

# **Annual Quality Assurance Report (AQAR)**

*submitted to*

**National Assessment and Accreditation Council**

**(NAAC)**

**By**

**Margtamhane Education Society's**

**Dr. Tatyasaheb Natu College of Arts &**

**Senior College of Commerce**

**(Re-accredited by NAAC with 'B' Grade with a CGPA of 2.41)**

**At & Post Margtamhane, Taluka Chiplun, District Ratnagiri – 415702.**

**MAHARASHTRA**

***Academic Year. June 1, 2014 to May 31, 2015***

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

*Academic Year. June 1, 2014 to May 31, 2015*

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator: Mrs. Rajashri Pradip Kadam

Mobile: 8805113374

IQAC e-mail address: dtnciqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) N.A.

NAAC Executive Committee No. & Date: EC/55/RAR/026 Date 27/03/2011

1.4 Website address: natucollege.org

Web-link of the AQAR: [http://natucollege.org/AQAR/AQAR\\_14-15.pdf](http://natucollege.org/AQAR/AQAR_14-15.pdf)

#### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C	55.05	2004	March 2009
2	2 <sup>nd</sup> Cycle	B	2.41	2009	March 26, 2016
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY 07/07/2004

1.7 AQAR for the year (for example 2010-11) 2014-15

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 26/09/2012 (DD/MM/YYYY)
- ii. AQAR 23/09/2013 (DD/MM/YYYY)
- iii. AQAR 05/08/2014 (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

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)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="00"/>	UGC-CPE	<input type="text" value="00"/>
DST Star Scheme	<input type="text" value="00"/>	UGC-CE	<input type="text" value="00"/>
UGC-Special Assistance Programme	<input type="text" value="00"/>	DST-FIST	<input type="text" value="00"/>
UGC-Innovative PG programmes	<input type="text" value="00"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text" value="00"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="03"/> Faculty <input type="text" value="√"/>
Non-Teaching Staff	<input type="text" value="√"/>
Students	<input type="text" value="√"/>
Alumni	<input type="text" value="√"/>
Others	<input type="text" value="√"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input type="text" value="√"/>
If yes, mention the amount	<input type="text"/>

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. Workshop on Translation
2. Workshop on API
3. Workshop on Use of ICT in teaching & learning

2.14 Significant Activities and contributions made by IQAC

- IQAC has conducted a workshop on the Use of ICT in Teaching-Learning Process.
- IQAC and Department of Hindi jointly conducted workshop on 'Translation of Literary Creation'.
- IQAC has conducted guidance session on Stress Management.
- IQAC has conducted certificate course on 'Yoga'.
- IQAC has guided N.S.S. and W.D.C. to conduct community outreach activities.
- IQAC has guided research committee to send proposals for Minor Research Project to U.G.C.

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
See Annexure I	

\* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Management has subscribed following Diploma Courses:

1. Diploma course in Business Management of University of Mumbai.
2. Diploma course on Communication & Journalism.
3. Management has extended infrastructural facilities by.1000sq

## 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	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				02
Others				
<b>Total</b>	02			
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

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

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

\*See Annexure II

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

- Yes. Syllabus is designed and revised by the Board of Studies of University of Mumbai.
- Faculty are deputed for workshops/seminars arranged on change syllabus.
- Selected faculty has given their suggestions pertaining to syllabus.

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

Proposed skill based programmes of Garware Institute of Management, Mumbai.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	10	08	00	00	02

2.2 No. of permanent faculty with Ph.D.

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
	08	--	--	--	--	--	02	--	10	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	15	01
Presented papers	03	15	01
Resource Persons	Nil	Nil	Nil

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

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

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

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



2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division					
		O %	A %	B %	C %	D %	Failed
B.A.	41	00	15	06	11	02	07
B.Com.	34	01	25	07	01	00	00

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

- IQAC conducts the meeting thrice of the faculty, non-teaching staffs and students.
- The faculties are directed to use ICT in their teaching.
- IQAC prepares the Calendar of Events as well as prepares the blue print (plan) of the development of the College and it is discussed with the staff in meeting. Thereafter Calendar of Events is finalized.
- The Events are planned by IQAC as per the feedback of students and faculty.
- IQAC also does the documentation of Events carried out.
- The review of completed work is taken in the IQAC meeting held after every three months.
- The Remedial Coaching is held for the slow learners.
- The discussion on the Result of each examination takes place in IQAC meeting.
- IQAC suggests every department to conduct Add-on Course, Skill Development Course.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	01
HRD programmes	01
Orientation programmes	01

Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Workshop on API Workshop on Use of ICT conducted (25+20)
Others	Nil

#### 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	08	Nil	Nil	Nil
Technical Staff	Nil	Nil	Nil	Nil

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC motivates the faculty to participate and present research papers at State, National and International level conferences, symposia, seminars and workshops etc.

In addition, the faculty is also motivated to register for M.Phil. / Ph.D. research work as well as to undertake M.R.P.

Mr. S. N. Rawal has been awarded Ph.D. of University of Mumbai.

Mrs. R. P. Kadam completed M.R.P. of University of Mumbai.

M.R.P. of Mr. Mane have been sanctioned by U.G.C.

M.R.P. of Mr. Mehendale have been sanctioned by University of Mumbai. College arrange interclass research competitions. Besides this, our students are also motivated to participate Inter-collegiate Research Convention 'AVISHKAR' organized every year by University of Mumbai.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	01	00
Outlay in Rs. Lakhs	20,000/-	20,000/-	1,40,000/-	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	04	11	02

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1	University of Mumbai	20000/-	18000/-
	1	UGC	1,40,000/-	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

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	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

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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 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	00	State level	00
National level	00	International level	00

3.24 No. of Awards won in NCC:

University level	00	State level	00
National level	00	International level	00

3.25 No. of Extension activities organized

University forum	00	College forum	03		
NCC	00	NSS	07	Any other	00

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

Following activities were conducted during the year 2014-15 in the sphere of Extension Activity Programmes.

- Environment Conservation.
- Tree plantation programme.
- To prevent soil erosion, barriers were erected in the hilly area of the adopted village.
- The Anti-Soil Erosion Bandhara was repaired.
- Demonstration and construction of an underground storage pot for liquid garbage.
- Vanrai Bandharas were build on river to convey the message 'Conserve Water and Preserve Water' to villagers.

Women Development Cell (W.D.C.)

1. Save girl child campaign was organized and mothers having girl child were felicitated.
2. A symposium was held on Men Women Equality.
3. The Health Centre organized Blood Group checking and Haemoglobin Check-up Camp.
4. The centre has organized a Guidance Lecture on Health Awareness.
5. "Seven Days Self Defence Training Workshop".for girl students

## 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	0.97.3R	Nil	Nil	0.97.3R
Class rooms	08	03	UGC & Margtamhane Education Society	11
Laboratories				
Seminar Halls	01			01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		07	UGC XI Plan	07
Value of the equipment purchased during the year (Rs. in Lakhs)		1.75	UGC XI Plan	1.75
Others		0.25	UGC XI Plan	0.25

#### 4.2 Computerization of administration and library

The administration and library is totally computerized.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3548	32565.5	191	21362	3739	347020.5
Reference Books	5563	1053003.9	51	12051	5614	1065054.9
e-Books	93809	2500	3191	0	97000	2500
Journals	6	4353	3	6000	9	10353
e-Journals	4137	2500	1863	0	6000	2500
Digital Database	0	0	0	0	0	0
CD & Video	67	13251	4	60	71	13311
Others (specify)	0	0	0	0	0	0

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	46	02	02	01	01	06	00	01
Added	02	00	01	00	00	00	00	00
Total	48	02	03	01	01	06	00	01

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

All the students are given free access to internet facility made available in the I.C.T. centre. It is useful for them to update their knowledge. Teachers do take advantage of the internet facility to update themselves in their teaching mission. Filling of online forms of various exams such as Banking, competitive exams, and various courses pertaining to teachers has been carried out through their section.

The UGC Resource network centre has been used as a smart class room too where teaching is made through power point presentation. Various C.D.s, V.C.D.s pertaining to syllabus are shown to the students through their centre.

One Day Workshop on I.C.T. was organized which resulted into speeding up the P.P.T. teaching of teachers in their respective classes. It also assisted the newly recruited teachers to come too to come in the stream of P.P.T. teaching through their classes.

Online admissions for all the classes is carried out trough the centre too.

The courses such as Personality Development and English Speaking were carried in the U.G.C. Centre with the help of electronic infrastructure available there.

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

i) ICT	26350
ii) Campus Infrastructure and facilities	176380
iii) Equipments	128850
iv) Others	Nil
<b>Total:</b>	<b>331580</b>



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The I.Q.A.C. has taken the following measures for enhancing awareness about Student Support Services. Q workshop was organized on Yoga for selected students.

- 1) Psycho-Socio Cell: Under this a guest lecture on “Stress Management” was organized for the students.
- 2) Scholarships and Freeships: Students are provided the concerned scholarships and freeships as per the government rules through Social Welfare Department at district level. The office support staff assists the students to fill in the online forms for the same.
- 3) Vidyarthi Kalyan Mandal: Under this the poor, needy and deserving students are provided financial aid every year by the college after interviewing the applicant students and their parents. Thus they are supported financially to persue their higher education.
- 4) Various Competitions: Competitions such as essay writing, poetry recitation and education are organized by the essay and elocution forum every year in Marathi, Hindi and English. Thus the students are enabled and supported to be good writers and speakers. As a result a multi-dimensional personality of the student is given shape.
- 5) Guest Lectures: Guest Lectures on curricular and current affairs are organized for students to add to the knowledge for students to add to the knowledge of the student.
- 6) Women Development Cell (WDC): Under this various activities such as medical check up, guest lectures and workshop etc. Are organized every year for the empowerment of female students.
- 7) N.S.S. & Leadership Training: Social awareness and leadership training provided to the students through this social activity. This includes regular activities and residential camp.
- 8) Cultural Activities: Various cultural activities are organized every year as part of total personality development of students. It also includes food-festival wherein the students cook their own dishes and even learn how to serve and sell. Moreover selected students are deputed for inter-collegiate competitions at University level. Workshops on dance and rangoli are organized.

- Rank holders of every class are awarded and honoured every year. Parents are intimated by sending letter.
- Review of students annual progress is done.
- Remedial coaching is done to the concerned students.

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

- Remedial coaching for slow learners.
- Guidance sessions before participating in research convention.
- Appointment of special coaches for sports and cultural activities at university level.
- Hosting of inter-collegiate university level SRD, NRD Camp to motivate students to imbibe leadership qualities.

### 5.3 (a) Total Number of students

(b) No. of students outside the state 

Nil
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(c) No. of international students 

Nil
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	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>No</td><td>%</td></tr> <tr><td>-</td><td>-</td></tr> </table>	No	%	-	-	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>No</td><td>%</td></tr> <tr><td>-</td><td>-</td></tr> </table>	No	%	-	-
No	%									
-	-									
No	%									
-	-									
Men		Women								

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
128	35	00	152	00	315	120	34	01	179	00	334

Demand ratio 100      Dropout % 31.25

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

- Coaching classes for M.P.S.C. exams are regularly arranged every year.
- Guidance lecture of well known counsellor Mr. Anand Mhapuskar was arranged on Job Opportunities for the students.
- Workshop on preparation for C.E.T. exam of B.Ed. is organized regularly.
- English Speaking classes are organized regularly.
- Department of Hindi organized workshop on 'Techniques of Translation'.

No. of students beneficiaries

25

5.5 No. of students qualified in these examinations

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	Nil

5.6 Details of student counselling and career guidance

- Guidance sessions for M.P.S.C. are organized every year to enable them to obtain better success.
- Students are guided through Career Counselling Cell, workshops etc through experts.
- ICT Resource Centre is made available for students.
- Advertisement of job opportunities are notified for the students.

No. of students benefitted

50

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

- Gender sensitization programs: Lectures to create awareness regarding gender equality are held. Moreover, lectures, street plays on 'Save Girl Child' are also held.
- Parents having only girl child have been felicitated.

## 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 (Vidyarthi Kalyan Mandal)	12	14000/-
Financial support from government	82	322615/-
Financial support from other sources (University of Mumbai)	04	9000/-
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

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: Opening the window of knowledge to the rural masses.

Mission: To furnish educational facilities for first generation learners to acquire higher education to meet the challenges in the global world.

6.2 Does the Institution has a management Information System

Yes. Our institution conveys information regularly to the management. The management also acquires to the management. The management also acquires the required information from time to time through the head of the institution.

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

6.3.1 Curriculum Development

Curriculum is designed & revised by Board of Studies each subject of University. Institutions conducts workshop on revised syllabus with help of BOS.

6.3.2 Teaching and Learning

Our faculty makes use of CD/Audio cassettes and PPT method for teaching and learning.

6.3.3 Examination and Evaluation

Data of expected marks is obtained from the students. Our college has formed internal squad of UMEC (Unfair Means Enquiry Committee) which monitors the exam and ensures smooth conduct of exam.

#### 6.3.4 Research and Development

The students are deputed for Zonal/University level Research convention i.e. Avishkar held by University of Mumbai. Concerned participants have obtained remarkable success in it.

Our faculty had registered for M.Phil./Ph.D. research work. Mr. S. N. Rawal has been awarded Ph.D. by University of Mumbai.

Moreover the faculty have undertaken the University/U.G.C. level Minor Research Projects and they have been working on the same after seeking sanction from concerned authority. Our faculty Mrs. R. P. Kadam has completed Minor Research project of University of Mumbai.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

We have spacious Reading rooms for the students and special study room for the faculty. A standard library software has been purchased for the Library. The total collection of books has been increasing every year.

ICT facility also has been provided to the students and faculty.

In addition, all type of physical infrastructure has been made available through U.G.C. grants.

#### 6.3.6 Human Resource Management

Management of the entire Human Resource available is made by the Principal through distribution port-folio every year.

The responsibilities carried out by the faculty are reviewed in the staff meeting and in the I.Q.A.C. meetings by the Principal and I.Q.A.C. co-ordinator.

#### 6.3.7 Faculty and Staff recruitment

Recruitment of faculty and staff is done by the administrative head and the Governing Body (Management) from time to time as per the requirement. The vacancies are advertised in national level news paper or magazine such as 'University News' having nationwide publicity for seeking qualified faculty/staff.

The most outstanding candidate is selected through university level panel of experts during the interview constituted by the Principal and Management. Further the appointments are made as per the U.G.C., University and state government norms declared from time to time.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Our faculty visits the students after the declaration of H.S.C. results at the centre as well as at their villages in the hilly, remote areas. The students and their parents are convinced of the importance of Higher Education and employment opportunities through it. Then the concerned students visit the college, obtain the admission forms and duly fill them with the help of the office staff and seek admission.

6.4 Welfare schemes for

Teaching	--
Non teaching	--
Students	Yes

6.5 Total corpus fund generated

Rs. 15750/-

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	Principal
Administrative	No		Yes	Principal

6.8 Does the University/ Autonomous College declares 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?

University of Mumbai has adopted Semester system of 60:40/75:25 pattern respectively college has adopted the same from Academic Year 2012-13.

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

University of Mumbai encourages the eligible/deserving colleges to go for autonomy from time to time.

#### 6.11 Activities and support from the Alumni Association

Alumni Association organized a publication ceremony of the book of our ex-student.

#### 6.12 Activities and support from the Parent – Teacher Association

- Two meeting of the Parent-Teacher Association are held during every academic year.
- The feedback from parents is obtained and the activities are planned accordingly.
- Poetry Writing District Level Competition was held by the association.

#### 6.13 Development programmes for support staff

A guidance lecture /session for the support staff be organized during 2015-16. Resource Person Shri Vijay Sawant (Ex-Registrar, D.B.J. College.)

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

Our esteemed institution Margtamhane Education Society has planted several coconut trees around the compound. Besides this N.S.S. unit has planted various plants in the front of the college office building both of which are watered looked after by our office staff.



## 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.

1. Introduced English Speaking & Personality Development Course. As a result the stage daring and overall confidence of participant students has increased.
2. Guidance sessions for Competitive Exams.
3. Book Review Competitions & Best Reader Prizes – As a result the reading culture of students has enhanced.

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

See Annexure III for details.

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

- Visit to students for Admission.
  - Book Appreciation Contest & Best Reader Award
- See Annexure IV for details.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

We had planned programmes pertaining Water/Energy Conservation under the N.S.S. section of our College.

- i) Barriers were erected in the Hilly Area of the adopted village to prevent Soil Erosion. Anti-soil Bandharas were repaired.
- ii) Demo & construction of an underground storage Pot for Liquid Garbage.
- iii) Vanrai Bandharas were build on rivers to convey the message 'Tap Water Resource & Conserve Water'.
- iv) Street-Play on 'Stop Cutting Trees and Save Environment.

7.5 Whether environmental audit was conducted? Yes  No

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

### **SWOT Analysis**

#### **Strengths:**

- Progressive and supportive management.
- A benevolent administration which offers several scholarships free ships and other financial aids to the poor and needy students in the region.
- Discipline with a liberal and democratic environment to mentor the students.
- Dedicated and enthusiastic faculty using innovative methods of teaching to enrich the teaching-learning process.
- Excellent growth and performance of students in academics and extra- curricular activities.
- Door to door visits of faculty to motivate the students to pursue higher education by seeking admission to the college.
- Safe and conducive atmosphere of the college making this a college of choice for female students. Consequently majority of the female students in the college who also are rank holders in both college and University examinations.

#### **Weaknesses:**

- Location of college in region difficult for mobilization of students and knowledge resources.
- Detached attitude of parents towards higher education.
- Students belong to economically weaker section.

#### **Opportunities:**

- Credit based grading semester system has made the students more inquisitive, interactive, alert and regular in the class.
- Addressing difficulties of the students has become possible through mentoring and remedial coaching etc.
- The students are trained in soft skills which enable them to refer the computers for additional knowledge.
- Earn and learn culture is adopted for some needy students of commerce whereby they gain work experience.
- Students and faculty both have ample opportunities of undertaking research. Accordingly, almost all the faculties have undertaken Ph.D. research.

#### **Challenges:**

- Limitations of funds that restrict the rapid growth of the college.  
Despite efforts of starting short-term, add on courses no enrolment of students owing to their financial problems.

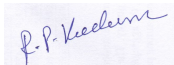
## 8. Plans of institution for next year

### Plans of institution for the next year.

1. To initiate and implement the suggestions given by previous NAAC Peer Team.
2. To promote 'Use of ICT' in Teaching-Learning Courses'.
3. To conduct Skill Development Programmes.
4. To conduct Add-on courses.
5. To conduct Career Counselling Programmes.
6. To conduct Environment Conservation Programme.
7. Following courses are subscribed during 2015-16:
  - i) Diploma Course in Business Management.
  - ii) Diploma Course in Communication & Journalism.
8. To promote research culture among faculty and students.
  - i) To organize seminars and workshops.
  - ii) To depute faculties to attend and present papers at seminars, workshops, conferences etc.
9. To conduct Value Added Programmes.
10. To conduct extension activities related to Community Development.
11. To cater to the needs of slow learners through Remedial Coaching.

Name: Mrs. Rajashri Pradip Kadam

Name: Mr. Vijaykumar Appasaheb Khot



\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
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**Annexure I**

**Plan of Action for the year 2014-15:**

Sr. No.	Plan of Action	Outcome
01	To start Vocational Training Courses:	Photography & Video Shooting Training Programme and Two Wheeler Repairing Course was arranged by Maharashtra Centre for Entrepreneurship (MTED). Twenty three students avail of the facility.  One of the student s has started her own studio.
02	To conduct Skill Development Programme: 15 students avail of facility.	Certificate course in English Speaking & personality Development was conducted. Confidence of speaking in the English language was created among students.
03	To conduct Career Counselling Programmes:	1. Workshop on B.Ed. C.E.T.. 2. Guidance Sessions on functioning of National Stock Exchange. 3. Guidance sessions were conducted on 'Recruitment of Officers in State Bank'. 4. Workshop on 'Aspects of Translation'.  Our students are serving as teacher in near by schools.
04	To conduct Value Added Programmes:	Under the banner of Life Long Learning & Extension Unit of University of Mumbai following value added programmes were conducted:  1. Survey of Status of Women in Society. 2. Population Education. 3. Prabodhan Manch conducted speech on 'Sardar Patel – Personality & Deed'.

05	To promote research culture among teachers:	<ol style="list-style-type: none"> <li>1. As per the proposed plan Asst. Prof. Mehendale and Mrs. Katkar submitted Minor Research Project to U.G.C.</li> <li>2. Minor Research Project of Prin. V. A. Khot have been sanctioned by University of Mumbai.</li> <li>3. Number of faculty participated in workshops, seminars, conferences and paper presented are shown in Criteria II.</li> <li>4. Mrs. R. P. Kadam completed Minor Research Project of University of Mumbai</li> <li>5. Mr. S. N. Rawal has been honoured Ph.D. by University of Mumbai</li> </ol>
06	To promote research culture among students: Inter-class Research Competition is organized every year.	Four students participated in the Inter-collegiate Research Convention 'Avishkar' held by University of Mumbai. Two students qualified at Zonal level and back opportunity to participate at university level.
07	To conduct programmes pertaining to environmental awareness:  Programmes related to Water Conservation, Soil Conservation and Energy Conservation were conducted by N.S.S. unit.	<ol style="list-style-type: none"> <li>1. Vanrai Bandharas were constructed on the river in adopted village.</li> <li>2. Barriers were erected in the hilly area of the adopted village to prevent soil erosion.</li> <li>3. Street Play on 'Stop Cutting Trees &amp; Save Environment' was conducted.</li> <li>4. Demonstration was held on 'Building of Bio-Gas Plant'.</li> </ol>
08	To conduct extension activities pertaining to Community Development.	<ol style="list-style-type: none"> <li>1. Blood Donation Camp was conducted by N.S.S. unit.</li> <li>2. Eight days workshop on self-defence training for women was conducted by W.D.C.</li> <li>3. Guidance lecture on 'Save Girl Child' campaign was conducted by W.D.C.</li> </ol>

09	To conduct co-curricular activities	<p>1. Guest lectures for T.Y.B.A. students were arranged by every department.</p> <p>2. Department of History conducted workshop on change syllabus of T.Y.B.A. Paper No. VII &amp; VIII.</p> <p>3. Marathi Literary Association conducted 'Kavya Sammelan' and published hand manual 'Sahitya Darpan'.</p>
10	To conduct extra-curricular activities	<p>1. Students are encouraged to participate in various competitions held by institution and outside. Our student bagged 3<sup>rd</sup> prize in inter-collegiate cultural competitions conducted by University of Mumbai.</p> <p>2. Students are deputed to Sports, Essay and Elocution competitions held outside.</p>

## ACADEMIC CALENDER 2014-15

Sr. No.	Day	Date	Meetings & Special Tasks
1	Saturday	14/03/2015	Library Committee Meeting
2	Monday	08/06/2015	Staff Meeting
3	Saturday	13/06/2015	Admission Committee Meeting
4	Monday	15/06/2015	I.Q.A.C. Meeting with HOD
5	Thursday	18/06/2015	Attendance Committee Meeting
6	Monday	22/06/2015	Meeting of Dept. Of Commerce
7	Thursday	06/07/2015	Meeting of Literary Association
8	Friday	19/07/2015	Library Committee Meeting
9	Friday	17/07/2015	Staff Meeting
10	Monday	20/07/2015	Sports Committee Meeting
11	Saturday	25/07/2015	Cultural Committee Meeting
12	Monday	27/07/2015	Shahu Maharaj Jayanti
13	Monday	23/08/2015	Examination Committee Meeting
14	Thursday	27/07/2015	N.S.S. Meeting
15	Tuesday	28/07/2015	Research Committee Meeting
16	Thursday	15/08/2015	Independence Day
17	Monday	23/08/2016	Examination Committee Meeting
18	--	August 2015	Unit Test
19	--	August 2015	Parent Teachers' Association Meeting
20	Thursday	27/08/2015	Students' Council Meeting
21	Friday	28/08/2015	W.D.C. Meeting
22	Saturday	28/09/2015	Examination Committee Meeting
23	Friday	02/10/2015	Gandhi Jayanti
24	Monday	05/10/2015	Preparatory Days of Examination
25	--	09-16/10/2015	Commencement of Examination
26	Monday	21/10/2015	I.Q.A.C. Meeting with Faculty Staff
27	--	26/10/2015 – 15/11/2015	Diwali Vacation

28	Wednesday	16/11/2015	Staff Meeting
29	Saturday	21/11/2015	Research Committee Meeting
30	Friday	21/12/2015	Cultural Committee Meeting
31	--	22/12/2015	Sport Committee Meeting
32	--	24/12/2015 – 01/01/2015	Winter Vacation
33	--	16/01/2016	College Annual Day
34	Tuesday	19/01/2016	Examination Committee Meeting
35	Thursday	21/01/2015	Attendance Committee
36	--	24/02/2016	Preparation Days of Examination
37	--	1 <sup>st</sup> March 2016	Commencement of Examination
38	Wednesday	30/03/2016	Research Committee Meeting
39	Tuesday	02/04/2016	I.Q.A.C. Meeting with Members & Stake-holders
40	--	1 <sup>st</sup> May 2016	Summer Vacation

Sr.No.	Month	Name of the Programme	Department
<b>Skill Development Programme</b>			
1.	June	Workshop on 'Use of ICT' in teaching learning	Asst. Prof. S. D. Sutar Convener of Criteria - II
2.	July	Workshop on 'Folk Dance'	Cultural
3.	August	Certificate course on Yoga	Psycho- Socio Cell
4.	November	Guidance sessions on personality development	English
5.	December	Organization of Food Festival by Students	Cultural Commerce Department
6.		Workshop on 'Opportunities in Hotel Industry' special reference to Chinese Cooking cousin	Women Development Cell
7.	Throughout Year	English Speaking Course	English



<b>Add- on Courses</b>			
		Management has subscribed following diploma courses	
		i. Diploma Course in Business Management	Career Counselling Cell
		ii. Diploma Course on Communication & Journalism	Career Counselling Cell
	August	iii. Certificate Course 'Sanwaad Kaushalya (Communication Skill)	Marathi
<b>Career Counselling Programme</b>			
		Guidance Sessions on MPSC Exams	
		Guest lecture on opportunities in 'Museum Management'.	
		Guest Lecture on 'Job Opportunities for MBA Students	
		Guidance Session on Job Opportunities in Private & Govt. Sector.	
<b>Value Added Programmes</b>			
		Lecture series on 'India's Struggle for Freedom'	
		Certificate Course on Yoga	
		Workshop on Ebb & Tide among Youngsters Minds	Psycho-Socio cell
<b>Gender Sensitization Programme</b>			
		Counselling Sessions for Girls & Parents on 'Women Empowerment'	
		Guidance Session on 'Coming of Age- Problems faced by Youth'	
<b>Social Awareness Programme</b>			
		Save Water Campaign a) Construction of Check – Dam ( Vanarai Bandhara) b) Cleaning of River	N.S.S.
		Save Energy Campaign a) Guidance Session on 'Conservation of Energy' b) Demonstration on 'Use of Smoke Free Chula' , Students & people in vicinity c) Workshop on 'Recycling of Waste Material' d) Workshop on Production of 'Paper Bags' from waste Newspapers	

		Cleaning Campaign <ul style="list-style-type: none"> <li>• Distribution of Pamphlets on 'Health Through Cleanliness'</li> <li>• Street Play on 'Importance of Cleanliness'</li> </ul>	
<b>CO-CURRICULAR ACTIVITIES</b>			
		<b>Department of Marathi &amp; Marathi Literary Association</b>	
1)	Through Out Year	Book Review Competition	
2)	August	Certificate Course on 'Sanwad Kaushalya' will be Conducted	
3)	July	Kavya Sammelan	
4)	Jan.	Publication of Hand Manual 'Sahitya Darpan'	
5)	Oct.	Guest Lecture for T.Y.B.A. Class	
6)	Aug./Nov.	Group Discussions	
7)	Jan.	Study Tour	
8)	February	Celebration of 'Marathi Day' in Memory V. V. Shirawadkar ( Kusumagraj)	
9)		Organization On Seminar Workshop	
		<b>Department of English</b>	
1)	August	English Speaking Course	
2)		Personality Development Course	
3)		Quiz Competition	
4)		Study Tour	
5)		Organization of Seminar, Workshop	
		<b>Department of Economics</b>	
1)	November	Elocution Competition Sponsored by A. D. Shroff Memorial	
2)		Workshop on Entrepreneur Opportunities in Service Industry	
3)	December	Guest Lecture on Population Control Education	
4)		Guidance Lecture for T.Y.B.A. Class	
5)		Study Tour	
6)		Organization of Seminar, Workshop	
		<b>Department of Hindi</b>	
1)	August	Workshop of Reprography	

2)		Seminar of Students	
3)		Organization of Seminar, Workshop	
		<b>Department of Political Science</b>	
1)	15 <sup>th</sup> June	Celebration of Social Justice Day	
2)	16 <sup>th</sup> June	Guidance Lecture on India's Construction	
3)		Organization of 'Abhirup Sansad'	
4)		Organisation of Workshop or seminar	
		<b>Department of History</b>	
1)	Dec.	Study Tour	
2)	Jan.	Quiz Competition	
3)	Feb.	Guest Lecture on Musicology	
		<b>Department of Commerce</b>	
1)	July	Guest Lecture on E-Commerce	
2)	Aug.	Guest Lecture on Skill of Communication in Business	
3)	Sep.	Workshop on Indian Education System	
4)	Dec.	Guidance Lecture on Advance Marketing System	
5)		Organization On Seminar Workshop	
6)		Organization of 1. Essay Writing Competition 2. Elocution Competition 3. Quiz Competition	
<b>Research Activities</b>			
		Proposals for Minor research Project will be send to UGC (Prof. Sutar, Prof. Raje, Prof. Dongre)	
		Faculty will Attend Seminars, Workshop & each one will present & publish at least two research papers	
<b>EXTRA- CURRICULAR ACTIVITIES</b>			
		Student will be deputed to sports/ Competition Cultural	
		Celebration of Cultural days	
		Organization of food festival	

**Teachers Evaluation Report 2014-15:**

Sr. No.	Name	Department	Stream	Total Average
1	Mr. A. V. Sathe	Commerce	Commerce	4.00
2	Mrs. V. V. Bhubaskar	Commerce	Arts	4.00
3	Mrs. T. A. Bhagwat	Commerce	Commerce	3.58
4	Mrs. B. S. Bhosale	Marathi	Arts	4.28
5	Mr. N. B. Dongre	Political Science	Arts	3.55
6	Mrs. Gayakwad	Commerce	Commerce	3.99
7	Mrs. R. P. Kadam	Marathi	Arts	4.38
8	Prin. V. A. Khot	English	Arts	3.55
9	Mr. R. S. Mane	Hindi	Arts	4.50
10	Ms. Megha Sawant	Commerce	Commerce	4.08
11	Mr. D. S. Nimbore	Mathematics	Commerce	4.55
12	Mr. S. V. Raje	History	Arts	3.55
13	Mr. S. N. Rawal	Hindi	Arts	4.50
14	Mrs. S. B. Katkar	Economics	Arts	4.00
15	Mr. S. D. Sutar	English	Arts	4.00
16	Smt. Shalaka Kadam	English	Arts	3.58
17	Mr. A. V. Sathe	Business Law	Commerce	4.00
18	Mr. V. M. Mehendale	History	Arts	3.58
19	Mr. Veer Patil	Commerce	Commerce	4.55
20	Mr. Y. B. Khalate	Economics	Commerce	4.61

Sr. No.	Name	Department	Total Average
1	Principal	Administration	3.00
2	Librarian	Administration	4.00
3	Non-teaching Staff	Administration	4.50

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

- **Skill Development Courses**

1. **Organizational of Food Festival:-** Our college had organized the food festival to inotivate and inculcate the skill of cooking amongst the students. This kind of food festival was organized during the Annual College Day Program whereby several students of our college participated the food festival with their specific Menu/Receipee. This event of the College was availed and appreciated not only by the students and faculty but also the dignitaries of the esteemed institution.
2. **English Speaking Crash Course:-** The Department of English of our college had organized the English Speaking Crash Course of about month's duration. A fairly good number of students availed of this course. Subsequently, most of the students understood the importance of use of English, acquiring the knowledge of this language in the modern life and career.
3. **D.T.P. Tally, MSCIT Courses:-** Our esteemed institution has made the training facility available in the premises for the various computer courses such as: MSCIT, DTP and Tally etc. Students studying in various classes at High school, Junior College and Senior College level avail of this facility.
4. **Clay Modelling and Rangoli:-** Guidance session / workshop on Rangoli and Clay modelling was organized by the Cultural Section of the college.
5. **Certificate Course on Yoga:-** A Certificate course on 'Yoga' was organized for the selected students of the duration of one month. About 15 students availed of this certificate course.
6. **Workshop on use of ICT:-** A workshop on the use of ICT was organized by the college for the students and faculty.
7. **Workshop on Photography:-** A workshop on photography was organized by the college which availed by 03 of our students.
8. **Workshop on Indian and Chinese Cooking:-** This workshop was organized by the WDC Section of our college.

- **Add on Courses**

1. **Personality Development Course:-** A personality development course of one month duration was organized by our college. About 25 students availed of this course.
2. **Workshop on Translation:-** A workshop on translation of Hindi into Marathi was organized by our college. About 15 students availed of this workshop.

- **Career Guidance programs**

1. **Guidance session on MPSC Competitive Exam** was organised by the Spardha Pariksha Section of our college.
2. **A Guidance Session** on various recruitments in Government and private sector was organized by the college.
3. **A Guidance session on Banking Transactions** was organized by our college in collaboration with our local branch of Bank of Maharashtra. The branch manager of the said bank was the resource person.
4. **A Guidance session on Job opportunities** for students aspiring for M.B.A. was organized by the college. Several students of our college availed of this session.

- **Extension Activities**

1. Under this the social awareness programs were conducted by N.S.S. as well as Women Development Cell of the college. People were made aware of the importance of good environment.
2. **Organization of Environmental Awareness Programs:-** Programs were organized for people under N.S.S. whereby they were informed of various kinds of pollutions including air, water and sound etc. The global warming affecting the rainy season, resulting in draught situation, melting ice in Himalayas. The reduction in the thickness of ozone layer causing various hazardous diseases.
3. **Tree Plantation:-** The people were motivated for more tree plantation through N.S.S. programs. Our N.S.S. volunteers and the people in selected villages jointly did the trees plantation after convincing the people regarding the importance of trees for having environmental balance, sufficient rains etc.
4. **Cleanliness Campaign:-** In line with the 'Swachha Bharat Abhiyaan' campaign of the central government. Our N.S.S. Section also undertook cleanliness drive in the nearby villages. They also convinced the people regarding the importance of cleanliness in order to have good healthy life.  

Under the same cleanliness drive an old lake at adopted village during the N.S.S. Residential Camp was cleaned by the N.S.S. volunteers. As a result the people of the village started getting pure and more water from the lake which was unused and neglected by the villagers for several years.
5. **Construction of Vanrai Bandhara:-** The N.S.S. volunteers constructed a Vanrai Bandhara (semi dam) on river of the adopted village during N.S.S. camp. As a result the water which used to flow away got accumulated inside the Vanrai Bandhara. Consequently the same water

was brought in use by people for day to day use as well as for their cattle till next rainy season.

- 6. Distribution of Pamphlet:-** The pamphlets regarding water conservation and water purification were distributed among the people of nearby and adopted villagers.

**⇒Value added Programmes⇐**

- Guidance lecture on Value education
- Guidance lecture on India's Freedom struggle
- Guidance lecture on 'Gender Equality' was organized for the students.

**⇒Student Support Mechanism⇐**

- Guidance session on stress management was organized for students.
- A certificate course on Yoga was organized for selected students under Psycho-socio cell.
- A Guidance session on 'Drug Addiction – Pros and cons' was organized for students.

**Best Practice I**

1. **Title:-** Visit to students for Admission.
2. **Goal:-** Opening window of knowledge to the rural masses. To furnish educational facilities for 1<sup>st</sup> generation learners to acquire higher education to meet challenges in global world. Increasing admissions and encourage students for higher education after convincing its importance to them / parents.
3. **The Context:-** Initially after the H.S.C. results the faculty is called for a meeting by Principal. During it the routes of each group of faculty is finalised. The faculty keeps in touch with the Principal while visiting the resident of students to be persuaded for admission to First Year classes.
4. **The Practice:-** This visit of faculty to students house for admission to F.Y. Classes - this practice has been adopted right from the inception of the college i.e. 1992. The said practice is quite helpful for the faculty as well as for the students / parents both. However, we are sure that this practice is the unique feature of our institution. But as geographically the entire surrounding villages are situated in the Hilly region of District Ratnagiri, it become time consuming and very troublesome for the faculty to reach houses by walking.
5. **Evidence of Success:-** At the initial stage the strength of our college was very small with a single stream. On the contrary today it is about 350 with two streams (Arts & Commerce). Students whose generations had not seen the doors of higher education institution could avail of it.
6. **Problems Encountered and Resources Required:-** Majority of these students come from very poor or poorer families who are unable to afford the admission fees of the college. Though they are desirous of joining higher education they can't do so owing to their family restrictions and lack of financial support. Many of them have to take part time jobs to support their families. The financial assistance provided through Vidyarthi Kalyan Mandal is not enough to cover all of these students.



## **Best Practice II**

1. **Title:-** Book Appreciation Contest & Best Reader Award.
2. **Goal:-** Due to the adverse influence of Electronic media like T.V. reading habit practice is getting outdated. So as to retain the age old habit of reading in the new generation.
3. **The Context:-** Most of our students are I<sup>st</sup> generation learners, even their parents are illiterate. Such students are provided the opportunity of reading outstanding famous literary works and the habit of reading is inculcated amongst them.
4. **The Practice:-** The best 10 literary works are chosen from the stack section of our college Library and the list of chosen books is displayed for students on their notice board providing specific time for reading the same books. This practice is made compulsory for each and every student.

The students are asked to submit the written appreciation of the books read in the library. On the basis of it, the best readers are selected through interview and awarded for the outstanding performance.

5. **Evidence of Success:-** During 2011 to till date about 09 students have been selected and awarded for their best reading practice.
6. **Problems Encountered & Resource Required:-** Convincing students about the importance reading in life seems to be a challenge because they are not having such an environment at home and they have also to study curricular books since the syllabus is very vast in Semester System of University.

Required resources like funds and books are made available by our institution. However, catering to the needs of all students is a challenge as the number of books are limited.

**Proposed Plan of IQAC****Year 2015-16**

<b>Sr.No.</b>	<b>Month</b>	<b>Name of the Programme</b>	<b>Department</b>
<b>Skill Development Programme</b>			
1.	June	Workshop on 'Use of ICT' in teaching learning	Asst. Prof. S. D. Sutar Convener of Criteria - II
2.	July	Workshop on 'Folk Dance'	Cultural
3.	August	Certificate course on Yoga	Psycho-Socio Cell
4.	November	Guidance sessions on personality development	English
5.	December	Organization of Food Festival by Students	Cultural Commerce Department
6.		Workshop on 'Opportunities in Hotel Industry' special reference to Chinese Cooking cousin	Women Development Cell
7.	Throughout Year	English Speaking Course	English
<b>Add- on Courses</b>			
		Management has subscribe following diploma courses	
		iv. Diploma Course in Business Management	Career Counseling cell
		v. Diploma Course on Communication & Journalism	Career Counseling cell
	August	vi. Certificate Course 'Sanwaad Kaushalya (Communication Skill)	Marathi
<b>Career Counselling Programme</b>			
		Guidance Sessions on MPSC Exams	
		Guest lecture on opportunities in 'Museum Management'.	
		Guest Lecture on 'Job Opportunities for MBA Students	

		Guidance Session on Job Opportunities in Private & Govt. Sector.	
<b>Value Added Programmes</b>			
		Lecture series on 'India's Struggle for Freedom'	
		Certificate Course on Yoga	
		Workshop on Ebb & Tide among Youngsters Minds	Psycho-socio cell
<b>Gender Sensitization Programme</b>			
		Counselling Sessions for Girls & Parents on 'Women Empowerment'	
		Guidance Session on 'Coming of Age-Problems faced by Youth'	
<b>Social Awareness Programme</b>			
		Save Water Campaign a) Construction of Check – Dam ( Vanarai Bandhara) b) Cleaning of River	N.S.S.
		Save Energy Campaign a) Guidance Session on 'Conservation of Energy' b) Demonstration on 'Use of Smoke Free Chula', Students & people in vicinity c) Workshop on 'Recycling of Waste Material' d) Workshop on Production of 'Paper Bags' from waste News Papers	
		Cleaning Campaign <ul style="list-style-type: none"> <li>• Distribution of Pamphlets on 'Health Through Cleanliness'</li> <li>• Street Play on 'Importance of Cleanliness'</li> </ul>	
<b>CO-CURRICULAR ACTIVITIES</b>			
		<b>Department of Marathi &amp; Marathi Literary Association</b>	
1)	Through Out Year	Book Review Competition	
2)	August	Certificate Course on 'Sanwad Kaushalya' will be Conducted	
3)	July	Kavya Sammelan	
4)	Jan.	Publication of Hand Manual 'Sahitya Darpan'	

5)	Oct.	Guest Lecture for T.Y.B.A. Class	
6)	Aug./Nov.	Group Discussions	
7)	Jan.	Study Tour	
8)	February	Celebration of 'Marathi Day' in Memory V. V. Shirawadkar ( Kusumagraj)	
9)		Organization On Seminar Workshop	
<b>Department of English</b>			
1)	August	English Speaking Course	
2)		Personality Development Course	
3)		Quiz Competition	
4)		Study Tour	
5)		Organization of Seminar Workshop	
<b>Department of Economics</b>			
1)	November	Elocution Competition Sponsored by A. D. Shroff Memorial	
2)		Workshop on Entrepreneur Opportunities in Service Industry	
3)	December	Guest Lecture on Population Control Education	
4)		Guidance Lecture for T.Y.B.A. Class	
5)		Study Tour	
6)		Organization of Seminar Workshop	
<b>Department of Hindi</b>			
1)	August	Workshop on Reprography	
2)		Seminar of Students	
3)		Organization of Seminar Workshop	
<b>Department of Political Science</b>			
1)	15 <sup>th</sup> June	Celebration of Social Justice Day	
2)	16 <sup>th</sup> June	Guidance Lecture on India's Construction	
3)		Organization of 'Abhirup Sansad'	
4)		Organisation of Workshop, seminar	
<b>Department of History</b>			
1)	Dec.	Study Tour	
2)	Jan.	Quiz Competition	
3)	Feb.	Guest Lecture on Musicology	

		<b>Department of Commerce</b>	
1)	July	Guest Lecture on E-Commerce	
2)	Aug.	Guest Lecture on Skill of Communication in Business	
3)	Sep.	Workshop on Indian Education System	
4)	Dec.	Guidance Lecture on Advance Marketing System	
5)		Organization of Seminar, Workshop	
<b>Research Activities</b>			
		Proposals for Minor research Project will be send to UGC (Prof. Sutar, Prof. Raje, Prof. Dongre)	
		Faculty will Attend Seminars, Workshop & each one will present & publish at least two research papers	
<b>EXTRA- CURRICULAR ACTIVITIES</b>			
		Student will be deputed to sports and Cultural Competitions.	
		Celebration of Cultural days	
		Organization of food festival	
		Organization of 1. Essay Writing Competition. 2. Elocution Competition. 3. Quiz Competition.	

## Annexure VI

### **Abbreviations:**

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

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