# The Annual Quality Assurance Report (AQAR) of the IQAC
## Academic Year 2012-2013

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

## Part – A

**1.    Details of the Institution**

1.1     Name of the Institution      Sant Ramdas Arts, Commerce and Science College

1.2     Address Line 1      Ghanasawangi

        Address Line 2      Kumbhar Pimpalgaon Road

        City / Town      Ghanasawangi, Dist. Jalna

        State      Maharashtra

        Pin Code      431209

        Institution e-mail address      santramdascollege@yahoo.co.in

        Contact Nos.      02483-231311

        Name of the Head of the Institution:      Dr. R. K. Pardeshi

        Tel. No. with STD Code:      02483-231311

        Mobile:      9423341631

        Name of the IQAC Co-ordinator:      Mr. S. R.Gaur

        Mobile:      9420393716

        IQAC e-mail address:      santramdascollege@yahoo.co.in

**1.3 NAAC Track ID** *(For ex. MHCOGN 18879)*      *MHCOGN 11419*

                    **OR**

**1.4 NAAC Executive Committee No. & Date:**      EC/33/003 dated 16-09-2004.
        *(For Example EC/32/A&A/143 dated 3-5-2004.*
        *This EC no. is available in the right corner- bottom*
        *of your institution's Accreditation Certificate)*

1.5     Website address:      http://www.srcg.ac.in

        Web-link of the AQAR:      www.srcg.ac.in/AQAR/2012-13.pdf

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

1.6     Accreditation Details

| Sr. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-------|-------|------|-----------------------|-----------------|
| 1 | 1st Cycle | B | 70.75 | 2004 | 16/09/2004 to 15/09/2009 |

1.7     Date of Establishment of IQAC:  DD/MM/YYYY     01/04/2012

1.8     Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:     Nil

1.9      Institutional Status

University          State  ✓ Central ☐ Deemed ☐ Private ☐

Affiliated Colleg          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)     PG  (M. A. Marathi, M. Com.)

1.11     Name of the Affiliating University     Dr. Babasaheb Ambedkar Marathwada University, Aurangabad  (M.S.), India  - 431 004

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    [ - ]    UGC-CPE    [ - ]

DST Star Scheme    [ - ]    UGC-CE    [ - ]

UGC-Special Assistance Programme    [ - ]    DST-FIST    [ - ]

UGC-Innovative PG programmes    [ - ]    Any other (*Specify*)    [ - ]

UGC-COP Programmes    [ - ]


## 2.    IQAC Composition and Activities

2.1    No. of Teachers    [ 05 ]

2.2    No. of Administrative/Technical staff    [ 01 ]

2.3    No. of students    [ 02 ]

2.4    No. of Management representatives    [ 01 ]

2.5    No. of Alumni    [ 01 ]

2. 6    No. of any other stakeholder and
        community representatives    [ 01 ]

2.7    No. of Employers/ Industrialists    [ 01 ]

2.8    No. of other External Experts    [ 01 ]

2.9    Total No. of members    [ 13 ]

**Composition of IQAC**

- Dr. Pardeshi R.K.                     Chairman
- Mr.Gaur  S.R.                          Co-Ordinator
- Dr. Dhaye R.S.                        Arts faculty representative
- Mr.Sapate D. R.                       Science faculty representative
- Mr. Gande  S.V                        Commerce faculty representative
- Ms. Natkar S.S.                        Woman representative
- Mr. Tukaram Gaikwad             N.S.S. representative
- Miss. Monika Sonwane            N.S.S. representative
- Mr. Shivajirao Chothe             Management representative
- Mr. Bhutekar D. D.                  Alumni representative
- Mr. Jain Vijay                          Community representative
- Mr. Jadhav Jaymangal             Industry representative
- Dr. Lulekar Pralhad G.             External expert

2.10    No. of IQAC meetings held              | 04 |

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**IQAC Meetings - 2012-13**

The NAAC meetings are held on following dates and subjects:-
- 28 June 2012 -faculty interaction on education in changing scenario.
- 16 Aug. 2012 - preparation of annual plan of action.
- 07 Jan. 2013 - review meeting for plan of action.
- 01 May 2013 –assessment of achievements of the year.

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2.11    No. of meetings with various stakeholder : -  No. | 09 |    Faculty | 02 |

Non-Teaching Staff | 02 |  Students | 02 |  Alumni | 01 |  Others | 02 |

2.12    Has IQAC received any funding from UGC during the year?   Yes | |    No | ✓ |

If yes, mention the amount     | -- |

2.13    Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total nos. | - | International | - | National | - | State | - | Institution Level | - |

(ii) Themes | |

2.14    Significant Activities and contributions made by IQAC

IQAC played an active role in internalising a culture of quality in the institution,
- Organized orientation sessions for the faculty.
- Conducted periodic meetings and discussions with department faculty to collect the data pertaining to activities of departments.
- Coordinated orientation sessions and visits of visiting faculty from several institutions.
- Organised interactions, meetings with senior faculty on the need for institutional excellence.
- Constituted a supervision committee for implementing the action plan.
- Provided student support programmes.
- Maintained all reports of activities and proposals of all departments carried out through out the year.

2.15    Plan of Action by IQAC / Outcome

In the beginning of the year the plan of action was chalked out by the IQAC in institutional, social development and quality improvement. The information given below explains the Plan of Action of IQAC (PoA) and its achievements.

| Plan of Action | Achievements |
|---|---|
| • To provide research atmosphere. | • Encouraged faculty for their participation in conferences, provided infrastructure for research<br>• UGC sanctioned MRP to two faculty members. |
| • To upgrade sports facilities and gymnasium. | • College purchased sports and modern exercise equipments and the well equipped gymnasium is made available to students and locals. |
| • Computerization of library and office | • Library is computerized and college office is provided LAN connectivity with Principal's cabin. |
| • To organize programmes for social transformation and development in general and gender sensitization in particular. | • Guest lectures of eminent personalities are organised on domestic violence, dowry and gender discrimination. |

For the Academic Calendar of the year please see: ***Annexure- I***

2.16    Whether the AQAR was placed in statutory body     Yes ✓     No ☐

Management ✓    Syndicate ☐    Any other body ☐

Provide the details of the action taken

- IQAC conducted academic audit
- Research activities are encouraged by creating research ambience
- Faculty development and exchange programmes are conducted
- Some faculty offered expertise to industry and the local community
- infrastructure facilities like solar panels are installed to save energy
- Encouraged students in maintaining eco-friendly campus.

# 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 | 02 | - | 02 | - |
| UG | 03 | - | - | - |
| PG Diploma | - | - | - | - |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | - | - | - | - |
| Others | - | - | - | - |
| **Total** | 05 | - | 02 | - |

| Interdisciplinary | - | - | - | - |
|---|---|---|---|---|
| Innovative | - | - | -- | - |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|---|---|
| Semester | 05 |
| Trimester | --- |
| Annual | --- |

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

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

For the details feedback analysis please see: *Annexure- II*

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

It is mandatory to follow the syllabus framed by University.

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

## Criterion – II

### 2.    Teaching, Learning and Evaluation

2.1    Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others (Principal) |
|---|---|---|---|---|
| 27 | 24 | 02 | --- | 01 |

2.2    No. of permanent faculty with Ph.D.    15

2.3    No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others Principal | | Total | |
|---|---|---|---|---|---|---|---|---|---|
| R | V | R | V | R | V | R | V | R | V |
| 24 | 06 | 02 | - | - | - | 01 | - | 27 | 06 |

2.4    No. of Guest and Visiting faculty and Temporary faculty    | 04 | 02 | 08 |

2.5    Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended | 07 | 34 | 05 |
| Presented papers | 05 | 13 | -- |
| Resource Persons | -- | - | - |

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

> The college has taken following measures to make corresponding changes in the use of new technologies and methods for teaching and learning
> - Use of modern technology in teaching
> - Use of PPT, Internet and audio-visual aids are promoted in teaching learning process.
> - Use of laptops and computers
> - Organised educational visits to impart practical knowledge.

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)

> - The  college conducts internal examinations and follows university semester system
> - Assignments, seminars and  projects are given for students' evaluation
> - Quiz competitions are organised
> - Overall evaluation is done by feedback system.

2.9    No. of faculty members involved in curriculum restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop    | 03 | - | - |

2.10    Average percentage of attendance of students:    | 83.27 % |

2.11    Course / Programme wise distribution of pass percentage:

| Name of Course | No. of Students Appear | No. of Students Fail | No. of Students Pass | | | | Total No. of Students Pass | Pass % |
|---|---|---|---|---|---|---|---|---|
| | | | III Division | II Division | I Division | Distinc tion | | |
| B.A. | 70 | 19 | 0 | 5 | 46 | 0 | 51 | 72.86 |
| B. Sc. | 56 | 16 | 0 | 0 | 23 | 17 | 40 | 71.43 |
| B.Com. | 39 | 17 | 0 | 5 | 17 | 0 | 22 | 56.41 |
| M.A. Marathi | 7 | 0 | 0 | 0 | 6 | 1 | 7 | 100 |
| M. Com. | 8 | 1 | 0 | 0 | 7 | 0 | 7 | 87.5 |

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

In following ways the IQAC contributes in teaching & learning process
- Motivates teachers for research in teaching & learning process
- Monitors and assesses the availability of learning resources
- At the beginning of the year a meeting is held to collect teaching plans to review the teaching schedule
- Adopts experimentation, participation and problem solving methods in teaching learning process.
- Thorough analysis of students' and parents' feedbacks about teaching and learning

2.13    Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | 03 |
| UGC – Faculty Improvement Programme | 01 |
| HRD programmes | - |
| Orientation programmes | 01 |
| Faculty exchange programme | - |
| Staff training conducted by the university | -- |
| Staff training conducted by other institutions | - |
| Summer / Winter schools, Workshops, etc. | 04 |
| Others (Short term) | 03 |

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 | 05 | 00 | - | - |
| Technical Staff | 18 | 04 | - | - |

## Criterion – III

## 3. Research, Consultancy and Extension

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

The IQAC has taken following initiatives :
- Motivated the faculties for submitting MRPs and their participation in seminars and conferences
- Sensitised the faculty about revised guidelines and directives of funding agencies.
- Motivated eligible faculties for research guideship in their concerned subjects.
- Provided administrative support for the teachers and researchers.
- Scrutinised research proposals before submission to the funding agencies.
- Laboratories are made available for 12 hrs. for researchers.
- Duty leave, study leave, sabbatical leave and other benefits granted as incentives to teachers to pursue higher studies and research.

### 3.2 Details regarding major projects

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

### 3.3 Details regarding minor projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 0 | 04 | 02 | - |
| Outlay in Rs. Lakhs | - | 4.10 | 2.45 | - |

### 3.4 Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 22 | 05 | -- |
| Non-Peer Review Journals | 08 | 01 | 01 |
| e-Journals | - | - | - |
| Conference proceedings | 01 | 08 | 01 |

### 3.5 Details on Impact factor of publications:

Range 2.03  Average 2.03  h-index 01  No. in SCOPUS -

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant Sanctioned(Rs) | Received |
|---|---|---|---|---|
| Major projects | - | - | - | - |
| Minor Projects | 2012-13 | UGC | 795000 | 590000 |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects *(other than compulsory by the University)* | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | - | - | 795000 | 590000 |

3.7    No. of books published    i) With ISBN No. [ 01 ]    Chapters in Edited Books [ 01 ]

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 | - | - | - | - | 02 |
| Sponsoring agencies | - | - | - | - | self |

3.12    No. of faculty served as experts, chairpersons or resource persons [ 04 ]

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 [ UGC ]    From Management of University/College [ - ]

Total [ 590000 ]

3.16    No. of patents received this year

| Type of Patent | | Number |
|---|---|---|
| National | Applied | - |
| | Granted | - |
| International | Applied | - |
| | Granted | - |
| Commercialized | Applied | - |
| | Granted | - |

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 | - | - | - | - | - | - |

3.18     No. of faculty from the Institution
          who are Ph. D. Guides          02
         and students registered under them     02

3.19     No. of Ph.D. awarded by faculty from the Institution     03

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: District level   20

                                        University level   04          State level   04

                                        National level   -          International level   -

3.22     No. of students participated in NCC events:

                                        University level   -          State level   -

                                        National level   -          International level   -

3.23     No. of Awards won in NSS:

                                        University level   --          State level   --

                                        National level   --          International level   --

3.24     No. of Awards won in NCC:

                                        University level   --          State level   --

                                        National level   --          International level   --

3.25     No. of Extension activities organized

         University forum   -          College forum   10

              NCC   -          NSS   35          Any other   22

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

Responsibility

- The NSS and Lifelong Learning and Extension departments conduct extension activities  to inculcate values in society
- Every year  N.S.S. organises youth camp  and various programmes and activities are organised in this camp
- NSS organised a programme on Raksha Bandhan, volunteers tied rakhis to police personnel of Ghansawangi police station
- A rally was organised on female feticide and a street play was performed
- On the occasion of National Blood Donation day Hemoglobin  and blood group check up camp was organised by NSS
- NSS volunteers contributed in cleanliness drive at  Vadi Ramasgaon
- NSS  organised a poster presentation on various diseases  at  Ghansawangi
- Sports events are organized
- In association with taluka Bar association and Ghansawangi Advocate Association, Lifelong Learning and Extension department organised  legal literacy workshop to disseminate knowledge of law among students  and the locals
- A health check up camp was organised by  Lifelong Learning and Extension department
- One act play '**SAKSHARTA KALACHI GARAJ' (LITERACY NEED OF HOUR)**  was performed on the importance  of  literacy on International Literacy Day by Lifelong Learning and Extension department

## 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 | 4.05 Acre | - | College management | 4.05 Acre |
| Class rooms | 16 | - | College management | 16 |
| Laboratories | 06 | 00 | College management | 06 |
| Seminar Halls | 01 | - | College management | 01 |
| No. of important equipments purchased ($\geq$ 1-0 lakh)  during the current year. | 19 | 107 | UGC & College management | 126 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 8.41747 | 30.41879 | UGC & College management | 38.83626 |
| Others (Computers) | -- | -- | -- | -- |

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4.2    Computerization of administration and library

- Office is computerized and linked with Principal's Office.
- Library software is purchased and training is given to the concerned staff.

4.3    Library services:

| Year | 1999-2012 | | 2012-13 | | | |
|---|---|---|---|---|---|---|
| Particulars | Existing | | Newly added | | Total | |
|  | No. | Value (Rs) | No. | Value (Rs) | No. | Value (Rs) |
| Text Books | 2744 | 415030 | 0 | 0 | 2744 | 415030 |
| Reference Books | 214 | 90320 | 11 | 1300 | 225 | 91620 |
| e-Books | - | - | - | - | - | - |
| Journals | - | - | - | - | - | - |
| e-Journals | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | - | - | - | - | - | - |
| Others  (specify)News paper | 15 | 108792 | 15 | 9408 | 15 | 118200 |

4.4    Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments |
|---|---|---|---|---|---|---|---|
| Existing | 12 | 01 | 01 | - | 01 | 01 | - |
| Added | 25 | - | - | - | - | - | - |
| Total | 37 | 01 | 01 | - | 01 | 01 | - |

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

- Computer capacity is upgraded and 25 new computers are purchased.
- Some departments are provided with computers and internet facility.
- Library software is purchased.

4.6    Amount spent on maintenance in Rs:

i)  ICT

11000

ii)  Campus Infrastructure and facilities

10000

iii) Equipments

673

iv) Others

625

**Total:**

22298

## Criterion – V
## 5. Student Support and Progression

5.1    Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC monitors the academic calendar of various departments such as N.S.S, Adult, Lifelong Learning and Extension, Cultural and Sports .
- IQAC conveys suggestions of students' demands regarding fees structure flexibility to administration and management ,
- It sensitises the students belonging to SC, ST, OBC and economic backward classes with various scholarships, government schemes and helps them in availing these services. It assists in enhancing the accessibility of schemes to students.
- IQAC scrutinises the work of participants and creative students in N.S.S., Sports, Cultural, Adult, Lifelong Learning and Extension departments and recommends the names for awards and certificates.
- It recommended the constitution of Women Redressed Cell for girl students and necessary action is taken against the complaints, it helped in enhancing girl students' participation in higher education.
- It made suggestions regarding sports facilities and steps are taken to provide it.
- It exhorts the management in felicitating students with good academic record.
- It sensitises the faculty for the importance of  personal counselling  of students
- Promotes educational and cultural enrichment activities

5.2    Efforts made by the institution for tracking the progression

Institution takes following steps for tracking the progression  :
- Students' academic progress and outcomes are evaluated for a longer periods of time.
- Conducting internal examinations, tests, group discussions, university examination to gauge the progress of students.
- Student and parents feedback is utilised for tracking student's progress.

5.3    (a) Total Number of students:

| UG | PG | Ph. D. | Others |
|---|---|---|---|
| 538 | 51 | --- | --- |

(b) No. of students outside the state:      0

(c) No. of international students      0

Men
| Numbers | % |
|---|---|
| 456 | 77.41 |

Women
| Numbers | % |
|---|---|
| 133 | 22.58 |

| Last Year(2011-12) | | | | | | This Year(2012-13) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 344 | 65 | 07 | 243 | - | 659 | 310 | 65 | 08 | 206 | - | 589 |

Demand Ratio    1:1      Dropout %    10.62

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

- The college has a competitive examination cell,
- It motivates students for all types competitive exams such as GATE, CAT, GRE, TOEFEL, GMAT, Civil services (UPSC, MPSC) NET and SET.
- It organizes various sessions on the awareness about these examinations,
- It arranges sessions to guide students for preparation of these exams.
- College faculty also arranges extra lectures for the students.
- Guest lectures are arranged to create interest among students about competitive examination.
- The college library provides newspapers and books for competitive examinations.
- This year 30 students enrolled their names in competitive examination cell.
- The cell also conducts snap tests and mock interviews

No. of students beneficiaries    | 30 |

**5.5    No. of students qualified in these examinations**

NET | - |      SET/SLET | - |   GATE | - |    CAT | - |

IAS/IPS etc | - |    State PSC | - |    UPSC | - |    Others | - |

**5.6    Details of student counseling and career guidance:-**

- **Career Guidance & Counselling Cell has been established in the college to provide guidance to achieve following objectives:-**
  1. To provide guidance to students on various options available in the course of their study.
  2. To identify and develop students' abilities and interests.
  3. To help students to solve their personal, educational and psychological problems.
  4. To develop positive attitude and behaviour in students in order to meet challenges.
  5. To create awareness among students for their future career.
  6. To provide information to the students on the scope and relevance of their interest areas.

- Lifelong Learning and Extension Department in association with DIC and MCED Jalna organised a training camp for students' counselling and career guidance in which 475 students were participated, of them 320 students were from our college and 155 students from outside, participants were also given certificates.

- The training course comprised of Computer Course, Photography, Beauty Parlour and Soft Skills.

- Lifelong Learning and Extension department organised training workshop on Digital Photography and DTP

**5.7    Details of campus placement**

| On campus | | | Off Campus |
|---|---|---|---|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| --- | --- | --- | --- |

5.8    Details of gender sensitization programmes

- Gender sensitivity programmes are organised to change behaviour of students.
- The college organises campaigns, training camps, workshops, programmes, to create awareness about gender equality in society.
- Various debate, elocution, essay writing, slogan, poster and rangoli competitions are organised for woman empowerment.
- Street play 'Jagar Janivancha' on discrimination against girl child was organised
- A rally was organised on female feticide
- Savitribai Phule, Jijamata' birth anniversaries are celebrated and the speeches of eminent personalities on gender equity were organised
- Lifelong Learning and Extension department organised a rally on World AIDS Day to enhance awareness about HIV
- A health check up camp for girl students was organised by Lifelong Learning and Extension department.
- Lifelong Learning and Extension department organised Hemoglobin and blood group check up camp for girl students.

5.9    Students Activities

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

State/ University level  [ 17 ]    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(Rs.) |
|---|---|---|
| Financial support from institution | --- | --- |
| Financial support from government | 176 | 771320 |
| Financial support from other sources | --- | --- |
| Number of students who received International/ National recognitions | --- | --- |

5.11    Student organized / 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  [ 11 ]

5.13    Major grievances of students (if any) redressed:

There is a Grievance Redressal Cell in the college. Dr. R. K. Raut is the Chairman and Dr. B. S. Devkar and Mr. Madhav Gutte are the members of this cell and the cell has not received major grievances of students in this year.

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- The ensign of Swami Ramanand Shikshan Prasarak Mahdal is "*Vidyenechi Aale Manuja Shreshthatva Ya Jagamaji*" means 'Knowledge Imparts Supremacy to Human Being:
  **Vision:**
- 'Transformation of Society through Higher Education"
  **Mission:**
- To promote sense of self-respect and dignity among weaker section of society
- To inculcate moral and social values which promote *Liberty, Equality, fraternity, Social Justice, Humanity and Patriotism* among students.
- To Provide quality education to socially and economically backward Classes
- educational and cultural development of rural students
- To facilitate employment generation by imparting technical and professional education

6.2 Does the Institution has a management Information System

- Yes. The Institution has a management information system.
- It generates information, rectifies communication problems, facilitates decision making and plays an important role in management, administration and operations of the institution.
- Local Management Council is constituted for institutional development and smoother management with stakeholders, institutional partners, faculty members, local citizens and non-teaching staff as its members

The internal organization structure of the institution is as follows**:-**
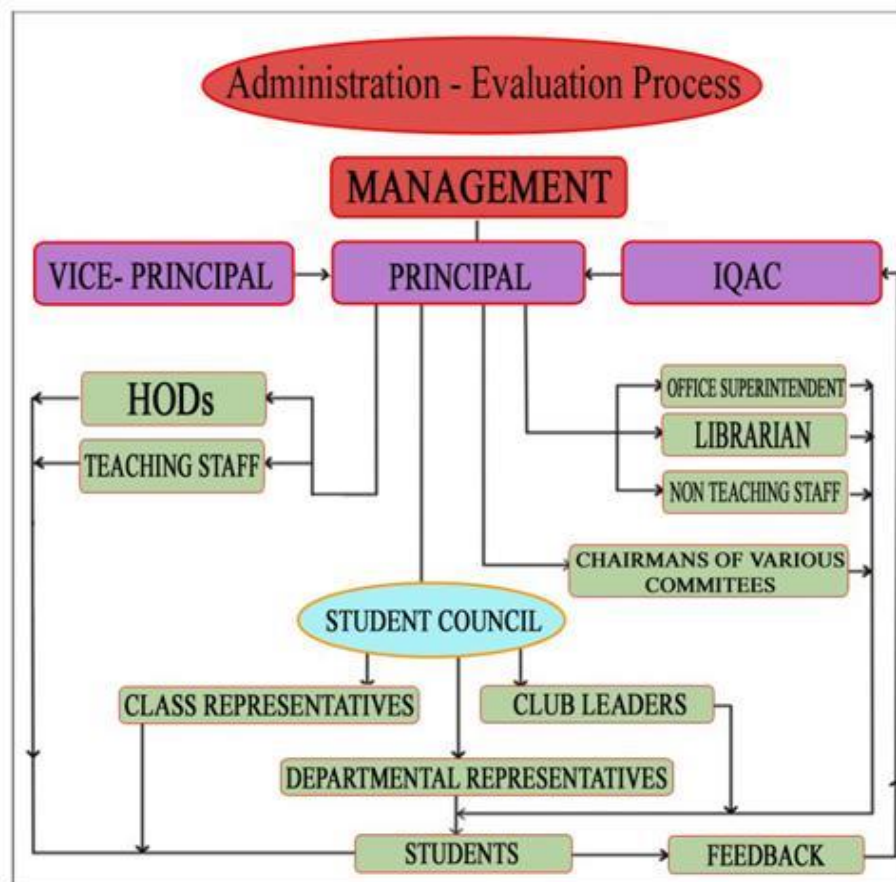
**6.3    Quality improvement strategies adopted by the institution for each of the following:**

**6.3.1    Curriculum Development**

- Curricula is designed and framed by the University Board of Studies of the concerned subjects.
- College follows academic activities as per the University curricula and it is mandatory for the college.
- Suggestions received from the students are regularly communicated through BOS of the concern subjects to the university.
- The curricular activity  is enriched by assigning  field work, field visits, projects and industrial visits
- Department of English runs Spoken English course for the students to facilitate  English communication skills among students

**6.3.2    Teaching and Learning**

The strategy for quality improvement in teaching and learning is –
- Use of PPT, Internet and audio-visual aids in teaching learning
- To promote student engagement by working with their peers
- Use of technology, connecting the real world by giving project-based learning, and mix with them.
- To prepare academic calendar and teaching plans.
- To organize seminars, tests, tutorials, group discussions, debates on various subjects.
- Inclusion of audio-visual aids, use of internet in teaching learning process.
- Upgradation of library, laboratory, infrastructure and learning resources.
- Provide research atmosphere for faculties to enhance the quality of education.

Teacher Quality
**List of teachers with educational qualification**

| Sr.No. | Name of Teacher | Designation | Qualification |
|--------|-----------------|-------------|---------------|
| 1 | Dr. Pardeshi Rajendra Kachru | Principal | M.Sc.,Ph.D. |
| 2 | Dr. Pawar Subhas Hemraj | Asso. Prof. | M.A.,M.Phil,SET,Ph.D |
| 3 | Dr. Dhaye Rajendra Sahebrao | Asst. Prof. | M.A.,M.Phil,Ph.D. |
| 4 | Dr. Jadhav Subhash Dalsing | Asst. Prof. | M.A.,M.Phil,SET,Ph.D |
| 5 | Dr. Raut Radheshyam Kishanrao | Asso. Prof. | M.A.,M.Phil,SET,Ph.D |
| 6 | Mr. Awchar Gajanan Rajaram | Asst. Prof. | M.A.,NET |
| 7 | Dr. Gande Sundarrao Vitthalrao | Asst. Prof. | M.Com,M.Phil |
| 8 | Dr. Honde  Pralhad Nivratirao | Asst. Prof. | M.A.,Ph.D. |
| 9 | Dr. Tathe Sarjerao Vishwanath | Asst. Prof. | M.A.,Ph.D. |
| 10 | Dr. Bappasaheb Himmatrao Maske | Asst. Prof. | M.P.Ed.,Ph.D. |
| 11 | Mr. Jaybhaye Pramod Krishnarao | Asst. Prof. | M.A.M.Phil |
| 12 | Mr. Samag Sunil Vyankatesh | Asst. Prof. | M.A. |
| 13 | Dr. More Rajendra Namdeo | Asst. Prof. | M.A.,M.Phil,Ph.D. |
| 14 | Mr. Gutte Madhav Prabhakar | Asst. Prof. | M.Sc. |
| 15 | Mr. Jamkar Vijayanand Manoharrao | Asst. Prof. | M.Sc. |
| 16 | Mr. Jige Sandipan Babasaheb | Asst. Prof. | M.Sc. |
| 17 | Dr. Sapate Dilip Ramnath | Asst. Prof. | M.Sc. |

| 18 | Dr. Gaur Sandeepsingh Rajkumarsingh | Asst. Prof. | M.Sc.NET,Ph.D. |
|----|-------------------------------------|-------------|----------------|
| 19 | Dr. Patil Shashikant Ramdas | Asst. Prof. | M.A., NET,Ph.D. |
| 20 | Dr. Mote Ashok Namdevrao | Asst. Prof. | M.Sc.,Ph.D. |
| 21 | Dr. Ade Santosh Ramchandra | Asst. Prof. | M.A.,SET,Ph.D. |
| 22 | Dr. Ghuge Maroti Madhavarao | Asst. Prof. | M.A., NET,Ph.D. |
| 23 | Mrs. Natkar Sangita Sheshrao | Librarian | M.Lib., M.Phil. |
| 24 | Mr. Pawar Subhash Bhama | Asst. Prof. | M.Sc.,M.Phil. |
| 25 | Dr. Sonwane Prashant Tukaram | Asst. Prof. | M.Sc., Ph.D. |
| 26 | Mr. Suryawanshi Vijay Digambarrao | Asst. Prof. | M.Sc., M.Phil. |
| 27 | Dr. Devkar Bhausaheb Sonaji | Asst. Prof. | M.A., Ph.D. |

## 6.3.3 Examination and Evaluation

- Examination and Evaluation process is strictly in accordance with the rules and regulations laid down by the Examination department of Dr.Babasaheb Ambedkar Marathwada University, Aurangabad.
- Changes in examination and evaluation are made as per the university decision
- College conducts snap tests and internal exams
- The quality of teaching and learning is also assessed on the basis of the results
- Principal pays surprise visits to observe the teaching learning process in the class rooms and laboratories
- oral feedback of the teaching is also taken from the students and parents
- Quality of the teaching – learning process is evaluated by taking feedback from parents , students through suggestion box and feedback form.

## 6.3.4 Research and Development

- College motivates research work for doctoral and post doctoral research.
- It promotes teachers for fellowship, FDP and MRP etc.
- Teachers are always encouraged to participate in seminars, conferences and workshops.
- UGC has sanctioned Minor Research Projects to two faculties.
- Two faculties are research guides of Chemistry and History.
- Management provides all possible infrastructural and instrumental facilities to the faculty and researchers

Following Faculty members are Research Guide

| Sr. No. | Name of Faculty | Subject | University |
|---------|-----------------|---------|------------|
| 01 | Dr. R. K. Pardeshi | Chemistry | Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, MS, India |
| 02 | Dr. R. S. Dhaye | History | Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, MS, India |

Following Faculty members are pursuing their Ph.D.

| Sr.No. | Name of Teacher | Subject |
|--------|-----------------|---------|
| 1 | Mr. Awchar Gajanan Rajaram | Political Sci. |
| 2 | Mr. Gande Sundarrao Vitthalrao | Commerce |
| 3 | Mr. Jaybhaye Pramod Krishnarao | English |
| 4 | Mr. Samag Sunil Vyankatesh | Sociology |
| 5 | Mr. Gutte Madhav Prabhakar | Chemistry |
| 6 | Mr. Jige Sandipan Babasaheb | Botany |

| 7 | Mr. Sapate Dilip Ramnath | Physics |
| 8 | Mr. Ade Santosh Ramchandra | Hindi |
| 9 | Mr. Pawar Subhash Bhama | Botany |
| 10 | Mr. Suryawanshi Vijay Digambarrao | Zoology |

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

- The college has a spacious library with 1800sq.ft , it has one reference section, one circulation section & one Reading Room, and the seating capacity is 125
- Computerization of Library has been done
- Internet facility for teaching, non-teaching staff and students.
- Library is updated by purchasing various books and library software's.
- additional grants are made available to purchase necessary equipments

### 6.3.6 Human Resource Management

- The institution strictly follows the rules and regulation laid down by the Maharashtra State University Act and the affiliating university for the recruitment of new posts in teaching, non-teaching and technical staff.
- The institution prefers highly qualified, qualitative and skilled Human Resource.
- The administration is fully decentralized and functional autonomy is given to the head of respective department.
- Regular feedback is taken from the stakeholders and necessary suggestions are conveyed to the concerned.

### 6.3.7 Faculty and Staff recruitment

- The institution strictly follows the rules and regulation laid down by the University Act, Maharashtra State Government and the affiliating university for the faculty and staff recruitment.
- The college follows transparency in recruitment
- The recruitment advertisement is displayed on the university portal and it is also published in university news, national and regional newspapers.
- The applications of the candidates are scrutinized and the affiliating University appoints a selection committee which comprises of management members, Principal, government nominee, Vice-Chancellor's nominee, two subject experts and head of the department of concerned subject.
- After scrutinizing the application forms , call letter are dispatched to the candidates for interview
- The most eligible candidates are selected and the list of selected candidates is displayed on college website

### 6.3.8 Industry Interaction / Collaboration

The strategy of the institution is to collaborate and interact with the industry and the following steps are taken in this regard:-
- Organized orientation and training programmes for self employment through DIC, MITCON etc.

6.3.9    Admission of Students

| | B.A. | | | B.Com | | | B.Sc | | | M.A. | | M.Com | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| I | II | III | I | II | III | I | II | III | I | II | I | II |
| 111 | 86 | 74 | 17 | 18 | 34 | 74 | 68 | 56 | 22 | 09 | 12 | 08 |
| **Total -  589** | | | | | | | | | | | | | | |

- The College follows  the norms laid down by  the university for admission
- It  follows  reservation policy in admissions
- College follows transparency in admission.
- Admission date is displayed on the college website and notice board.
- The merit list is displayed on college notice board.

6.4 Welfare schemes for

| | |
|---|---|
| Teaching | Group insurance scheme of LIC <br> • College gives assurance to the loan disbursing agency on behalf of the employee for home, vehicle  and educational loan. <br> • Felicitation of staff's meritorious students <br> • Free admission for the first child of employee |
| Non teaching | Group insurance scheme of LIC <br> • health check up camps for the staff <br> • Felicitation of staff's meritorious students <br> • Free admission for first child of employee <br> • Interest free advances during emergency. |
| Students | • Govt. of India scholarship. <br> • Book Bank |

6.5    Total corpus fund generated     -

6.6    Whether annual financial audit has been done?  Yes  ✓   No ☐

6.7    Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | University | Yes | Management and IQAC |
| Administrative | Yes | Govt. | Yes | Management and Chartered Accountant |

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

For UG Programmes    Yes ☐    No ✓

For PG Programmes    Yes ☐    No ✓

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

- Examinations are conducted according to university norms.
- College conducts internal tests
- Photo copies of the answer books are provided on  students' demands  .
- The schedule of examinations is displayed in advance.
-  Internal examinations are conducted properly.

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

The affiliating university has a provision for autonomy

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

- The college has an active Alumni Association  which comprises of President, Secretary and Treasurer
- The college organises get-together programmes of Alumni
- The association also felicitates the meritorious students.
- Provides monetary assistance to the needy, poor and financially Backward Class students for their education.
- The distinguished alumna Ashwini Bhalekar and Sambhaji Tangde invited on College Foundation Day

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

- '*Palak Melava'* (Parent Meet) is organised.
- College has appointed a Public Relation Officer (PRO) to maintain the record of students and communicate their academic performance to their parents
- Feedbacks are collected from parents on the academic issues of the students and college.
- A programme was organised for the meritorious  students from nearby schools and colleges and they were felicitated
- Organised an orientation programme for parents 'counselling

**6.13   Development programmes for support staff**

- College designed various programmes for support staff such as Yoga, Stress Management, Skill Development and Personality Development.
- This year college organised Computer skills training programme for support staff in Janauary-2013.
- Computer department organised training programme for the support staff

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

- The college takes following initiatives for  **eco-friendly campus**
- **Energy conservation:**
- Solar energy is used for college office
- Proper care is taken to save electricity by timely maintenance of the wiring and electrical equipments.
- CFL bulbs, fluorescent tubes, and energy efficient equipments are used
- The college building has adequate ventilation , so in day time there is  minimum use of electrical appliances like fans and tubes,natural light helps in  energy  conservation

**Carbon neutrality:**  the college takes following measures for carbon neutrality
- The  green campus helps in neutralizing the emitted  carbon

**Plantation:**
- The college is well aware of the hazardous effect of environmental pollution and global warming
- The college campus has a large number of green and shady trees
- 2/3 area of college is under trees
- 'Clean Campus- Green Campus' programme is organised and followed throughout the year.
- Trees planted on the two sides of the college entry pathways..
- 30 saplings are planted in campus.

**Waste Management**:The college takes following measures in liquid, solid and e-waste management .

- The College disposes of its biodegradable waste.
- Vermicomposting pits or composters are used to make organic manure.
- 'Plastic Free Zone' Campaign is organised and has brought down the usage of disposable plastic goods to the minimum
- The liquid waste of washrooms is discharged in a proper way and also used in watering the plants
- The College promotes use of eco-friendly phenyl for general cleaning purposes.
- Precautions are taken to avoid spills or accidental releases of contained liquids in laboratories.
- Non-working computers, monitors and printers and scrap are discarded on a systematic basis.
- The useful parts of discarded waste are kept aside for future use.
- The College also conduct **waste audit** of its campus

## Criterion – VII

### 7.    Innovations and Best Practices

7.1    Innovations introduced during this academic year which created a positive impact on the functioning of the institution. Give details.

> **Feedback System:**
> - The college has a mechanism of student's feedback.
> - The college analyses the stakeholder's feedback through a committee.
> - Further course of action is taken on the feedback analysis
>   - Research atmosphere is promoted by constituting a research committee
>   - DIC and MCED organised student counselling and career guidance and self employment courses for students.
>   - Used the available  infrastructure and learning resources for community development
>   - Involved learners in diagnosing their own needs for learning

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

> - Reconstituted the IQAC
> - Provided equipments for Botany, Chemistry and  Zoology laboratories
> - Facilitated infrastructure for computer lab
> - Submitted the proposal for Minor Research Projects under UGC Scheme
> - Facilitated the faculty in receiving Research Guideship .
> - Encouraged participation of students in cultural and other activities
> - Promoted faculty for attending Orientation/Refresher Course.
> - Organised sports tournaments and training camps.

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

BEST PRACTICES

# Practice-I

Title: **Talent Hunt**

**Context of Initiation:**

   The quest for multidimensional development of students becomes the requisite for initiation of this practice.

**Goals**

**Following are  the objectives of this practice:**
- All round development of students.
- To prepare students for intra and inter college competitions.
- To prepare students for zonal and inter-zonal youth festivals.
- To facilitate students to emit best talent out of them.

**Practice:**

   There is hidden talent in students and to acquaint them with their talent college organized activities like debate and quiz competition, poem recitation, poster making, and rangoli etc. These activities comprise of curricular, co-curricular and extracurricular activities. The spirit of healthy competitiveness is developed among students. The winners in college competitions are sent to the intercollegiate competitions. So the spirit of competition, excellence and winning becomes a way for pursuing towards multi dimensional development.

**Obstacles:**

Unavailability of judges from outside campus Strategies Adopted:

The sports, culture, drama, theatre study and acting and the language club play important role in organizing the activities, the Principal constitutes various committees and the faculty members perform great job in accomplishing the responsibilities.

**Impact of the Practice**

- The overall impact, which we have observed are as follows:
- Prepared students for accepting challenges
- Development of   spirit of healthy competitiveness among students is developed
- Student teacher interaction  facilitated
- Extensive use of reference books in the library for preparing events by students.
- Proper utilization of extra time
- All round development of students
- Active participation of each student in various activities.
- Novelty
- Different co curricular activities helped to recognize  students talent in a particular field
- Gave boost to students confidence

**Resources required**

- Library
- Student, staff, principal interaction
- Seminar Hall
- Sound system

# Practice II

**Title:  Morning Assembly**

**Objectives:**

- To inculcate spirit of patriotism
- To develop discipline among students.
- To develop sense of togetherness

**Context of Initiation:**

- Inculcation of spirit of patriotism and discipline among students  have initiated this practice

**Practice**

- To acquaint students with the sacrifices of the freedom fighters and to develop a sense of brotherhood  ,togetherness,unity , and fraternity .
- For the development of our motherland the feeling of patriotism and love for fellow citizens is must .This practice played major role in developing punctuality among students because attendance is compulsory .All the students stand in the college ground for morning assembly.  The national anthem is followed by a short speech by faculty and students, news reading, principal announcements and directives.

**Obstacles:**

- Some students come by state run buses as well as private vehicles they don't come in time
- The condition of roads don't allow them to attend the morning assembly in time
- Initial hesitation of the students to participate and stage fear

### Strategies Adopted:

- The faculty motivate each and every students for their attendance in morning assembly. This task works as remedy for above mentioned obstacles.

### Impact of the Practice

- Developed punctuality among students
- Students got opportunities to present themselves before audience through speeches.
- Developed stage courage among students

### Resources required

- Sound system

7.4    Contribution to environmental awareness / protection

> - **Green campus-clean campus** drive is undertaken and run by students and staff of the college participated in it
> - Tree plantation programme is organised in the nearby villages.
> - Rallies are organised to state the importance environment protection

7.5    Whether environmental audit was conducted?   Yes   ✓   No ☐

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

## SWOC

**S -**    1.  Most of the faculties have doctoral degrees.

2.  Eco friendly campus.

3  Direct communication with faculty, staff, and administrators

**W** -    1 Dropout rate.

2 Less ICT based learning resources.

**O** -    1.  Competitive Exam Study Center sensitized students for job opportunities

2.  Better career prospects due to language lab.

**C** -    1.  Less awareness among students about cross cutting issues.

2.  Unemployability of students

8.    **Plans of institution for next year (2013-14)**

- To upgrade infrastructure
- To encourage faculty for more quality based research.
- To introduce services for helping the nearby village during natural calamities
- To Introduce ICT based learning for all classes.
- To start self defence classes for girls.
- To introduce Yoga classes.

Name : Dr. S. R. Gaur                                            Name: Dr. R. K. Pardeshi

PRINCIPAL
Sant Ramdas Arts.,comm & Science
College Ghansawangi Dist.Jalna

_____                    _____

Signature of the Coordinator, IQAC                    Signature of the Chairman, IQAC

*Annexure-I*

## Academic Calendar 2012-13

| Sr. No. | Duration | Programme | Total working days |
|---------|----------|-----------|--------------------|
| 1. | 21/06/2012 – 02/07/2012 | Admission | 12 |
| 2. | 02/07/2012 – 20/10/2012 | Teaching | 90 |
| 3. | 22/10/2012– 27/11/2012 | Exam | 13 |
| 4. | 29/11/2012 – 16/03/2013 | Teaching | 90 |
| 5. | 18/03/2013 – 30/04/2013 | Exam & Assessment | 33 |

**Actual Teaching Days – 180**

**Actual Working Days – 238**

*Annexure-II*

## Feed Back Analysis

**Brief Report on Feedback Analysis on Teaching**

Collecting feedback has been a routine practice of IQAC. The feedback is taken for all programmes conducted in the college. The feedback is taken once a year for all programmes.

The following are the components of student feedback:

- Covering of syllabus,
- effectiveness of teacher,
- teachers communication skills,
- use of audio visual skills,
- availability of teacher beyond normal classes'
- content of curriculum'
- lab facilities,
- library, internet facilities
- co-curricular and extra- curricular activities

The students are asked to answer in yes no type apart from this, the students also asked to give numbers from 1 to 5 where '5" being Excellent and '4' being Very Good,3 being Good,2 being Average and 1 being Below Average.

IQAC prepared a detailed time table for execution of this programme. A circular is issued by IQAC regarding the procedure on 'How and When to Conduct the Feedback".

IQAC assessed and analysed the received Feedback.

The results are discussed with the Principal. Wherever improvement is needed, an Interaction meeting is organized along with the Teacher(s) and Head of the Department to discuss the feedback to seek improvement in teaching. Efforts taken by teachers(s) to enhance the quality of their teaching are also appreciated.

The following are the results of the feedback for the year 2012-2013.

- Most of the teachers have covered the entire syllabus
- some teacher(s) have poor communication skill(s) and unable to deliver systematically in class.
- Some students asked for the use of audio visual aids in teaching
- Students are satisfied about library services and internet
- Students are also participated in, co-curricular extra -curricular activities However, overall efforts made on teaching in classroom and method and content of deliverables have been appreciated by the students

However, most of the students are satisfied and gave appreciable numbers in their feedback. An Analysis of the feedback forms reveals that general perception of the students about the college, teaching & non teaching staff and the facilities offered. Overall impression of the students shows that students rated excellent to all the above mentioned points.

*Annexure-III*

## ACTION TAKEN REPORT (ATR), 14 August 2013

Following the 1st cycle of accreditation by the NAAC Since internal quality touches all units and aspects of operationalization of the College as a Higher Education Institution, an extended internal IQAC has been envisaged with representatives across the spectrum of the core units of the College. The mandatory IQAC (Core Committee) has been constituted with representation of the Governing Body, the peer community, alumna, parent and student, and is an extension of the Internal IQAC. The Internal IQAC meetings have been envisaged on a frequency that will enable reporting, stock-taking, roadmap and course-correction in a time bound manner,

Meetings have been held on 28 June 2012, 16 Aug. 2012, 07 Jan. 2013, 01 May 2013.

(i)     The goals and methodologies defined in the meeting are being implemented. The AAR report is circulated to the external members of the IQAC along with the Minutes of IQAC. The NAAC report which has indicated the areas for improvement has also been considered.

(ii)    The College held a very successful Open Day for admission aspirants, and gave wider publicity to the College's curricular and co-curricular programs and extracurricular activities. Importantly, it promoted interaction with stakeholders.

(iii)   A successful Parents Interaction with the College Administration is organised on 20 July 2012, and attended by approximately 200 parents.

(iv)    Infrastructure:
   a) Provided amenities in College.
   b) Construction of college compound wall
   c) Upgradation of laboratories
   d) Library Extension
   e) Refurnishing of Computer Lab
   f) Renovation of Classrooms.
   g) Numbering of Rooms rationalized to streamline and facilitate allocation on Time Table.
   h) Alumna Association has initiated the process of networking and registration.
   i) Collaboration of Alumnae with College activities.

(v)     Teaching-Learning Initiatives
Innovative use of Multi Media is made in teaching learning.

(vi)    Teaching and Evaluation
   a. Group Evaluation involving students.
   b. Tutorial Assignments are given to students.

(vii)   Result Analysis Undertaken

(viii)  Environment Consciousness
   a. Swacchata Campaign and Outreach including neighborhood schools
   b. Waste Management
   c. Flora and trees
   d. Plastic free campus is followed.

(ix)    Institutional Social Responsibility
   a. Voluntary work Camp in College Campus
   b. Student Career Counseling in nearby Schools.
   c. Organized gender sensitisation programmes

(x)     Library activities
Library is updated and computerized

(xi)    Sports Department Activities and achievements
Encouraged students participation in sports activities

(xii) Extension Activities

    a) NSS – organized programmes on literacy, gender sensitization, road safety, environment and sanitation.

    b) Lifelong learning and extension and commerce department organized career counseling programmes and training session.