

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, 2013 to May 31, 2014

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year. June 1, 2013 to May 31, 2014

Part – A

I. Details of the Institution

1.1 Name of the Institution	Dr. Tatyasaheb Natu College of Arts & Senior College of Commerce
1.2 Address Line 1	At & Post Margtamhane, Near Telephone Office, Taluka Chiplun, District Ratnagiri.
Address Line 2	
City/Town	Chiplun
State	Maharashtra
Pin Code	415702
Institution e-mail address	natucollege@gmail.com
Contact Nos.	02355-270169
Name of the Head of the Institution:	Prin. Vijaykumar Appasaheb Khot
Tel. No. with STD Code:	--
Mobile:	9527622719

Name of the IQAC Co-ordinator:

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://www.natucollege.org/AQAR201314.doc>

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

07/07/2004

1.7 AQAR for the year (*for example 2010-11*)

2013-14

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)4
- ii. AQAR 23/09/2013 (DD/MM/YYYY)
- iii. AQAR _____ (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)

University of Mumbai

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

Autonomy by State/Central Govt. / University

00

University with Potential for Excellence	<input type="text" value="00"/>	UGC-CPE	
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="01"/>		
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="14"/>		
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="04"/>	Faculty	<input type="text" value="01"/>
Non-Teaching Staff	<input type="text" value="01"/>	Students	<input type="text" value="01"/>
	Alumni	<input type="text" value="01"/>	Others
			<input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="Rs. 3 lacks"/>		

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

- Two Days State Level Conference on the topic – Media: A Tool of Historical, Political & Economical Research.
- Workshop on Change Syllabus of T.Y.B.A. History.
- Workshop on Aspects & Importance of Translation.
- Workshop on Quality Enhancement of faculty.

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.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- The Management sanctioned the Plan chalked out by the IQAC for the year 2013-14.
- Management has decided to start value added vocational courses in the year 2014-15.

Part – B

Criterion – I

I. 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		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	04			05
Others				
Total	06		01	05
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)

*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.

- For slow learner Remedial Coaching Programme is executed.
- Faculty is deputed to attend workshops on changed syllabus.
- Workshops are conducted on the changed syllabus. This year Department of History conducted workshop on changed syllabus of T.Y.B.A.

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

Proposed short term Value Added Vocational Courses.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	10	00	00	09

2.2 No. of permanent faculty with Ph.D.

Nil

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
--	--	--	--	--	--	--	--	10	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

00 09 00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	08	08
Presented papers	04	05	06
Resource Persons	Nil	Nil	Nil

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

PPT method is adopted in teaching and learning by our faculty.

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

180

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

Double Valuation, Photocopy

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

01 -- --

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.	42	04	08	07	12	00	11
B.Com.	35	00	03	10	08	01	13

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 for discussion.
- 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 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. And pending work is got done by Principal from concerned faculty after bringing to his notice.
- The Remedial Coaching is held for the Slow Learners.
- The discussion on the Result of each examination takes place in IQAC meeting.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
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 conducted (25+20)
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent	Number of Vacant	Number of permanent	Number of positions filled

	Employees	Positions	positions filled during the Year	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.

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				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	01	02
Outlay in Rs. Lakhs			10,000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	04	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	04	05	08

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	13-14	University of Mumbai	10000	Nil
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	01	00	00
Sponsoring agencies	--	--	UGC	--	--

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From 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 2013-14 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	09	04	Margtamhane Education Society	10
Laboratories				
Seminar Halls	01			01
No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

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	3004	274794	540	58719	3544	333513
Reference Books	5287	990887	278	70703	5565	1061590
e-Books	0	0	93809	5000	93809	5000
Journals	5	1770	1	2500	6	4270
e-Journals	0	0	4137	5000	4137	5000
Digital Database	0	0	0	0	0	0
CD & Video	64	13251	3	0	67	13251
Others (specify)	14	4077	15	9195	28	13272

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	00	00	00	00	00	00	00	00
Total	46	02	02	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.

4.6 Amount spent on maintenance in lakhs :

i) ICT	21465
ii) Campus Infrastructure and facilities	13315
iii) Equipments	39480
iv) Others	58011
Total :	135177

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

AQA

1. Psycho-socio cell has been established in our institution to support student psychologically and socially.

A guidance session was held under Psycho-socio cell on 'Gender sensitivity'.

2. Our institution sees to it that the various scholarships and free ships sanctioned by the State Government are received by each stakeholder student.

5

5.2 Efforts made by the institution for tracking the progression

- Arrangement of inter-class competition of essay writing, elocution competition etc.
- Participation of students in R.D. camp through N.S.S.
- Participation of college students in various competitive activities conducted by other colleges.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
315	00	00	00

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	-	-		-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
102	26	00	137	00	265	128	35	00	152	00	315

Demand ratio

Dropout % 32%

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

- Regular classes for M.P.S.C. examinations.
- Purchasing of books which are useful for competitive examinations.
- Publishing an advertisement on the notice board.
- Availability of internet in the UGC net centre.

No. of students beneficiaries

11

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 lectures for M.P.S.C. examinations.
- Publishing the notifications about the jobs among the different fields.
- Arrangement of guest lectures on various competitive examinations and different opportunities available.

No. of students benefitted

100

Bank Sharebavar

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations	Number of Students Participated	Number of Students Placed	Number of Students Placed

Visited			
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

- Lectures based on 'Equal status of men and women in society'.
- Save Girl Child campaign.

5.9 Students Activities

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

State/ University level National level International level
 v

No. of students participated in cultural events

State/ University level National level International level
 v

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
 v

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	11	12600
Financial support from government	121	722385
Financial support from other sources (University of Mumbai)	04	6000
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: 10

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 to management regularly e.g. Summary of College / University Exam Results. Besides, the Principal provides information to the management during their meetings from time to time. In L.M.C. various issues are discussed.

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 of University. Institutions conducts workshop on revised syllabus with help of BoS.

6.3.2 Teaching and Learning

PPT method is adopted for teaching & learning.

6.3.3 Examination and Evaluation

Data of expected marks is obtained from the students. College internal squad during exams is formed.

6.3.4 Research and Development

Inter-class research competitions arranged. Deputing students for Avishkar Research Convention at University level. Faculty undertakes Minor & Major Research Projects. They are deputed for seminar / conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

ICT facility provided to students & faculty. Physical Infrastructure / instrumentation has been provided for students & faculty.

6.3.6 Human Resource Management

Distribution of work is done yearly through port folios for managing the available HR.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment done as per the university and government norms by the Management.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission process is done online by the students with the help of staff as per the norms of the university and government.

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?

Adopted Credit Based Semester Grade System (CBSGS) as per the decision of the University with 40/60 pattern.

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

Various competitions are held by the Alumni Association every year.

6.12 Activities and support from the Parent – Teacher Association

Two meeting are held every year and review of activities is taken. Feedback of parents is obtained.

6.13 Development programmes for support staff

The support staff is provided an opportunity of development by deputing them for workshops from time to time.

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

The institution has planted various flower/coconut plants in the Campus.

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 II 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 III 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.

- Barriers were erected in the Hilly Area of the adopted village to prevent Soil Erosion. Anti-soil Bandharas were repaired.
- Demo & construction of an underground storage Pot for Liquid Garbage.
- Vanrai Bandharas were build on rivers to convey the message 'Tap Water Resource & Conserve Water'.
- 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)

Majority of female students seek admission and obtain ranks during exams of college / university. Nutritional snacks provided to girls with deficiency of Himoglobin every year.

8. Plans of institution for next year

See Annexure IV.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Plan of Action for the year 2013-14:

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.
02	To conduct Skill Development Programme	Certificate course in English Speaking & personality Development was conducted. Twenty five students avail of facility.
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'.
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.
05	To promote research culture among teachers	1. As per the proposed plan Asst. Prof. Mehendale and Mrs. Katkar submitted Minor Research Project to U.G.C. 2. Minor Research Project of Prin. V. A. Khot have been sanctioned by University of Mumbai. 3. Number of faculty participated in workshops, seminars, conferences and paper presented are shown in Criteria II.
06	To promote research culture among students	Two of students participated in the Inter-collegiate Research Convention 'Avishkar' held by University of Mumbai.
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 as follows: 1. Vanrai Bandharas were constructed on the river in adopted village. 2. Barriers were erected in the hilly area of the adopted village to prevent soil erosion. 3. Street Play on 'Stop Cutting Trees & Save Environment' was conducted. 4. Demonstration was conducted on 'Building of Bio-

		Gas Plant’.
08	To conduct extension activities pertaining to Community Development.	<ol style="list-style-type: none"> 1. Blood Donation Camp was conducted by N.S.S. unit. 2. Eight days workshop on self-defence training for women was conducted by W.D.C. 3. Guidance lecture on ‘Save Girl Child’ campaign was conducted by W.D.C. 4. Prabodhan Manch conducted speech on ‘Sardar Patel – Personality & Deed’.
09	To conduct co-curricular activities	<ol style="list-style-type: none"> 1. Guest lectures for T.Y.B.A. students were arranged by every department. 2. Department of History conducted workshop on change syllabus of T.Y.B.A. Paper No. VII & VIII.
10	To conduct extra-curricular activities	<ol style="list-style-type: none"> 1. Students are encouraged to participate in various competitions held by institution and outside. Our student bagged 3rd prize in inter-collegiate competitions conducted by University of Mumbai. 2. Students are deputed to Sports, Essay and Elocution competitions held outside.

ACADEMIC CALENDER 2013-14

Sr. No.	Day	Date	Meetings & Special Tasks
1	Monday	10/06/2013	Staff Meeting
2	Friday	14/06/2013	Cultural Committee Meeting

3	Wednesday	19/06/2013	I.Q.A.C. Meeting With HOD
4	Thursday	20/06/2013	Attendance Committee Meeting
5	Thursday	27/06/2013	Meeting of Literary Associating
6	Friday	28/06/2013	Library Committee meeting
7	Monday	08/07/2013	Workshop on Change Syllabus of History Paper No. VII
8	Tuesday	09/07/2013	Staff Meeting
9	Wednesday	10/07/2013	Sports Committee meeting
10	Wednesday	17/07/2013	Cultural Committee meeting
11	Thursday	18/07/2013	Programme of Marathi Literary Association
12	Monday	22/07/2013	Examination Committee meeting
13	Monday	29/07/2013	Guidance lecture on Energy conservation
14	Friday	09/08/2013	Holiday (ID-A-Milad)
15	Wednesday	07/08/2013	Haemoglobin Checking Camp
16	Thursday	01/08/2013	N.S.S. Meeting
17	Monday	5/08/2013	Essay-Elocution competition
18	Thursday	08/08/2013	MPSC Guidance Sessions
19	Saturday	10/08/2013	Research Committee meeting
20	Wednesday	14/08/2013	Haemoglobin Checking Camp
21	Thursday	15/08/2013	Independence Day
22	Monday	19/08/2013	Parent Teachers Association's meeting
23	Saturday	24/08/2013	Enrolment Camp of employment exchange
24	Friday	30/08/2013	W.D.C. Meeting
25	Monday	02/09/2013	Alumni Association Meeting
26	Tuesday	03/09/2013	Workshop on Art of Translations
27	Friday	06/09/2013	Attendance Committee meeting
28	Saturday	28/09/2013	Examination Committee meeting
Sr. No.	Day	Date	Meetings & Special Tasks
29	Monday	30/09/2013	IQAC Meeting With faculty staff
30	Wednesday	02/10/2013	Gandhi Jayanti
31	Thursday	03/10/2013	Preparatory Days of Examination
32	Mon. to Sat.	7 to 19October2014	Commencement of Exam

33	Fri. to Mon.	1 to 19 November 2013	Winter Vacation
34	Tues. To Tues.	12 to 19 November 2014	N.S.S. Camp
35	Wednesday	20/11/2013	Staff Meeting
36	Friday	22/11/2013	Students Council Meeting
37	Friday	29/11/2013	Celebration of Constitution Day
38	Saturday	30/11/2013	Research Committee meeting
39	Friday	13/11/2013	Cultural Committee meeting
40	Saturday	14/11/2013	Staff Meeting
41	Tuesday	24/11/2013	Annual Day, Get to Gather
42	Tues. To Wed.	24/11/2013 to 13/01/2014	X'mus Holiday
43	Monday	20/01/2014	Exam Committee meeting
44	Tuesday	21/01/2014	Attendance Committee meeting
45	Tuesday	28/01/2014	Sports Committee meeting
46	Wed. To Fri.	26 to 28 January 2014	Preparatory Days of Exam
47	Sat. to Sat.	1 to 15 January 2014	Commencement of Exam.
48	Friday	21/03/2014	Research Committee meeting
49	Tuesday	01/04/2014	IQAC Meeting with Member & stake holders
50		01/05/2014 to 10/06/2014	Summer holidays

Annexure II

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

1. To start Vocational Training Courses:- In collaboration with M.T.E.D. our institution had deputed about 19 students for the “ Two Wheeler Repairing Training” of one month duration at Chiplun, District Ratnagiri.

Besides this in all 4 first students were deputed for Video Shooting & Photography Training for a month under M.T.D.C.

2. Skill Development Programme:- In order give an outlet to the hidden skills of students courses such as the following were organized.
 - a) English Speaking & Personality Development
 - b) B.Ed. C.E.T. Guidance Workshop
3. Career Counselling Cell: The said cell conducted guidance sessions for M.P.S.C. competitive examination.
 - i) Online Employment Enrolment Camp.
 - ii) Guidance on Functioning of Share Market.
 - iii) Job Opportunities in National Stock Exchange.
 - iv) Campus Interviews with Gurukul Institute.
 - v) Workshop on B.Ed. C.E.T.
 - vi) Guest Lecture on Financial Accountancy & Auditing for T.Y.B.Com. class.
 - vii) Guidance lecture on Entrepreneurship Opportunities in Commerce.
4. Value Added Programmes held:-
 - i) Life Long Learning & Extension Unit started under the Department of D.L.L.E., University of Mumbai.
 - ii) Guidance session on Sardar Patel Personality & Deed.
5. To Promote Research Culture among faculty & students:-
 - Two Days UGC sponsored State Level Conference was held by Department of History on “Media: A Tool of Historical, Political and Economic Research”.
 - Department of History held a one day workshop on ‘Revised Syllabus of T.Y.B.A. Paper No. VII, VIII & IX.
 - Teachers participated in workshops/seminars.
 - Minor Research Projects submitted by Teachers. As per the proposed plan two faculty members submitted their Minor Research Projects for U.G.C. finding.
 - Two of student Researchers participated the inter-collegiate Research Convention ‘Avishkar’ held by University of Mumbai.

Annexure III

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 Ist 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 Ist 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.

Annexure IV

Plans of institution for the next year.

1. To initiate and implement the suggestions given by previous NAAC Peer Team.
2. To conduct Skill Development Programmes.

3. To conduct Add-on courses.
4. To conduct Career Counselling Programmes.
5. To conduct Environment Conservation Programme.
6. Following courses are proposed to be started during 2014-15:
 - i) Diploma in Co-operative Management (Banking).
 - ii) Certificate course in Cell-Phone Repairing.
7. 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.
8. To conduct Value Added Programmes.
9. To conduct extension activities related to Community Development.
10. To cater to the needs of slow learners through Remedial Coaching.

Annexure V

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
