

“Education Through Self Help”

Rayat Shikshan Sanstha’s
Arts, Science and Commerce College

A/P:-Mokhada ,Tal:- Mokhada,Dist:-Palghar -401604

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Annual Quality Assurance Report (AQAR)
of Internal Quality Assurance Cell (IQAC)
of the Institutions for the year 2014-15

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

Estd. : June - 1984



Principal

Dr.

(M.Sc., Set, Net, Phd)

"EDUCATION THROUGH SELF - HELP IS OUR MOTTO" - KARMAVEER
RAYAT SHIKSHAN SANSTHA'S

ARTS, SCIENCE & COMMERCE COLLEGE

(Central Govt. Sponsor + 2 Stage Vocational Education Course)

MOKHADA, Tal. : Mokhada, Dist.: Thane - 401 604

Founder - Padmabhushan Dr. Karmaveer Bhaurao Patil. D.Lit.

J. 16. 07. 002

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Ref. No. : 40/2015-16

To

The Director,

National Assessment and Accreditation Council,

Nagarbhavi, Bangalore - 560072.

Date : 22/6/2015

Subject:-Online submission of Annual Quality Assurance Report for the Year 2014-15.

Dear Sir,

We are herewith submitting soft copy of word file of Annual Quality Assurance Report for the Year 2014-15 of our college.

Kindly acknowledge it.

Thanking you.

Yours faithfully,

Principal
Arts, Science & Com. College
Mokhada, Tal. Thane

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Part-A

Institution Details

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2014-15

I.Details of the Institution

1.1 Name of the Institution

Rayat Shikshan Sanstha's
Arts, Science & Commerce College, Mokhada
Dist.Palghar

1.2 Address Line 1

A/p:-Mokhada

Address Line 2

Tal:-Mokhada

City/Town

Palghar

State

Maharashtra

Pin Code

401604

Institution e-mail address

asccmokhada@gmail.com

Contact Nos.

(02529)256628

Name of the Head of the Institution:

Dr. Mundhe E. S.

Fax:

(02529)256628

Mobile:

9422234344

Name of the IQAC Co-ordinator:

Asst. Prof. Bhave A. V.

Mobile:

7030457595

IQAC e-mail address:

asccmokhada@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

MHCOGN 15158

OR

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)

16th – 18th Dec. 2013

1.5 Website address:

www.asccmokhada.com

Web-link of the AQAR:

www.asccmokhada.com/downlo
ads/AQAR2014-15

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

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.21	2014	2019
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

15/01/2009

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

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central 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 U 2(f) UGC

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI(Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

University of Mumbai

1.11 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes

(specify)

UGC-COP Programmes

2.IQACComposition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

02

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and community representatives

00

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

00

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

No.

11

Faculty

05

Non-Teaching Staff Students

02

Alumni

02

Others

02

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

If yes, mention the amount

300000

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

In

0

tional

N 0 l

St 0

In 0 on Level

4

(ii) Themes

1. Disaster Management.
2. How to be a smart investor?
3. Competitive Examinations.
4. Personality Development.

2.14 Significant Activities and contributions made by IQAC

1. Conducted meetings of IQAC regularly.
2. Participation by teachers in Seminars, Workshops, Conferences.
3. Encouraged teachers for research work.
4. Provided statistical data to HRD Ministry, State Govt. UGC and University of .Mumbai as and when required.

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. Examination. 2...IQAC meetings. 3.Organisation of Guest Lectures 4.ExtracurricularactivitiesunderNSS, Cultural Activities andSports Activities 5.Work by Administrativecommittees	1.Conducted Examinations regularly and declaration of Results on time. 2.Helped for successfully conducting of college activities. 3.Benefited students by increasingtheir knowledge in various subjects. 4.Created social awareness among students, Increase in personality development, physical fitness of the students. 5.Achieved smooth functioning of college administration.

Note: - Attached Academic Calendar of the Academic Year 2014-15 as Annexure I.

2.15 Whether the AQAR was placed in statutory body Yes

Management State

Any other

LMC

Provide the details of the action taken

1. Smooth functioning of college administration. 2. Discipline.
--

Part-B

CRITERION – I

CURRICULAR ASPECTS

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PG	1	0	0	0
UG	3	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	4	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	00
Annual	00

1.3 Feedback from stakeholders*Alumni (On all aspects)

<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers/Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Mode of feedback: Online

M Co-operating Tools (for PEI)

No

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

Syllabus is revised by University of Mumbai. During the year syllabus is revised for Third Year B.A. and B.Com as per semester pattern by respective boards of studies of Mumbai University

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

NO

CRITERION – II

TEACHING,

LEARNING

& EVALUATION

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
08	07	01	0	0

2.2 No. of permanent faculty with Ph.D.

01

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
0	0	0	0	0	1	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

00	01	09
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	05	00
Presented papers	02	03	00
Resource Persons	00	01	00

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

1. Encouraged teachers for the improvement of teaching-learning process.
2. Evaluation of teachers and students after taking into consideration performance of the students in unit test and terminal examinations.
3. Motivated teachers to participate in seminar, conference, workshop etc. to update their knowledge and for the use of new technology.
4. Promoted the research and extension activities among the faculty members and students.
5. Conducted remedial coaching classes.
6. Arranged study tours and field visits.
7. Used internet for online study.
8. Organized Exhibition of new books for students.

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

187

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

Photocopy,
Double Valuation,
Moderation

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

00
01
03

2.10 Average percentage of attendance of students

91.00%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				Pass %
		Distinction %	I	II	III	
F.Y.B.A. Sem I	119	00	11	49	06	55.46
F.Y.B.A. Sem II	94	00	05	48	12	69.14
S.Y.B.A. Sem III	118	01	17	53	01	61.01
S.Y.B.A. Sem IV	105	01	20	64	10	90.47
T.Y.B.A. Sem V	99	00	12	33	15	60.60
T.Y.B.A. Sem VI	98	00	12	61	17	91.18
F.Y.B.Com Sem I	42	01	09	22	02	80.95
F.Y.B.Com Sem II	42	00	10	26	00	85.71
S.Y.B.Com Sem III	43	01	14	17	01	76.74
S.Y.B.Com Sem IV	43	02	11	25	01	90.69
T.Y.B.Com Sem V	19	02	11	02	02	89.47
T.Y.B.Com Sem VI	19	02	03	01	00	31.57
F.Y.B.Sc.Sem I	41	00	08	24	04	87.80
F.Y.B.Sc.Sem II	41	00	05	04	00	21.95
M.A.I Sem I	55	00	01	08	27	65.45
M.A.I Sem II	49	00	02	10	23	71.43

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

IQAC arranges workshop for staff and students for quality teaching and learning, use of Library facility, use of modern ICT in teaching and learning, discussion in staff meetings, Feedback from students at the end of every semester, parent's feedback, Feedback analysis and discussion in staff meetings.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	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	03	00	00	00
Technical Staff	00	00	00	00

CRITERION – III

RESEARCH,

CONSULTANCY

AND

EXTENSION

Criterion – III

3. Research, Consultancy and Extension

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

1. Encouraged faculty members to take on Minor and Major Research Projects of UGC and the University of Mumbai.
2. Encouraged to carry on the research for Ph.D.
3. Motivated faculty to participate in national and international seminars /workshops and training programs.
4. Developed research culture in the college.
5. Encouraged staff for writing research papers and presentation.
6. Arranged lectures under staff academy on research topics.
7. Purchased books on research methodology, paper writing and other related subjects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	02	00	03
Outlay in Rs. Lakhs	24,000	56,000	00	450000

3.4 Details on research publications

Particulars	International	National	Others
Peer Review Journals	5	2	-
Non-Peer Review Journals	-	-	-
e-Journals	1	-	-
Conference proceedings	2	-	-

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	00	-	00	00
Minor Projects	00	-	00	00
Interdisciplinary Projects	00	-	00	00
Industry sponsored	00	-	00	00
Projects sponsored by the University/ College	2013-14	Mumbai University	80,000	80,000
Students research projects	00	-	00	00
Any other(Specify)	00	-	00	00
Total	00	-	80,000	80,000

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

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 scheme
INSPIRE CE other (specify)

3.10 Revenue generated through consultancy: -Nil

3.11 No. of conferences organized by the Institution: -01

3.12 No. of faculty served as experts, chairpersons or resource persons **01**

3.13 No. of collaborations

International National University Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : Nil

From Funding agency From of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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
00	00	00	00	00	00	00

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 JRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level level
National level International level

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	College for	00	00		
NCC	NSS	Any other	00	08	05

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

Responsibility

1. Blood donation camp.
2. Road safety rally.
3. Voters awareness rally.
4. Competition on save girl child (Posters, essay, elocution).
- 5 Rally on save girl child.

CRITERION – IV

**INFRASTRUCTURE
AND LEARNING
RESOURCES**

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	8.6 acres	-	-	8.6 acres
Class rooms	9	-	-	9
Laboratories	3	-	-	3
Seminar Halls	1	-	-	1
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

1. Computerization of Administrative work regarding Admission. Scholarship, Examination and other student related work.
2. Computerization of Account work by using of Tally software.
3. Biometric attendance.
4. LAN sharing of Office, Library and Department Computers.
5. Use of Library Manager Software for Registration and issuing of books.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6,729	7,53,814	61	5,596	6,790	7,59,410
Reference Books	8,262	11,82,908	14	5,706	8,276	11,88,614
e-Books	80,409	5,000	00	00	80,409	5,000
Journals	30	18,000	-	-	30	18,000
e-Journals	3,828	5,000	00	00	3,828	5,000
Digital Database	-	-	-	-	-	-
CD & Video	53	15,089	00	00	53	15,089
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	35	1	5	-	-	1	4	3
Added	-	-	-	-	-	-	-	-
Total	35	1	5	-	-	1	4	3

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

1. Computer facility and Internet access to all department.
2. Internet access to all students through UGC network resource centre.
3. Training to office staff for use of computers in administration work with new software.
4. Online accession of University papers.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.50

ii) Campus Infrastructure and facilities

5.50

iii) Equipments

21.20

iv) Others

6.28

Total :

33.48

CRITERION – V

**STUDENT SUPPORT
AND PROGRESSION**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Given printed prospectus at the time of admission.
2. Notices displayed on notice boards.
3. Organized workshop, training programmes, group discussion and presentation for students.
4. Conducted counseling to students for competitive examination, placements and subject difficulties.
5. Guided students for using study material and ref. Books .

5.2 Efforts made by the institution for tracking the progression

1. Took Feedback from students at the end of academic year.
2. Engaged extra lectures for improvement in results.
3. Periodical test are conducted regularly.
4. Maintained record by college for placement of students.
5. Organised Parents meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
536	76	00	00

(b) No. of students outside the state

00

(c) No. of international students

00

\

Men

No	%

Women

No	%

Last Year					This Year				
General	SC	ST	OBC	Physically Challenged	General	SC	ST	OBC	Physically Challenged
05	25	485	51	566	11	34	501	67	613

Demand ratio

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

1. Workshop organized for students on competitive exam guidance.
2. Experts are invited from various fields.
3. Internet and Library resources are made available for the students.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="00"/>	JLET GATE	<input type="text" value="00"/>	AT	<input type="text" value="00"/>	<input type="text" value="00"/>
IAS/IPS etc	<input type="text" value="00"/>	State PSC	<input type="text" value="00"/>	C	Others	<input type="text" value="00"/>

5.6 Details of student counselling and career guidance

1. Workshop, seminars, guest lecturers organized.
2. Arranged Personal counseling to students for pointing out their potentials.
3. Displayed advertisements of competitive exams on notice board.
4. Guided students on specific subjects of competitive exams.

No. of students benefitted: -45

5.7 Details of campus placement

Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	00

5.8 Details of gender sensitization programmes

1. Celebrated of international women's day.
2. Organised Rally on save girl child awareness programme.
3. Organised Street play on save girl child.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

Particulars	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	610	8,96,075
Financial support from other sources	56	2,30,000
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level	00	National level	00	International level	00
Exhibition: State/ University level	00	National level	00	International level	00

5.12 No. of social initiatives undertaken by the students

05

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

CRITERION – VI

**GOVERNANCE,
LEADERSHIP AND
MANAGEMENT**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

To generate academic, scientific temper, physical, spiritual, social and cultural values among the students and to make them responsible citizens of the world.

MISSION

To impart higher education to downtrodden, tribal's with multifaceted aspects, excelling the human resources in broader perspectives of national and global context.

6.2 Does the Institution has a management Information System

1. To manage administrative work efficiently, computerized programme, hardware and software are used.
2. Display college events and important information through college website.
3. Important correspondence with University, UGC, HRD, State Government, Higher education and other departments are made through E-mail facility.
4. Submission of online Examination forms for university Examination.
5. Submission of online scholarship, pre-admission and registration.

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

6.3.1 Curriculum Development

1. The college is affiliated to university of Mumbai. Instructions of university are followed for Curriculum Development.
2. Syllabus for COC programme is prepared by our two faculty members.

6.3.2 Teaching and Learning

1. Use of ICT.
2. Language lab.
3. UGC Network Resource Centre.
4. Library resources.
5. Deputation to students for participation in seminar, workshop, training Programme organized by University and other Institute.

6.3.3 Examination and Evaluation

1. Our college is affiliated to University of Mumbai and Examination and Evaluation pattern of University of Mumbai has been followed.
2. At present credit based grading system has been followed.

6.3.4 Research and Development

1. Allocation of UGC funds as per sanction by UGC.
2. Provide infrastructure for minor and Major research Projects, Ph. D. and M. Phil .research
3. Institutional support for students for research field work.
4. Encourage research cultural amongst students through survey, questionnaire, discussion, Interviews etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

1. Providing Text books, Ref. Books, Magazines, journals to students.
2. Book bank facility, Inter library loan facility is available to staff and students.
3. Reading room facility is available for staff and students.

ICT

1. Language Lab.
2. Free internet service for students through UGC Network resource centre.
3. Reprography facility in the Library.
4. Online access to study material, CD's videos E-journals.

Physical infrastructure

1. Biometrics system.
2. Display for Notice Boards.
3. Clean water with water purifier.
4. Ventilated classrooms.

Instrumentation

Refrigerator -02
Microscope-20
Steam generator water bath-02
Dual trace oscilloscope with digital output-01
Hot air oven
Incubator-01
Spectrophotometer-02
Colorimeter-04
pH meter-06
Conductometer-02
Potentiometer-02
Electronic weighing balance-01
Autoclave-01
Electrophoresis-01
Power supply-02
Electronic kits-02

6.3.6 Human Resource Management

1. Provision of Grievance Redressal Cell, SC / ST Cell, Student Counseling Centre, Suggestion Box, Placement Assistance Cell, Discipline Committee, AntiRagging Cell, Women Cell, Health Centre, Information Centre.
2. Recruitment of Teaching and Non teaching staff as per sanction by University and State Government.
3. Encourage to staff for attending workshops, seminar, conferences at National, International and state level.
4. Fill up self appraisal forms from faculty at the end of every year.
5. Formation of various academic committees on the basis of human resourcemanagement.
6. Encourage staff for undertaking research projects.

6.3.7 Faculty and Staff recruitment

Rayat Shikshan Sanstha Satara recruits the best teachers which has passion in teaching. Recruitment of teachers is done strictly on the basis of the guidelines laid down by University Grants Commission, Maharashtra State Government and University of Mumbai.

6.3.8 Industry Interaction / Collaboration

1. Inviting professional experts like CA, ICWA for guidance.
2. Inviting experts from industries.
3. Collaboration with NGO's, Hospitals, Educational Institutes.
4. Industrial visits, field work.

6.3.9 Admission of Students

1. Advertisement through handouts, physical visits to nearby education institutes.
2. Printed admission prospectus with admission forms, I card forms with detailed profile of the college before starting of new academic year.
3. Formation of Admission Committee, help desk.
4. Counselling to students for selection of subjects.
5. Display of admission circulars received from University, Govt. regarding reservation rules and policies.
6. Followed admission process as per University schedule strictly.
7. Prepared a merit list on the basis of merit.
8. Transparency in admission process through display of merit list.

6.4 Welfare schemes

Teaching and Non teaching Staff	<p>1.Rayat Sevak cooperative Bank</p> <p>There are various loan facilities made available to our employees by Rayat Sevak Co-operative Bank Ltd Satara and Laxmibai Bhaurao Patil Shikshanottejak Patpedhi.</p>																				
	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Sr.No</th> <th style="text-align: center;">Type Of Loan</th> <th style="text-align: center;">Maximum LoanAmount In Rs</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>General loan</td> <td style="text-align: center;">11,00,000</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Emergency loan</td> <td style="text-align: center;">3,00,000</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Festival loan</td> <td style="text-align: center;">1,00,000</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Housing loan</td> <td style="text-align: center;">40,00,000</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Higher Purchase loan</td> <td style="text-align: center;">1,00,000</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Education Loan</td> <td style="text-align: center;">5,00,000</td> </tr> </tbody> </table> <p>There is also Laxmibai Bhaurao Patil Shikshanottejak loan facility provided for the further education for an employees.</p> <p>2.Staff welfare committee : For the welfare of staff and faculty various programmes are arranged. To greet faculty member on the auspicious occasions</p>	Sr.No	Type Of Loan	Maximum LoanAmount In Rs	1	General loan	11,00,000	2	Emergency loan	3,00,000	3	Festival loan	1,00,000	4	Housing loan	40,00,000	5	Higher Purchase loan	1,00,000	6	Education Loan
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	<p>3.Staff-Academy The teachers from college as well as experts from other institutes deliver the lectures on interdisciplinary subjects. It enhances the knowledge of the faculty.</p> <p>4.Ladies welfare Committee : The committee arranges the health awareness programmes and lectures creating legal awareness of ladies and girl students.</p> <p>5.Sevak Welfare Fund : For the staff, Rayat Shikshan Sanstha Satara runs Sevak- welfare fund-scheme.</p> <p>6.Kutumb Kalyan Yojana : For the staff of Rayat Shikshan Sanstha Satara runs Kutumb Kalyan Yojana.</p>
Students	<p>1.SC/ST/OBC Welfare Cell, students counseling and grievance redressal cell.</p> <p>2. Group insurance. Health centre, Recreational and sports facilities.</p> <p>3.Scholarship to All reserve category candidates by Central, State Government University, HPCL.</p> <p>4.Transport facility through State Transport by providing documents for concession.</p> <p>5. Book bank facility to needy students.</p> <p>6. Participation in Extracurricular activities.</p> <p>7. Banking facilities through Nationalized Banks.</p> <p>8. Remedial coaching for weaker students.</p> <p>9. Free internet facility, reading room, placement cell.</p> <p>10. Guidance for competitive Examinations.</p> <p>11. Availability of study material in the library for Competitive examination.</p> <p>12. Suggestion and complaint box in college premises.</p>

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	Yes	RQMS
Administrative	Yes	Joint Director, Higher Education	Yes	Rayat Shikshan Sanstha Audit

6.8 Does the University declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University for Examination Reforms?

1. Online submission of Exam forms for University Examination.
2. CCTV camera in Examination Section.
3. Online question paper delivery
4. Workshop of Principal, Coordinator, Nodal officer for smooth conducting of Examination.
5. Transparent assessment, fair assessment, Moderation, Revaluation is followed
6. Central assessment programme in college premises.
7. Computerized exam work and results.
8. Squad visit during examination period.
9. Preparation of Examination work schedule at the beginning of the academic year.

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

University conducted workshops for Management, Principals Teachers on highlighting the significance of autonomy in affiliated colleges and motivating the affiliated colleges to go for autonomy.

6.11 Activities and support from the Alumni Association

1. Feedback from alumni Association.
2. Suggestion for improvement of college.
3. Organization of career and counseling programme to new students

6.12 Activities and support from the Parent – Teacher Association

1. Feedback from parents for college development.
2. Organization of Parent Teacher meeting.
3. Invite parents for important functions organized in the college.
4. Communication of student's progress through letters, mobile communication, E-mail.

6.13 Development programmes for support staff

1. Organizing workshop, training programmes, orientation for support staff by the Management.
2. Interlink of teaching and nonteaching staff for better administrative work.
3. Cooperation by teaching staff regularly for improve in communication, letter writing and use of ICT in administrative work.

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

1. Tree plantation.
2. Maintaining cleanliness in campus.
3. Notices in campus against spitting, smoking, avoid use of plastic material.
4. Compost fertilizers from college waste.
5. Pollution free zone declaration.

CRITERION – VII

INNOVATIONS AND

BEST PRACTICES

Criterion – VII

7. Innovations and Best Practices

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

1. Adopted the use of the ICT in teaching learning process.
- 2 Home-assignment; field's visits, project, viva-voce etc. have been used.
3. Renovation of library infrastructure, purchase of text books, reference books automation, LAN, internet, INFLIBNET facility improvement.
4. Encouraged the teachers for research activities such as motivated to register for Ph.D. and to undertake the research projects. Also the students are encouraged in research activity.
5. Encouraged the teachers to publish the research articles in reputed journals.
6. Encouraged the teachers to attend the seminars, workshops and conferences.
7. Established Network Resource Centre which provides free internet facility to the students and staffs
8. Work diaries are maintained by each teacher for transperence of the work.
9. To improve the performance of the faculty, the feedback from the students is obtained.
10. Alumni Association has been formed to maintain the relationship between the college and old students.
11. Civic responsibilities are inculcated through NSS & the unit organizes the camp regularly in the rural areas to create awareness among public about health, hygiene and cleanliness. Blood Donation camp is organized as a part of voluntary programme.

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

1. Started S. Y. B. Sc. with subjects of Chemistry, Physics, Botany, Zoology, Mathematics and Foundation course.
2. Organized rally for awareness on water literacy, save girl child, voters awareness, road safety.
3. *Organized various* competitions like essay, posters, slogans, etc.
4. Amount spent for purchasing books periodicals as per provision periodicals as per provision.

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

1. Teacher-Parent Scheme

2. Notebook Donation Scheme

7.4 Contribution to environmental awareness / protection

1. Use of skylights for daylight, with the help of using transparent roofing.
2. Use of the dome ventilators for air circulation as well as for the daylight thereby saving the electricity required for the fan and bulbs.
3. Using the compact fluorescent lamps.
4. Turning off the bulbs, fans when nobody is around
5. Creating awareness in staff and student regarding the energy saving.
6. The NSS unit of the college constructed temporary check dam during NSS camp organized in the adopted village.
7. The institution planted trees in the campus.
8. The organic waste produced is properly disposed off in a pit dug for this purpose.
9. The college is sending all kinds of e-waste to a recycling plant.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 SWOT Analysis:-

Strengths:

1. Efficient Teaching and Learning.
2. Good Results.
3. Providing quality education to rural and tribal students at affordable cost.
4. Highly qualified, experienced and devoted staff.
5. Large campus area for development of infrastructure.
6. Well occupied library with internet facility.

Weaknesses:

1. Lack of academic flexibility.
2. Inadequate resources.
3. Remote Location.

Opportunities:-

1. Increase in the number of Add on & bridge Courses.
2. Increasing number of divisions under B.A. to accommodate increasing number of students
3. The only college in Mokhada tehsil .
2. To start more PG courses
5. Services of Alumni to be better utilized.

Threats:

1. Inadequate resources to adopt ICT technology to its full sense.
2. Industrial linkages need to be harnessed.
3. Challenge to keep the students in education system.
4. Lack of necessary government support for all programmes

8. Plans of institution for next year

1. To start Third Year B.Sc.
2. Atomization of office.
3. Infrastructure Development.
4. To start more PG courses.
5. To strengthen research activity.

Signature: - 

Name: - Asst. Prof. Bhawe A.V.

Coordinator, IQAC

Signature:- 

Name:-Dr. Mundhe E.S.

Chairperson, IQAC
I/C Principal
Arts, Science & Com. College
Mokhada, Dist. Palghar

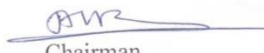
Annexure I:-

Rayat Shikshan Sanstha's
ARTS, SCIENCE AND COMMERCE COLLEGE, MOKHADA.
Academic Calendar
Academic Year 2014-2015
First Term
(From 9th June 2014 To 17th October 2014)

Month	Date/Week	Activity
June 2014	1st & 2 nd week	S.Y B .A /B.Com/B.Sc Admissions T.Y B .A /B.Com Admissions Term Meeting Departmental Meetings Second and Third Year Classes commences
	3 rd & 4 th week	Submission of Teaching Plan for First ,Third and Fifth Semester F .Y .B .A /B.Com/B.Sc Admissions First Year classes commences Fresher's Day Anti-ragging Committee Meeting Student Grievance Redressal Cell Meeting
July 2014	1 st & 2 nd week	'Awishkar' University Level Workshop M.A.-I and II Admissions Filling Up Eligibility Forms Selection of NSS Student/ volunteers Inauguration of Competition Examination Centre B.C Cell Meeting
	3 rd & 4 th week	Filling Up Scholarship & Freeship Forms Class wise Parent –Teacher Meetings IQAC Meeting Youth Festival Local Managing Committee Meeting Sexual Harassment Committee Meeting
August 2014	1 st week	Tree Plantation Staff Academy Lecture Alumni Meeting
	2 nd & 3 rd week	Independence Day –flag hosting(15thAug) Inauguration of Wallpaper Exhibition Filling of Examination Form Class Test for all streams Inauguration of Literary Association Inauguration of Commerce Association

	4 th week	Inauguration of Economics Association Inauguration of History Association
September 2014	1 st week	Blood Donation Camp Teacher's Day Celebration
	2 nd & 3 rd week	Soft skill Programme for Students Staff Academy Lecture
	4 th week	Birth Anniversary of Karmaveer Bhaurao Patil Filling of FY/SY /T.Y. Semester Examination Forms F.Y./S.Y. B.Sc. Practical Examination Submission of Syllabus Completion Report
October 2014	1 st & 2 nd week	F.Y. B.A. /B.COM./B. Sc . Semester End Examination S.Y. B.A./B.COM ./B. Sc Semester End Examination Centralised Assessment Programme TY B.A/B.Com Semester Examination
	3 rd week	Term End Meeting

Diwali Vacation (From 18th October 2014 To 9th November 2014)


Chairman
Academic Planning Committee


Principal
Rayat Shikshan Sanstha
Arts, Science & Com. College
Mokhada, Dist. Thane

Rayat Shikshan Sanstha's
ARTS, SCIENCE AND COMMERCE COLLEGE, MOKHADA.

Academic Calendar

Academic Year 2014-2015

Second Term

(From 10th November 2014 To 30th April 2015)

Month	Date/Week	Activity
November 2014	3 rd & 4 th week	Term Meeting Submission of Teaching Plan for Second, Fourth and Sixth Semester Alumni meet/Parents meet Staff Academy Lecture Departmental Meetings Student Grievance Redressal Cell Meeting
December 2014	1 st & 2 nd week	NSS Winter Camp Anti-ragging Committee Meeting Class wise Parent –Teacher Meetings First and Third Semester ATKT Examination
	3 rd week	Educational Tours Alumni Meeting
	4 th week	Christmas Vacation
January 2015	1 st & 2 nd week	Traditional Day Class Test Sexual Harassment Committee Meeting
	3 rd & 4 th week	Sport Competition Flag Hosting (26 th Jan)
February 2015	1 st & 2 nd week	Annual prize Distribution Disaster Management Workshop Staff Academy Lecture B.C. Cell Meeting
	3 rd & 4 th week	Literary Association Workshop Commerce Association Workshop F.Y./S.Y. B.Sc. Practical Examination Submission of Syllabus Completion Report Local Managing Committee Meeting
March 2015	1 st & 2 nd week	F.Y. B.A./B.COM./B.Sc. Semester End Examination S.Y. B.A./B.COM./B.Sc. Semester End Examination

	3 rd & 4 th week	Centralised Assessment Programme T.Y. B.Com Semester Examination
April 2015	1 st , 2 nd week & 3 rd week	Second and Fourth Semester ATKT Examination T.Y. B.A. Semester Examination Planning of Committees for Next Academic Year Preparation of IQAR Report Submission of Committee Related Files to Central Documentation Committee
	4 th week	Term End Meeting & Discussion of Committee Work & College Magazine


Chairman

Academic Planning Committee


Principal
Rayat Shikshan Sanstha
Arts, Science & Com. College
Mokhada, Dist. Thane

Annexure II:-

Best practice 1:

1. Title of the Practice

Teacher-Parent Scheme

The college has Teacher –parent scheme, for mentoring. The teacher works as mentor of the students. All the students of the college are covered under this scheme. The scheme is for monitoring academic development of students and for solving their problems regarding teaching and administration, counseling regarding the personal problems.

2.Goal:

The Practice ‘Mentoring student’ was introduced with an aim to resolve the problems of the students

3.The context

Student coming to the college is from rural, tribal background and hesitate to express their various difficulties.

4.The practice.

The college implements the scheme through the Teacher-parent committee. Committee allocates the around 50 students to each teacher. The teacher arranges 4-meetings in a academic year. The detail profile of the students such as academic information and family background is maintained with the teacher. Through the meetings students can express his problems regarding academic, personal etc with the teacher. The student can also sought the guidance and help from the teacher at any time. Teacher in consultation with teacher-parent committee and principal of the college try to resolve the problems.

5.Evidence of success:

The mentoring of the students in college found useful. The students become more comfortable with the parent teacher, and expresses their problems such as :-

1. To understanding the subject concepts.
2. Related with the library and office.
3. Financial difficulties.
4. Infrastructure related problem.
5. Personal problems.

These problems were solved by the teacher, in consultation with teacher-parent committee and principal.

6.The difficulties encountered and resource required:

In the beginning, students did not express, communicate to the mentor teachers. So there was a need for motivation to student to express their difficulties.

Annexure III:-

Best practice 2:

1. Title of the practice:

Notebook Donation Scheme

2. Goal:

To help the students of poor and weaker sections of the society with materials in the form of notebooks.

3. The Context:

As a part of social commitment, the students of the college give aids to the poor school children in the form of notebooks, and also create the educational interest among them.

4. The practice:

The Students have some unused blank pages in their last year's notebook. Also the college department has some stationary containing the unused blank pages. The college student collects all the blank pages together to form a notebook. Such notebooks were circulated among the school children for their rough class work. Also the new notebooks along with these recycled notebooks were given.

5. Evidence of success

During the last year more than 1500 notebooks of 100 pages was circulated 750 students were benefited from this scheme. Apart from this, the institution has succeeded in inculcating the habit of social commitment, creating environmental awareness in the student of the college.

6. Problems Encountered and Resources Required

The institution does not encounter any problem for implementing this unique practice.