per Government CET

6.4 Welfare schemes for

Teaching	1. Annual Health Checkup and eye Checkup camp.2. Credit co-operative Society.
Non teaching	1. Annual Health Checkup and eye Checkup camp.2. Credit co-operative Society.
Students	Common room, Poor boys fund.

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	Sr. Teachers
Administrative	Yes	Local CA	-	-

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?

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

6.11 Activities and support from the Alumni Association

The college has a very strong Alumni Association. The Principal of the college is the ex-officio president of the association.

- The Alumni Association members discuss and give guide lines for college development.
- The meeting of Alumni Association is organised twice a year.

6.12 Activities and support from the Parent – Teacher Association

1. We get very active support from the parents for the development of the institution, community Development and other development programmes.
2. Parent-teacher get together programme was organised by Institution twice a year.

6.13 Development programmes for support staff

Staff members are sent allowed to attend Different Development programmes are organized by the college for the support staff such as.

- Orientation Programme.
- Computer & Skill Based training.
- Yoga awareness Programme for Staff.
- Seminars and workshops.

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

The initiatives taken by the college to make the campus eco-friendly are.

- Regular Cleanliness of Environment within & outside the campus.
- Tree plantation within the campus with Garden.
- Maintenance is done by institution every year.

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.

- Reading club is established.
- Tutor-word system is introduced.
- Participation of students in curricular extra-curricular activities.
- Inculcation of values by social movies.

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

- Health check-up of students to academic.
- Field trips are arranged.

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

- Feedback from students, teachers and stakeholders.
- Yoga Prerak Varg.
- Field Trips are arranged.

7.4 Contribution to environmental awareness / protection

- Tree plantation.
- Debating competition for teachers and students.
- Essay writing competition for teachers and students.

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 of the Institutions are :

- Committed teaching staff and support staff.
- Strong management team.
- Wi – Fi Campus.
- Up gradation of digitalisation of library.

Weakness of the Institutions are :

- Requirement of more smart classrooms.
- Non availability of adequate government sanctioned teaching and non-teaching post for different departments.

Challenges of the Institution :

- Introduction of certificate courses.
- Participation in state and national level Seminar and work shop.
- Technology up gradation.
- Smart class rooms.

8. Plans of institution for next year

1. Atomization of library.
2. Facility of Digital School, for Trainees, for practice teaching.
3. Organizing various levels seminar and workshops.
4. To motivate students and teachers about the use of ICT in teaching and learning.
5. M.O.U. with reputed Institutes.
6. To motivate teachers for Online Refresher Course.



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