

**Mahatma Gandhi Vidyamandir's
Arts, Science and Commerce College, Manmad.
Dist. : Nashik (M.S.) 423104**



**The Annual Quality Assurance Report (AQAR) of the IQAC:
(2017-18)**

Submitted to:

National Assessment and Accreditation Council.

P.O. Box No. 1075. Opp: NLSIU, Nagarbhavi,

Bangaluru - 560 072 (India)

**M.G.Vidyamandir's Arts, Science and Commerce College, Manmad. Dist :
Nashik (M.S.)**

**The Annual Quality Assurance Report (AQAR) of the IQAC
For the year 2017 - 18**

Part - A

1. Details of the Institution

1.1 Name of the Institution

M.G.V's, Arts, Science and Commerce
College, Manmad. Dist:Nashik (M.S.)

1.2 Address Line 1

Vivekanand Nagar ,Chandwad Road,
Infront of HP Petrol Pump

City/Town

Manmad

State

Maharashtra

Pin Code

423104

Institution e-mail address

manmad_college@rediffmail.com

Contact Nos.

02591 222342; 02591 226650

Name of the Head of the Institution:

Prin. Dr. B.S. Jagdale

Tel. No. with STD Code:

02591 222342

Mobile:

09011027602

Name of the IQAC Co-ordinator:

Dr. Devram Gopal Jadhav

Mobile:

+919423546598

e-mail address:

dgjadhav2009@gmail.com

1.3 NAAC Track ID :

MHCOGN 10405

1.4 NAAC Executive Committee No. & Date:

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

EC(SC)/05/RAR/042,
Dated 03.03.2015

1.5 Website address:

www.mgv.org.in/manmadcollege

Web-link of the AQAR:

http://mgv.org.in/manmadcollege/download
/AQAR2017_18.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	--	2003	2003-2008
2	2 nd Cycle	A	3.05	2014	2015-2020

1.7 Date of Establishment of IQAC:

03/09/2004

1.8 AQAR for the year:

2017-18

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

➤ AQAR of the year 2016-17 submitted to NAAC on 20-12-2018.

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC: Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution: Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phy Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

1.13 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
- 2.2 No. of Administrative/Technical staff
- 2.3 No. of students
- 2.4 No. of Management representatives
- 2.5 No. of Alumni
- 2.6 No. of any other stakeholder and community representatives
- 2.7 No. of Employers/ Industrialists
- 2.8 No. of other External Experts
- 2.9 Total No. of members
- 2.10 No. of IQAC meetings held
- 2.11 No. of meetings with various stakeholders:

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year?

Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Two meetings were held with IQAC members.
- Encouraging faculties for organize seminars and conferences.
- Encouraging faculty to present research papers in peer reviewed journals
- Infrastructural Development and Use of ICT.
- Applying for various UGC schemes.

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
Organization of seminars and conferences	02 seminars were sanctioned and conducted by the departments of life science and Chemistry on 10 th to 13 th January 2018. About 53 participants and 49 students were attended and most of them presented research papers.
Registration of alumni Association	The related documents are collected and submitted to Charity Commissioner Office, Nashik
Database for Management Information System.	The data is collected and submitted on the portal of All India Survey of Higher Education in scheduled time period.
Submission of AQAR to NAAC office for the year 2017-18.	Data is demanded from faculty by providing formats and compiled by IQAC.
Updating of college website.	Data collection and website updating work is in progress
Publication of research papers in peer reviewed and e-journals.	23 research papers has been published by faculty members in Peer reviewed, Non peer reviewed, e-journals and conference proceedings
University Grants Commission Schemes	Applied for the three courses under Community College and two courses under Bachelor of Vocational to University Grants Commission, Delhi.
Proposal submission for UG and PG Courses.	Govt. of Maharashtra and Savitribai Phule Pune University has sanctioned 01 UG Course T.Y.B.Sc. Botany and 03 PG courses M.A. English, M.A. Economics and M.Com. in Business Administration.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate any other body

Provide the details of the action taken

The plan of action prepared by IQAC is submitted to the management for approval. The management has considered the need of students and college and approved the proposal to start UG and PG courses as well as to purchase the equipment.

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	03	--	--	--
UG	03	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	06	--	--	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	No. of Programmes
Semester	UG : 04 & PG : 12
Trimester	--
Annual	07

1.3 Feedback from stakeholders* Alumni Parents Employers

Students (*On all aspects*)

Mode of feedback : Online Manual Co-operating schools

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

----- No -----

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

----- No -----

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	14	17	00	00

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		Total	
R	V	R	V	R	V	R	V	R	V
14	1.5	17	00	00	00	00	00	31	1.5

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	15	11	15
Presented Papers	04	02	17
Resource Persons	00	0	06

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

- Use of ICT, E-journals, E-books and You tube Lectures by using K-yan system

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

226

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

- Online question papers method has been started by Savitribai Phule Pune University for UG and PG courses.

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

--

2.10 Average percentage of attendance of students

80 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	115	1.74	19.13	21.74	1.74	44.35
B.Com.	80	3.75	7.5	22.50	8.75	42.50
B.Sc.	53	5.66	13.21	13.21	7.55	39.63
M.A.	11	27.27	27.27	18.18	9.09	81.81
M.Com.	08	25	25	50	00	100

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

- **Teaching plan:** Academic calendar is prepared at the beginning of academic year. It mentions in details about the activities to be conducted during the year. Teachers prepare the teaching diary and record month wise and weekly teaching plan.
- **Monitoring teaching -Learning :** teaching learning is monitored by the IQAC and Head of the Departments.
- **Bi-annual Academic Audit:** IQAC and some expert teachers visit the departments twice a year and check and verify teaching learning process. They also suggest improvements if required to the teacher in teaching -learning process. Academic audit is conducted at end of the each academic terms
- **Feedback:** 'Students' feedback on teacher' is taken at the end of the academic year. It helps to improve teaching learning process. IQAC has prepared a feedback - questionnaires. After receiving feedback, it is analysed and communicated to the concerned teachers through Heads of the Departments.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
courses	01
UGC – Faculty Improvement Programme	00
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	00
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	--
Others (Short Term Courses)	00

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	31	04	--	--
Technical Staff	--	--	--	--

Criterion - III

3. Research, Consultancy and Extension

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

The College authority has appointed one Academic Research Coordinator and one UGC Coordinator to promote the research activities among the staff and students.

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	00	03	03	00
Outlay in Rs. Lakhs	00	562000	562000	--

3.4 Details on research publications

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

- 03 faculty members have presented Research papers in International Conferences.
- 04 faculty members have presented Research papers in National Conferences.
- 04 faculty members have presented Research papers in State level Conferences.
- 14 faculty members attended 29 International, National and State level seminars and conferences

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	03	UGC	562000	00
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	03	UGC	562000	00

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

ii) Without ISBN No.

- Dr. D.G. Jadhav (Vice Principal) Published Book on “Biodiversity: Research Perspectives and Innovative Approaches” by Sahitya Sagar, Publisher, Yashoda Nagar, Kanpur with ISBN 978-93-82234-45-6.
- Dr. Shailaja Jaiswal published chapter in Book “Hindi Kahanime Nari Vimarsh” with ISBN 978-93-82409-243

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	02	00	00
Sponsoring agencies	--	--	BCUD, Pune	--	--

- Department of Chemistry organised State level seminar on "Innovative Trends and Practices in Teaching Chemistry: on 11th & 12th January 2018.
- Department of Life Science organised State level seminar on "Innovative Trends and Challenges in Life Sciences: A Biotechnological Approach" on 9th & 10th January 2018.

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

3.13 No. of collaborations: International National y other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
05	--	01	04	--	--	--

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 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
 NCC NSS Any other

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

- HIV Test for students organised on 14th August 2017.
- Workshop on cybercrime and women empowerment organised on 13th Sept. 2017
- Special Winter Camp organised at Daregaon from 14th to 20th December 2017.
- Rally was organised on AIDS Awareness on 5th December 2017.
- Students Personality Development Programme organised on 12th February 2018.
- Workshop on “Nirbhaya Kanya Abhiyan” organised on 14th February 2018.
- Three days lecture series on ‘Dnyan Vidnyan Vachan Chalwal’ organised from 25th to 27th September 2017.
- Three days Dr. Babasaheb Jaykar Lecture Series organised from 9th to 11th October 2017.
- In association with Manmad Municipal Corporation rally on ‘Protect The Environment’ was organised on 12th January 2018.
- State level seminar organised on “Emerging Trends and Innovative Practices in Teaching Chemistry” on 10th to 11th January 2018.
- State level seminar organised on “Emerging Trends and Challenges in Life Science: A Biotechnological Approach” on 12th to 13th January 2018.
- One day Senior Citizen Camp organised on 10th February 2018.
- ‘Swayam Prabha Award’ is distributed on International Women’s Day on 8th March 2018.
- 130 students participated in various sport activities like Cross country, Yoga, Chess, Cricket, Handball, Football, Wrestling, Weight Lifting, Cycling and Kabbadi.
- 15 students selected for Inter-zonal competitions in different sport activities.
- Wrestler Sachin Surnar won “Khandesi Kesar Kusti Competition” held at Jalgaon.
- 12 NCC cadets recruited in Indian Army.

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	5.8 acre	--	--	5.8 Acre
Class rooms	13	00	Management	13
Laboratories	06	00	--	06
Seminar Halls	01	00	Management	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

- Office automated with Vridhhi software in respect of online admission.
- Use of N-List, Infilbnet online resources by faculty members

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books and	9789	1132291	45	8760	9834	1141051
Reference Books	32450	3128856	312	101178	32762	3230034
e-Books	3135000 +	5750	3135000+	5750	3135000+	5750
Journals	72	19901	24	14821	72	14821
e-Journals	6000+	5750	6000+	5750	6000+	5750
Digital Database	02	-	-	-	02	-
CD & Video	30	8900	-	0	30	8900
Others (News Papers)	13	14559	02	583	02	15142

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	00	Yes	04	01	12	08	--
Added	--	--	--	--	--	--	--	--
Total	25	00	--	04	01	12	08	--

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

- College has subscribed N-List, Inflibnet online resource, through which Id and password is provided to the faculty members for accessing online literature of various subject

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.50
ii) Campus Infrastructure and facilities	--
iii) Equipments	--
iv) Others	--
Total :	0.50

Criterion - V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has developed a mechanism to support the student's difficulties of Bus Services, Scholarships and open access of Library.

5.2 Efforts made by the institution for tracking the progression

Feedback mechanism is practiced.

5.3 (a) Total Number of students:

UG	PG	Ph. D.	Others
1241	41	--	--

(b) No. of students outside the state

00

(c) No. of international students

0

Men: 621 (48.44%)

Women: 661 (51.56%)

Last Year						This Year					
Gen	SC	ST	OBC (VJNT & SBC)	Physically Challenged	Total	Gen	SC	ST	OBC (VJNT & SBC)	Physically Challenged	Total
594	215	09	594	00	1412	437	225	22	598	-	1282

Demand ratio: 100

Dropout: 02%

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

➤ Special classes for competitive examinations are conducted regularly.

No. of students beneficiaries

60

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

----- Nil. -----

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

- Women Grievances Committees working in our college.
- In order to redress sexual harassment complaints of women employees and girls at work place, the committees work and take immediate actions against the concerned.
- Interactive session on Sexual Harassment and self-defence, camp along with SPPU for female students.

5.9 Students Activities

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

State/ University level National level International level

- 130 students participated in various sport activities like Cross country, Yoga, Chess, Cricket, Handball, Football, Wrestling, Weight Lifting, Cycling and Kabbadi.
- Miss Prajakta Khalkar participated in All India Inter-University Weight Lifting competition held at Savitribai Phule Pune University.

- Mr. Pratik Jadhav selected as baller in TPL Cricket by Azaruddin Academy.
- Wrestler Sachin Surnar won “Khandesi Kesar Kusti Competition” held at Jalgaon.

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government (BC & EBC)	834	33,35,872.00
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The devotional motto of the institution is "Bahujana Hitay Bahujana Sukhay" (Benefit and Prosperity of Majority People). Our pioneer Late.Karmaveer Bhausaheb Hiray a great educationist, clearly signifies "To strive for academic excellence" by exploring the potentialities of economically and socially weaker sections of the society by providing them opportunities to face global challenges.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- **University Curriculum:** The College is affiliated to Savitribai Phule Pune University and it follows the syllabi developed and revised by the Board of Studies of University.
- **Teacher's participation in syllabus framing workshop:** Teacher participate in the workshops held on the curriculum development and revision, in which they give some valuable suggestion derived from the students' feedback taken on curricula.

6.3.2 Teaching and Learning

- Academic calendar and teaching plan are prepared at beginning of each academic year.
- Use of ICT and other of teaching methods Lecture , GD, Student's Seminar, Experiment method,
- Industrial visits, Study Tours, Demonstration and project based learning,
- Monitoring teaching by IQAC, IQAC Meeting with HoDs, suggestion for improvement in teaching to respective teachers through Principal.
- Feedback: Students feedback on teachers and suggestions for improving teaching.

6.3.3 Examination and Evaluation

- Continuous assessment through test, tutorials, practical and orals.
- University Exam and evaluation pattern is followed.
- Centralized Term End Exam for Arts and Commerce stream.
- Semester pattern for UG Science & Choice based credit system for PG courses.
- Provision for Photocopying of answer papers.
- Rechecking and revaluation system of answer books is available.

6.3.4 Research and Development

- Academic Research Coordinator is appointed for smooth conduction of research activities.
- Research Committee for internal assurance of research related activities.
- Promoting faculty to undertake minor and major research projects.
- Duty leave, Infrastructural facilities: Library, Computer Lab., ICT are available for researchers.
- Provided Id and password to access inline literature through N-List INFLIBNET to all faculty members.
- Encouraging students to carry out research and participate in Research Competition like Avishkar organized by Savitribai Phule Pune University

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library has its independent software. Computers and internet facility is expanded to staff and students.
- Separate Library wing along with reading room facility for 50 students is available.

6.3.6 Human Resource Management

- Workload Distribution:
- Time management
- Assignment of Duties of Co-curricular, extra-curricular and extension activities
- Involvement in research and field activities
- Distribution of work responsibilities of teaching and non-teaching staff
- Committees comprising of chairperson and members monitors and manages different academic and administrative responsibilities.

6.3.7 Faculty and Staff recruitment

- Recruitment of faculties are done by Institution.

6.3.8 Industry Interaction / Collaboration: ----- Nil. -----

6.3.9 Admission of Students

- Online admission facility is provided to students.
- Office is atomized for smooth and efficient working.
- Library issues computerised Identity cards to the students.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> ➤ Provident Fund for Staff. ➤ Loan facility for housing and child education
Non-teaching	<ul style="list-style-type: none"> ➤ Provident Fund for Non-teaching Staff. ➤ Loan facility for housing and child education.
Students	<ul style="list-style-type: none"> ➤ Poor Boys Fund ➤ Earn and Learn Scheme for economically backward student ➤ Book bank facility ➤ Students' Insurance

6.5 Total corpus fund generated

Rs. 4872/-

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	Management
Administrative	--	--	Yes	Management

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?

- Online Question papers are provided by the University of Pune.
- All circulars, notices, Schedules are being made online by the University.
- Bar-code system has been introduced.
- Credit and Semester System has been introduced for PG Level.
- Online marks filling for Internal Exams has been introduced.

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

-----Not Applicable-----

6.11 Activities and support from the Alumni Association

Participation in various academic and cultural activities

6.12 Activities and support from the Parent – Teacher Association

Feed back and suggestions

6.13 Development programmes for support staff

Staff credit society and loan facility

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

Through Tree plantation, Plastic Free Zone and Swachhata Abhiyan

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.

Online admission Process

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

- Online admission effectively implemented so that the work get paperless, data get stored.
- The college has started new Course T.Y. B.Sc. Zoology at special level.
- Feedback from students on syllabus revision was taken, analysed and communicated.
- Increased use of ICT, E-Journals, E-Books, Video Lectures and development of E content etc.
- Examination and Evaluation reforms as per the University norms are adopted.
- IQAC conducted meetings with teachers, students and takes feedback related with teaching learning process. Recent trends in various subjects are incorporated to make teaching & learning effective.
- 02 faculty members were benefitted during the year through Refresher Course, and Orientation Program.

- 09 faculty members presented papers in International, National and state level seminars and Conferences..
- 11 Research Papers in Peer review journals, 04 in Non-peer review journals, 04 in e-journals.
- Department of Chemistry organised State level seminar on “Innovative Trends and Practices in Teaching Chemistry: on 11th & 12th January 2018.
- Department of Life Science organised State level seminar on “Innovative Trends and Challenges in Life Sciences: A Biotechnological Approach” on 9th & 10th January 2018.
- Under the Extra Mural Board, Department of Marathi organised different Lecture series for Senior Citizens on various topics.
- The Dept. organised field visits of UG students.
- Parents - Teachers meet was organised for the constructive feedback.
- The Department of Politics organised and college celebrated ‘The Constitution Day’ by taking an Oath.
- The dept. of Mathematics celebrated PI day and National Mathematics day. On these occasions, lecture series and poster presentation competition were organised.
- Significant number of textbooks, reference books, e-books, journals, digital database purchased during the year for the fulfilment of students’ as well as staff’s needs.
- Women’s grievance cell, students’ welfare cell and vishakha committee are working in our college in order to redress sexual harassment complaints of girls and working employees and to take immediate action against the concerned.
- 834 students during the year received scholarship of Rs. 33,35,872/-
- The Department of Social Welfare of the college has organised Nirbahy Kannya Abhiyan for girl on 14st February 2018.
- **Sports**
 - ❖ The college has sports advisory committee which constantly encourages players of the college. There is a provision of scholarship and fees concession for sports students.
 - ❖ Miss Prajakta Khalkar was participated in the event of Weight Lifting at University level.
 - ❖ 130 students participated in various sport activities like Cross country, Yoga, Chess, Cricket, Handball, Football, Wrestling, Weight Lifting, Cycling and Kabbadi.
 - ❖ 15 students selected for Inter-zonal competitions in different sport activities.
 - ❖ Wrestler Sachin Surnar won “Khandesi Kesar Kusti Competition” held at Jalgaon.

➤ N.S.S.

- ❖ N.S.S. celebrated World Environment Day, Independence day, Republic day, Teacher's Day, International Literacy day, World AIDS day, World Human Right day, National Youth day, World Women's day, Hutatma Din during the year.
- ❖ Blood Donation Camp organised on 1st August 2017.
- ❖ Cleaning campaign organised on Mahatma Gandhi Birth Anniversary on 2nd October 2016.
- ❖ Organisation of 'Special Winter Camp' at daregaon during the period 14th - 20th December 2017.
- ❖ Workshop organised on Cyber Security and Women Empowerment on 13th September 2017.

➤ N.C.C.

- ❖ NCC celebrated the Republic day, Independence day, Hutatma Din, Sadbhavana Divas, NCC day during the year.
- ❖ Students passed the 'B' & 'C' cert. examination during the year.
- ❖ 2nd Oct. 2017 on the Day of Gandhi Jayanti, NIC carried out "Clear Mission"
- ❖ NCC Cadets celebrated 'Yog Day' on 21st June 2017.
- ❖ 12 cadets are selected in Indian Army.

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

- Sharing of Infrastructure to develop Spirituality and Value Education
- Automation of the office work for accuracy and precision.

**Provided in Annexure I*

7.4 Contribution to environmental awareness / protection

One of the primary objectives of the college is to sensitise students on environmental issues and to motivate them to promote ecological justice and sustainable development. The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation and waste management.

- Rain water harvesting
- Garden Development
- Energy efficient lighting
- Waste management (Composting and Vermicomposting)
- Safe disposal of laboratory wastes
- Sensitising the public on environmental issues and reaching out to the community on working towards environmental protection
- Project works to S.Y.B.A./B.Com/ B.Sc. students on environmental issues
- Installation of 10 KW Grid Roof Solar System to fulfil requirement of electricity.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (For example SWOC Analysis)

❖ **Strengths :**

- Setting vision and mission for realization of objectives to uplift society and enrich academic life to boost research and value based education.
- Establishment of a committed IQAC enhancing quality of education.
- Feedback mechanism helps realize stakeholder's perception.
- ICT helps library with INFLIBNET making latest world knowledge available at the fingertips of the teachers.
- Representation of the college and its faculty in university decision making academic bodies enabling modification and enrichment of course contents and evaluation systems.
- Implementation of Research attitude among the faculty members by arranging visits of expert scholars in workshops/ seminars.
- Interwoven curricular, co-curricular and extra-curricular student engagement with meritorious outcomes- University ranks, Merit scholarships, higher recognitions of NCC and NSS.
- Continuously engaged in philanthropic activities such as organizing Rallies, Outreach programmes, empowering the downtrodden masses.
- Unstinted support of the Institution for career planning and bestowing infrastructural facilities to enrich higher education.
- Guidance and contact centre of Yashwantrao Chavan Maharashtra Open Univeristy, Nashik.

- Publication of texts and reference books as well as research papers by the faculty.
- Participation and presentation of research papers in the National and International conferences.
- Book Bank and Poor Boys Fund Schemes for needy, poor and deserving students.
- Students participation in the conferences, seminars, workshops, sports, essay writing, debating competition etc.
- Preparation of monthly and term-wise teaching plan by teachers.
- Conducting extension activity by N.C.C. cadets, N.S.S. volunteers and students.
- The college infrastructure spreads over 4.19 acres in the forms of play ground, well equipped library, ventilated class rooms, gymkhana etc. cater to the needs of students.
- Staff credit Co- operative society of the sister institution providing short term loan.
- Prominent position held by alumni.
- Group insurance scheme for the staff and the students.
- The availability of basic UG and PG courses gives students option to shift from one course to another.
- Awareness about national integration, equality, humanism and societal values is created among students through cultural activities.
- Personal academic and self employment oriented counselling for students.
- The institution organizes professional as well as welfare programmes for the staff.

❖ **Weaknesses :**

- To get autonomous status.
- Manmad city is facing a very critical problem of the scarcity of water as it comes under the drought prone area. Even getting drinking water once in a fortnight span is cumbersome.
- The rural stratum of students is basically very weak in using English language.
- Economically weak students constraining access to variegated fields of higher education and majority of the parents belong either to the farmers or labourers lacking awareness about higher education.

❖ **Opportunities :**

- Adopting economically students by a teacher.
- To make central computer facility available.
- To develop Water Harvesting System.
- For female students courses in jewellery making, fashion designing, personality development are to be started in afternoon time to maximize the utilization of infrastructure.
- To start PG courses in Arts, Commerce and Science faculties.

❖ Constraints/Challenges :

- Funds Paucity is the root of all constraints, infrastructure involving huge funds stalled due to inadequate grants.
- Being an aided college with fixed governmental fee structure, the institution compelled to find other sources for infrastructural and development activities.
- Economically weak students as well as the students whose parents are engaged in transferrable jobs are helpless to continue higher education leading to dropout cases in the institution.

8. Plans of institution for next year

❖ Looking Ahead: Future Plans :

- To start M.Sc. Chemistry programme.
- Publishing National/International papers by all Departments.
- Philanthropic initiatives to expand the project 'Saathi' to collect the orphans from railway junction and place them into orphanage.
- Research canters for P.G. departments like Marathi, Hindi, English, Economics and Commerce.
- More e-learning content in library.
- Motivate staff to undertake Major and Minor Research Projects.
- To organize National and International conferences.
- To take more community oriented developmental programmes.

**Mahatma Gandhi Vidyamandir's
Arts, Science & Commerce College, Manmad. Tal. Nandgaon, Dist. Nashik**

ACADEMIC CALENDER FOR 2017-18

JUNE 2017	<ul style="list-style-type: none">• Meetings of all Heads of the departments with Principal to discuss Result, Annual Working Plan, Time Table, Formation of Various committees for functioning the programmed• Admission process• Meetings of non-working staff for allotment of work• Meeting of all working staff with Principal for understanding their difficulties, Views, demands, Annual requirements, and Lab. requirements.• Meeting of Principal, Vice Principal and NAAC coordinator.• Planning for Tree plantation.• Admission follow-up, free ship form, Scholarship form notification and information to students.• International Yoga Day• Social Justice Day
JULY 2017	<ul style="list-style-type: none">• Distribution of work for Extra Curricular Activities• 3rd July Lokanete Vyankatraoji Hiray Punyatihti.• Selection of students for Earn & Learn schemes.• Book bank openings by issuing books by the hands of Principal to poor students.• Meeting for submission minor research projects, regarding proposals of seminar, workshop, conferences, symposium, debating, various contests, other activities and tournaments• N.S.S. Students selection.• N.C.C. Cadet selection..• Inauguration of Soft skill Programme.• Commencement of sport activities.• IQAC Meeting.• Result of postgraduate students.• Submission of AQAR to NAAC• World Population Day• National Sports Day

AUGUST 2017	<ul style="list-style-type: none"> • Science forum lecture. • 15th August Flag Hosting. By Principal. • N.C.C. N.S.S. & Voluntarily Blood donation camp. • Eligibility camp. • Organization of study tour. • Special Lecture by eminent personality. • Lecture for communication skill development. • Monthly working practical follow up by college authority. • Examination form fills up. • Principal and absent students parent meeting. • World Peace Day
SEPTEMBER 2017	<ul style="list-style-type: none"> • Syllabus completion feedback. • Teacher's day: In the memory of Dr. Sarvapalli Radhakrushana. • Meeting of Examination Chairman and Principal to discuss Term end and internal examination preparation. • Hindi Divas: Poem competition, Essay Competition, Elocution Competition. (Department of Hindi). • College NAAC core committee meeting. • Selection of students for Intercollegiate & Inter Zonal Sports Competition. • Meeting of Quality Improvement Programmed. • Special invited guest lecture for Hindi and Marathi postgraduate students. • Seminar and Chemiad Competition. • Extra Mural Board: Lecture Series. • Selection of N.C.C. Cadets for Proposed training programme. • Selection of N.S.S. Candidates for Proposed Winter Camp. • NSS Day. • World Superstition Eradication Day.

OCTOBER 2017	<ul style="list-style-type: none"> • 2nd October Mahatma Gandhi Vidyamandir Foundation day. Flag Hosting by Principal. • Lecture series on staff academy. • Submission of student's feedback form, Syllabus completion report, to be completion report and internal assessment mark list. • Participation in Teacher approved camp and stamping pattern. • Organization of October practical examination. • Back log students examination and Semester examination. • Environment Project allotments to the S.Y. Arts, Science and Commerce students. • Term end Meeting. • Human Rights Day and National Integration Day
NOVEMBER 2017	<ul style="list-style-type: none"> • NSS Special Winter Camp • Constitutional Day • Children Day • NCC Day
<ul style="list-style-type: none"> • Diwali Vacations • Teacher may participate in central assessment programme in Vacation as a part of evaluation. • Celebration of Karmaveer Bhausaheb Hiray Birth Anniversary on 8th Nov. 2017 	

<p>DECEMBER 2017</p>	<ul style="list-style-type: none"> • Meeting of Heads with faculty members • Planning for commencement of Environmental Awareness Course • Regular working of 2nd term.N.S.S. Camp. • Personality development programme for students. • Interdisciplinary activities. • Declaration of results. • Meeting of examination department to prepare results. • Sports winter tournaments. • Soft skill weekly lecture. • Review on progress of environment projects. • Review of Research activities and minor research project by Principal. • Submission of report regarding seminar, National and International conference participation. • Meeting of Quality assurance committee for review submission report by teacher. • 30th December Renuka Aaji Bhausahab Hiray Jayanti. • Equality Day
<p>JANUARY 2018</p>	<ul style="list-style-type: none"> • Organization of Seminar , Conference, Workshop, Symposium. • Meeting with authority for success the seminars. • Meeting for organization of annual social gathering. • Submission of examination forms. • NAAC committee meeting • Magazine committee meeting. • Notification for students to submit articles, Photograph of events and other things for magazine printing. • Annual Social Gathering • 26th January Flag hosting • Study tour (Geography, Botany and Zoology Department). • Science day celebration • Departmental Oral, Vivo, Seminar of students. • Hutatma Divas

FEBRUARY 2018	<ul style="list-style-type: none"> • Reporting and feedback of students participated in other colleges and Universities • 10th Feb. University Foundation Day • 17th Feb. Renuka aji Punyatithi • 18th Feb. Chatrapati Shivaji Maharaj Jayanti • Motivation camp for students to participate in intercollegiate and interuniversity Competition. • Observance of syllabus completion. • Theoretical and Practical Oral. • Internal Practice test and tutorial. • Meeting of students councils. • Preparation of examination. • Meetings of Heads and Examination Chairman. • Collection of Manuscripts of internal examination. • National Science Day.
MARCH 2018	<ul style="list-style-type: none"> • 1st March Bhausahab Hiray Jayanti • Journal and tour report Submission. • Environmental Project Submission and examination. • Practical examination. • Evaluation of Teacher by students. • Student's feedback submission. • Teachers syllabus completion report • Commencement of F.Y. /S.Y./T.Y. and Backlog exam. • International Women's Day • World Customer Day • World Handicapped Day
APRIL 2018	<ul style="list-style-type: none"> • Internal senior supervisor allotment. • Allotments of junior supervisors for University exams.. • Examination and Central assessment or assessment starts • Dr. Babasaheb Ambedkar Jayanti. • Laboratory and library dead stock stock check-up (Dead Stock). • Future requirement follow-ups. • Examination and Evaluation. • Examination and Evaluation. • 24th April Loknete Vyankatrao Hiray Jayanti • Term end Meeting. • 1st May: Maharashtra Din Flag Hosting. • World Health Day.

Best Practice- 01**Title of Practice: Sharing of Infrastructure to develop Spirituality and Value Education****Goals:**

- To create harmony among different religions.
- To extend fraternity & Unity.
- To develop spiritual values.

Context:

In this techno-savvy age, it's a dire need to come together & communicate with each other. The materialistic attitude is developing day by day rapidly in the society. India is the only one Country on the globe for sharing its precious spiritual values and cultures. So our institution (College) implemented this practice 'Infrastructure & Social Responsibility to make aware & develop the value, spirituality & to create harmony fraternity & Unity among the people of different religions.

Practice:

The institution is very much conscious about social responsibility. The Institution provide Hall for Satsang activities to 'Raddhe Swami Satsang Group'. The Institution provides all the facilities as per their need. Once in a week on Sunday the 'Raddhe Swami Satsang Group' organizes Satsang in the hall provided by institution. Hundreds of people taking benefit of this Satsang in a week.

Evidence of success :

This best practice offers the people of different areas of town, cities and religions gather. It helps to develop & impart the spiritual values and heals body as well as mind of the people of all around. Due to this the participants eager to know the activities run by our institution and curious to get information regarding it. In this way the institution extend (offers) help to the Raddhe Swami Satsang Group & shares social responsibility willingly.

Problems Encountered:

The college is situated in the area which is facing a very critical problem of the scarcity of water as it comes under the drought prone area. Supply of proper sufficient water to the programme of Satsang is not possible. The young generation is not attracting to such Satsang Programmes.

BEST PRACTICE - 02

Title of the practice: Automation of the office work for accuracy and precision.

Goal:

The goal of the practice is to bring ease and efficiency in the office work. It is also to maintain accuracy and accountability of the office work. It is to make office more transparent and increase its accessibility. It is eco-friendly practice that aims at making office work paperless and thus save the environment.

Context:

Office work is very strenuous. It is difficult to create record and maintain it. Moreover, the record is of different types and is maintained at different levels. It creates redundancy in the work. Thus office work is laborious and time consuming. One cannot expect complete accuracy in the office work as there remain number of human errors. As there is less transparency in the documentation, there is lot of scope for malpractices. It is also very difficult to maintain physical data in the form of papers and files and after certain period of time it has to be discarded. To overcome all these limitations of the office work and to make it more systematic and organized, we have opt for office automation.

Practice:

For office automation, we have installed software called “Vriddhi” software. It has proved to be highly useful in the admission process especially in the enrolment of the students. This software can make the process of classification simplified and we can easily make the classification of the recorded data i.e. preparing students list caste wise, category wise, medium wise, stream wise, gender wise and subject wise. There is automation of complete admission process and fee- structure too. It can maintain fee register and can provide information of the pending fees in shortest possible time. The special feature of this software is that the source data is created in a very accurate manner. Once it is created, the same data can be shared in the library, exam section, scholarship section etc. It saves lot of time and efforts of the office staff. Moreover, one can easily retrieve the information even after a long time.

Evidences of Success:

1. It has saved lot of paper work.
2. Office is equipped with updated, systematic data which can be accessed and retrieved any time.
3. It has minimized number of human errors in exam work and made it well organized.

Problems Encountered:

Installation and maintenance of the software is expensive matter. It also requires skills and training to operate the software. Sometimes it is a challenge to create accurate source data.



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Co-ordinator

I.Q.A.C.

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Dr. B.S. Jagdale

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PRINCIPAL

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