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

The Annual Quality Assurance Report (AQAR) of the IQAC (2015-16)

Submitted to:

National Assessment and Accreditation Council. Banglore, Karnataka.(capuaqar@gmail.com)

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 2015 -16

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

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. Harish P. Adke

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/AQAR2015_16.pdf

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC: 03/09/2004

1.8 AQAR for the year: 2015-16

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

➢ AQAR 2014-15 submitted to NAAC on 12-02-2016.

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)* | Savitribai Phule Pune University |

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 | 06 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01 |

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

2.7 No. of Employers/ Industrialists | 00 |

2.8 No. of other External Experts | 00 |

2.9 Total No. of members | 11 |

2.10 No. of IQAC meetings held | 02 |

2.11 No. of meetings with various stakeholders: | 01 |

Non-Teaching Staff Students | 01 | Alumni | 01 | Others | 00 |

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

Yes | ✓ | No | |

If yes, mention the amount | Rs. 3,00,000/- |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 01 | International | 00 | National | 00 | State | 00 | Institution | 01 |

(ii) Themes | Role of Individual in Post NAAC Process |

2.14 Significant Activities and contributions made by IQAC

> - Organization of Seminars/Conferences.
> - Encouraging faculties for applying Minor Projects.
> - Encouraging students to participate in Research oriented 'Avishkar' Competition organized by S.P. Pune University.
> - Infrastructural Development and Use of ICT.
> - Applying for various UGC schemes of XIIth plan.

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
1. To motivate departments to organize State and National level conferences.	The Depts. of Botany, Zoology and Chemistry, Dept. of Economics and the Dept.of Commerce organized state and National level conferences in the year 2015-16.
2. To continue soft-skill development programme.	Soft skill development programme implemented successfully.
3.To motivate teachers to apply for research projects	Three teachers have applied for research projects and get sanctioned by BCUD, SPPU, Pune.
4.To promote teachers for faculty development programme.	Three teachers have completed short term course under faculty development programme.
5 To develop structured feedback mechanism	The improved feedback mechanism is implemented
6. To start new principle subject in zoology	College has applied to Govt. of Maharashtra and S.P. Pune University to start Zoology as principal subject at T.Y.B.Sc. level

2.15 Whether the AQAR was placed in statutory body   ✓   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 new subject and to purchase the equipments.

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	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.

> Revision of Syllabus of S.Y.B.A./B.Com./B.Sc. has made by Board of Studies of Savitribai Phule Pune University.

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

> Continued Competitive Examination Centre

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	13	18	00	00

2.2 No. of permanent faculty with Ph.D. 14

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
13	02	18	00	00	00	00	00	31	02

2.4 No. of Guest and Visiting faculty and Temporary faculty 01   01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	15	04	15
Presented Papers	15	16	17
Resource Persons	00	00	01

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

> ➢ Use of ICT, E-journals, E-books and You tube Lectures

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

$\boxed{218}$

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

> ➤ MCQ and Online exam Examinations started by Savitribai Phule Pune

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop $\boxed{--}$

2.10 Average percentage of attendance of students $\boxed{80\ \%}$

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.	129	06	18	21	09	00
B.Com.	71	00	09	15	27	00
B.Sc.	40	02	02	02	03	00
M.A.	12	04	01	03	00	00
M.Com.	06	04	01	00	00	00

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

> ➤   Meetings with teachers, students.
> ➤   Taking feedback related with teaching learning process.
> ➤   Motivating teachers to make the use of ICT and new technology.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	02

UGC – Faculty Improvement Programme	02
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	01
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	01
Others	--

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	35	03	--	--
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

> College has appointed Academic Research Coordinator And 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	05	00	00
Non-Peer Review Journals	--	--	--
e-Journals	--	01	--
Conference proceedings	02	01	03

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. ☐ 01 ☐   Chapters in Edited Books ☐ 03 ☐

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	--	01	02	00	03
Sponsoring agencies	--	BCUD Pune	BCUD, Pune	--	--

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

3.13 No. of collaborations: International [--]   National [--]   Any other [01]

3.14 No. of linkages created during this year [--]

3.15 Total budget for research for current year in lakhs :

From funding agency [5.62]   From Management of University/College [00]

Total [5.62]

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
03	--	02	01	--	--	--

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

02
02

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 | 08 | State level | 02 |

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 | 01 |

NCC | 05 | NSS | 04 | Any other | 01 |

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

- ➢ Celebration of World Yoga Day on 21st June.
- ➢ Cleaning Campaign on 14th August and 25th January.
- ➢ Participation of cadets to control crowding in fun fairs.
- ➢ Road Safety Campaign and Disaster Management Programme.

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 (≥ 1-0 lakh) during the current year.	08	01	BCUD Pune	09
Value of the equipment purchased during the year (Rs. in Lakhs)	625000	94500	BCUD, Pune	719500
Others	--	--	--	--

4.2 Computerization of administration and library

- ➢ Office automated with Vridhhi software in respect of online admission.
- ➢ Software Book Smith V2.1 is used for library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books and	9075	1006526	525	100705	9600	1107231
Reference Books	32015	2959772	272	103614	32290	3063386
e-Books	97000+	5000	97000+	5000	97000+	5000
Journals	65	25507	07	4800	72	30307
e-Journals	6000+	5000	6000+	5000	6000+	5000
Digital Database	1	-	1	-	1	-
CD & Video	30	8900	0	0	30	8900
Others (News Papers)	13	16317	13	14286	13	14286

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	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.)

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

4.6 Amount spent on maintenance in lakhs :

i) ICT   1.21

ii) Campus Infrastructure and facilities   --

iii) Equipments   0.94

iv) Others   7.08

Total :   **9.25**

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, open access of Library and free access of Wi-Fi.

5.2 Efforts made by the institution for tracking the progression

Feedback system

5.3 (a) Total Number of students:

UG	PG	Ph. D.	Others
1383	53	--	--

(b) No. of students outside the state   00

(c) No. of international students   0

Men: 802 (55.84%)   Women: 634 (44.16%)

Last Year						This Year					
General	SC	ST	OBC (VJNT & SBC)	Physically Challenged	Total	Gen.	SC	ST	OBC (VJNT & SBC)	Physically Challenged	Total
477	209	39	710	01	1436	370	265	21	756	00	1412

Demand ratio: 100   Dropout: 03%

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

Remedial coaching and special classes for competitive examinations are conducted regularly.

No. of students beneficiaries   120

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

College has career and counselling centre through which the Students are guided regularly

No. of students benefitted   80

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
.... Nil			

5.8 Details of gender sensitization programmes

A campaign of Beti Bachao Abhiyan is conducted by women empowerment cell.

5.9 Students Activities

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

State/ University level   18   National level   00   International level   00

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)	957	20,72,135/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level $\boxed{--}$ National level $\boxed{--}$ International level $\boxed{--}$

Exhibition: State/ University level $\boxed{--}$ National level $\boxed{--}$ International level $\boxed{--}$

5.12   No. of social initiatives undertaken by the students $\boxed{02}$

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 $\boxed{\text{Yes}}$

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

6.3.1 Curriculum Development

> Faculties being BOS Member contributed in Syllabus revision at University Level. Various faculties also participated in syllabus restructuring workshops in various colleges.

6.3.2 Teaching and Learning

> Teachers were undertaken innovative teaching practices like PPTs by using projectors.

6.3.3 Examination and Evaluation

> Timely followed as per University norms, incorporated credit system at PG Level and Online submission of exam forms.

6.3.4 Research and Development

> There is increase in number of research publications and books. Participation in seminar/ conferences/ symposium/ workshop is increased. Number of Minor Research Project increased

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Library has its independent software. Computer and internet facility is expanded to staff and students.

6.3.6 Human Resource Management

> Under the IQAC, Development programs for Faculty members are systematically planned and conducted.
>
> - Faculty members attend orientation programs.
> - Faculty members are motivated to acquire additional qualifications
> - Faculty members are encouraged to present and publish papers in international and national forums.
> - Faculty serve as resource persons in other institution and organisations.
> - Committee approach to management¬ The College has various committees comprising of chairperson and faculty members team¬ which monitors and manages different academic and administrative responsibilities.
> - Representation of teaching and non-teaching staff in all committees / bodies.
> - The College grooms leadership at various levels through
>   - o Vice–Principal o Controller of Examinations o Academics¬ Student affairs
>   - o Heads of departments o Administrative head with support staff

6.3.7 Faculty and Staff recruitment

Recruitment is done by Institute.

6.3.8 Industry Interaction / Collaboration

....

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	--
Non teaching	--
Students	--

6.5 Total corpus fund generated

Rs. 5740/-

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.

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

--

6.11 Activities and support from the Alumni Association

Feed back and 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

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.
>
> ➢ Student of SY and TYBSc participated in Avishkar Research Competition held at Chandwad College, Dist. Nashik .

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

> ➢ Automation of the office work for accuracy and precision.
> ➢ Green Campus-Clean Campus.

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

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
> ➢ Herbal garden
> ➢ 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

7.5 Whether environmental audit was conducted?   Yes ☐ ✓   No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT 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.
> ➢ Lush green plants are grown inside campus for pollution-free and eco-friendly green and clean campus.

- 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 center of Yashwantrao Chavan Maharshtra 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 and their Republic Day pared at New Delhi.
- 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.
- Learning oriented teaching and remedial programmes are conducted for the downtrodden.
- Personal academic and self employment oriented counselling for students.
- The institution organizes professional as well as welfare programmes for the staff.
- Healthy practices such as Clean Campus-Green Campus, H B Testing of girl students.

- ❖ *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 enforce Remedial Teaching more effectively.
  - ➢ 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.
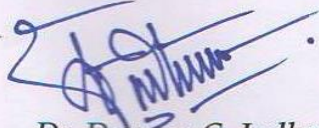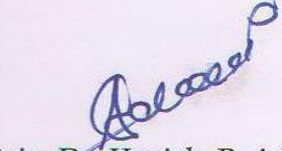 - ➢ To start pg courses in Arts, Commerce and Science faculties.

- ❖ *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 B.Sc. Zoology programme.
  - ➢ Publishing National/International papers by all research Departments.
  - ➢ Philanthropic initiatives to expand the project 'Saathi' to collect the orphans from railway junction and place them into orphanage.
  - ➢ P.G. programmes in English and Geography and Research canters for Marathi and Hindi P.G. departments.
  - ➢ 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.

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Annexure – I

ACADEMIC CALENDER FOR 2015-16

3rd Week :June 2015	- 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 - Actual 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.
4th Week : June 2015	- Laboratory and Library infrastructure cleaning camp, electricity check-up, and water supply check up. - Stationary literature, chocks, duster, files distribution to all departments.
1st Week :July 2015	- Actual working start. 3rd July Lokanete Vyankatrao Hiray Punyatihti. - Lecture series on Environmental issue. S.Y.B.A.,B.Com.,B.Sc. - Appointment of Environment programme Coordinator and expert teacher.
2nd Week :July 2015	- Roll. Number, Library card issuing, Identity card issuing, Learning resources issuing, reading hall issuing start. - Work and Learn schemes students' selection and book bank openings by issuing books by the hands of Principal to poor students.
3rd Week : July2015	- 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..
4th Week : July 2015	- Inauguration of Soft skill Programme. Lecture on current issue. - Commencement of sport activities. - NAAC Meeting. - Eligibility form issuing. - Result of postgraduate students. - Staff Academy, Alumni, Commerce Mandal, Wang Maya Mandal, Science Forum Inaugurations - Learning and working follow-up.

1st Week: August 2015	• Guest Lecture on Biodiversity. • Soft skill lecture. • Science forum lecture.
2nd Week: August 2015	• Raksha Bandana function. • 15th August Flag Hosting. By Principal. • N.C.C. N.S.S. & Voluntarily Blood donation camp. • Eligibility camp.
3rd Week: August 2015	• Study Visit. • Special Lecture by eminent personality. • Lecture for communication skill development (Students point of view). •
4th Week : August 2015	• Monthly working practical follow up by college authority. • Examination form fills up. • Principal and absent students parent meeting.
1st Week : September 2015	• 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. • Class room interaction activities.
2nd Week : September 2015	• Selection of students for Intercollegiate &Inter Zonal Sports Competition. • Invited Stalks, Virtual working. • Soft skill lecture for students. • Meeting of Quality Improvement Programmed.
3rd Week : September 2015	• Regular working follows up. • Special invited guest lecture for Hindi and Marathi postgraduate students. • Internal Inspection of Department.
4th Week : September 2015	• Botanical excursion. • Seminar and Chemiad Competition. • Internal Examination. • Meeting of Quality improvement Propgramme. • Selection of N.C.C. Cadets for Proposed training programme Camp. • Selection of N.S.S. Candidates for Proposed Camp.
1st Week : October 2015	• 2nd October Mahatma Gandhi Vidyamandir Foundation day. Flag Hosting by Principal. • Lecture series on staff academy, soft skill, Science forum, Commerce Mandal, Literature Mission and Environment.

2nd Week : October 2015	• Guest lecture Working work review. • Submission of student's feedback form, Syllabus completion report, to be completion report and internal assessment mark list. • Efforts of extra lecture. • Participation in Teacher approved camp and stamping pattern.
3rd Week : October 2015	• Regular working as well as working review by self. • Practical Journal Submission. • October practical examination.
4th Week :October 2015	• Working periods adjusted accordingly examination schedule. • Back log students examination and Semester examination. • Regular postgraduate working. • Environment Project allotments to the S.Y. arts, science and commerce students. • Term end Meeting. •
• Diwali Vacation: 1st Nov. 2015 to 30th Nov. 2015. • Teacher may participate in central assessment programme in Vacation as a part of evaluation. • Celebration of Karmaveer Bhausaheb Hiray Birth Anniversary on 8th Nov. 2015	
1st Week : December 2015	• Meeting of Principal with staff members • Meeting of Principal with staff members • Meeting of Heads with faculty members • Planning for commencing Environmental Awareness Course • Regular working of 2nd term.N.S.S. Camp. • Arrangement of Study tours. • Personality development programme for students. • Interdisciplinary activities.
2nd Week : December 2015	• Declaration of results. • Meeting of examination department to prepare results and for conclusion. • Sports winter tournaments. • Guest lectures. • Soft skill weekly lecture.
3rd Week : December 2015	• Review of environment project. Progress report of Project. • Seminar for T.Y.B.Sc. Students M.Com. and M.A. students. • Observance of regular activities.
4th Week: December 2015	• Meeting of Quality improvement programme. • Review of Research activities if any and feed of output of miner research project by Principal of college.

	• Submission of report regarding seminar, National and International conference participation, role in any competition, Paper presentation, Articles in National and International Journals. • Meeting of Quality assurance committee for review submission report by teacher. • 30th December Renukatai Bhausaheb Jayanti.
1st Week : January 2016	• Regular working. • Various competitions organized by departments for development of students personality: • Organization of District level/ State level / National level Seminar or Conferences if BCUD / UGC/ MST /CSIR / other funding institution sanctioned and sponsored • Meeting with authority for success the seminars. • Meeting for formation of annual social gathering committee. • Submission of examination form.
2nd Week : January 2016	• NAAC committee meeting • Magazine committee meeting. • Notification for students to submit articles, Photograph of events and other things for magazine printing. • Permission for different student's day by taking commitments and promise regarding discipline. • Observance of students and teachers activities. • Meetings for preparing Prize certificates, Shields, refreshments to students etc.
3rd Week : January 2016	• Annual Social Gathering • 26th January Flag hosting • Regular classes • Study tour (Geography, Botany and Zoology Department). • Science day celebration • Departmental Oral, Vivo, Seminar of students.
4th Week : January 2016	• Meeting of Quality improvement programme. • Collection of documents for IQAC.
1st Week : Feb. 2016	• Regular Working. • Regular practices and practices.
2nd Week : Feb.2016	• Reporting and feedback of students participated in other colleges and Universities • 10th Feb.University Foundation Day • 17th Feb. Renuka Tai Punyatithi • 18th Feb. Chatrapati Shivaji Maharaj Jayanti • Motivation camp for students to participate in intercollegiate. And interuniversity Competition.
3rd Week Feb.2016	• Observance of syllabus completion. • Theoretical and Practical Oral. • Internal Practice test and tutorial.

	• Meeting of Parents of absent students. • Special Lecture on Indian Economy Policy • Meeting of students councils. • Preparation of examination. • Meetings of Heads and Examination Chairman. • Collection of Manuscripts of internal examination.
4th Week Feb. 2016	• Internal Examination. • Lectures may be adjusted accordingly examination schedule.
1st Week : March 2016	• Regular lectures. • 1st March Bhausaheb Hiray Jayanti • Journal Submission. • Environmental Project Submission. • Environment Course examination. • Practical examination.
2nd Week: March 2016	• Revision of course if students demands. • Evaluation of Teacher by students. • Student's feedback form submission. • Teachers syllabus completion report
3rd Week : March 2016	• Examination Work. • PG Working. • Extra working for incomplete work.
4th Week :March 2016	• Start of F.Y./S.Y./T.Y. Backlog exam.
1st Week : April 2016	• Internal senior supervisor allotment. • Allotments of junior supervisors. • Appointment of members of internal squad. • Start of examination.
2nd Week : April 2016	• Examination and Central assessment or assessment starts (Evaluation processes). • Dr. Babasaheb Ambedkar Jayanti. • Laboratotary and library stock checkup.(Dead Stock). • Future requirement follow-ups.
3rd Week :April 2016	• Examination and Evaluation.
4th Week : April 2016	• Examination and Evaluation. • 24th April Loknete Vyankatrao Hiray Jayanti • Term end Meeting. • 1st Maharashtra Din Flag Hosting.

BEST PRACTICE - 01

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 "Vridhi" 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.

BEST PRACTICE – 02

Title of the practice: Green Campus – Clean Campus.

Goals: To create awareness among the students about conservation of plants and importance of environmental issues. To encourage the students for tree plantation & cleanliness

Context: It is the need of time to take care of our Green earth. Students should be aware of issues like Global warming, environmental protection & conservation. Plants are helpful in minimizing the Global temperature. Plants are important in absorption of CO_2 & release of O_2 in atmosphere, the gas O_2 plays a very vital role for leaving lives. The lectures organized on environmental issues, helped to create interest of students in protection of environment. Our college has implemented the practice Green Campus & Clean Campus.

Practice: The institution is conscious of its environmental responsibilities. The following actions are taken for great Clean Campus. The campus plants are trimmed and watered as per the need. The insecticide & weedicide sprayed as per the need. Polythene bags are strictly prohibited. Regular Trimming of Garden plants and Rose plants. Use me waste container for disposal of all types of waste.

Evidence of Success: due to this best practice our college campus has became one of the best in the region garnished by different types of plants, like Palms, Neem, Albezzia, Giliricidia, Ficus etc. We have cultivated Rose species in special Rose Garden for the beautification of the college campus. In the botanical garden we have cultivated some medicinal plants for regular study of science students. Due to Green Plants the aesthetic value of the campus has been increased.

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. In summer season the residents are getting drinking water once in a fortnight span. In such conditions it becomes very difficult to maintain the greenery of the campus.

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