

“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 2015-16**

**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

"EDUCATION THROUGH SELF - HELP IS OUR MOTTO" - KARMAVEER

J. 16. 07. 002

RAYAT SHIKSHAN SANSTHA'S



# ARTS, SCIENCE & COMMERCE COLLEGE

(Higher Secondary Vocational Course)

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

NAAC Accredited - 'B' Grade

(O) : 02529 / 256628

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Principal

प्र. प्राचार्य

डॉ. एन. आर. मढवी

एम. ए. एम. फौल. पीएच. डी.

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

Ref. No. : 110/2015-16

Date : 19/7/2016

To

The Director,

National Accreditation and Assessment Council,

Nagarbhavi, Bangalore-560072.

Subject:-Online Submission of Annual Quality Assurance Report for the year 2015-16.

Dear Sir,


We are herewith submitting soft copy of word file of Annual Quality Assurance Report for the year 2015-16 of our college.

Kindly acknowledge it.

Thanking you.



Yours faithfully,

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

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# Part-A

# **Institution Details**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year

2015-16

### 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. Madhavi N. R.

Fax:

(02529)256628

Mobile:

9820627227

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:

16<sup>th</sup> – 18<sup>th</sup> Dec. 2013

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no.is available in the right corner-bottom  
of your institution's Accreditation Certificate)*

1.5 Website address:

www.asccmokhada.com

Web-link of the AQAR:

www.asccmokhada.com/downloads/AQAR2015-16

1.6 Accreditation Details

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

***AQAR 2014-15 submitted to NAAC on 22-06-2015***

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

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid UGC  JGC 12B

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI(Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

University of Mumbai

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

Autonomy by State/Central Govt. / University  No

University with Potential for Excellence  No UGC-CPE  No

DST Star Scheme

No

No

UGC-Special Assistance Programme DST-FIST

No

No

UGC-Innovative PG programmes

No (specify)

No

UGC-COP Programmes

No



## **2.IQACComposition and Activities**

2.1No. of Teachers

2.2No. of Administrative/Technical staff

2.3No. of students

2.4No. of Management representatives

2.5No. 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: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  In  State Level

(ii) Themes

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., NIRF, 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. IQAC meetings.  2. Examination.  3. Extracurricular activities under NSS, Cultural Activities and Sports Activities.  4. Organisation of Guest Lectures  5. Work by Administrative committees	1. Helped for successfully conducting college activities.  2. Conducted First and Second Year Examinations regularly and declared Results on time.  3. Created social awareness among students. Achieved improvement in personality development and physical fitness of the students.  4. Benefited students by increasing their knowledge in various subjects.  5. Achieved smooth functioning of college administration.

*Note: - Attached Academic Calendar of the Academic Year 2015-16 as Annexure I.*

2.15 Whether the AQAR was placed in statutory body Yes

Management  Any other

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	<b>1</b>	0	0	0
UG	<b>3</b>	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
<b>Total</b>	<b>4</b>	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

Programme	Options
<b>T.Y. B.A.</b>	<b>1.History(Six Papers)</b> <b>2.History and Economics(Three Papers each)</b> <b>3.History and Marathi(Three Papers each)</b>
<b>T.Y.B.Sc.</b>	<b>1.Mathematics</b> <b>2.Physics</b> <b>3.Chemistry</b> <b>4.Botany</b> <b>5.Zoology</b>

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	00
Annual	00

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

Mode of feedback: Online  Co-operative  Schools (for PEI)  No

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

During the Academic Year syllabus is revised for First Year B.Sc.(Zoology) Second Year B.Sc. (Botany) and Third Year B.A. (Marathi) 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.

**T. Y. B.Sc.:-**

- 1. Mathematics**
- 2. Physics**
- 3. Chemistry**
- 4. Botany**
- 5. Zoology**

**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

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

(V) during the year

2.4 No. of Guest and Visiting faculty and Temporary faculty

00
00
09

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	04	06	01
Presented papers	02	05	00
Resource Persons	00	00	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. Conducted remedial coaching classes.
4. Promoted the research and extension activities among the faculty members and students.
5. Motivated teachers to participate in seminar, conference, workshop etc. to update their knowledge and for the use of new technology.
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

185

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

00

01

2.10 Average percentage of attendance of students

87.00%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Grades				Pass %
		O	A	B	C	
F.Y.B.A. Sem I	145	00	02	15	37	37.24
F.Y.B.A. Sem II	124	00	02	19	44	52.41
S.Y.B.A. Sem III	92	00	14	18	30	67.39
S.Y.B.A. Sem IV	87	01	15	26	32	85.05
T.Y.B.A. Sem V	80	00	14	15	18	58.75
T.Y.B.A. Sem VI	75	00	16	25	16	75.99
F.Y.B.Com Sem I	46	00	04	06	15	54.34
F.Y.B.Com Sem II	42	00	06	07	11	57.14
S.Y.B.Com Sem III	44	00	04	06	15	56.81
S.Y.B.Com Sem IV	44	01	04	07	17	65.90
T.Y.B.Com Sem V	39	00	01	01	03	12.82
T.Y.B.Com Sem VI	38	00	03	13	13	76.31
F.Y.B.Sc.Sem I	44	01	03	03	01	18.18
F.Y.B.Sc.Sem II	42	02	05	13	07	64.28
S.Y.B.Sc.Sem III	38	00	08	05	01	36.84
S.Y.B.Sc.Sem IV	35	03	10	09	02	68.57
T.Y.B.Sc.Sem V	31	00	05	15	03	74.19
T.Y.B.Sc.Sem VI	31	00	13	07	01	67.74
M.A.I Sem I	20	00	05	05	08	90.00
M.A.I Sem II	Yet Not Declared					
M.A.II Sem III	26	00	10	03	11	91.66
M.A.II Sem IV	Yet Not Declared					



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

IQAC:-

1] Arranges workshop for staff and students for quality teaching and learning, use of Library facility, use of modern ICT in teaching and learning.

2] Takes Feedback from students and parents, analyses feedback and arranges discussions on it in staff meetings.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<b>02</b>
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	<b>02</b>
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

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
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	00	000	00	00
Outlay in Rs. Lakhs	00	00	00	00

#### 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	00	-	00	00
Students research projects	00	-	00	00
Any other(Specify)	00	-	00	00
<b>Total</b>	<b>00</b>	<b>-</b>	<b>00</b>	<b>00</b>

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  ST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE DBT  scheme   
INSPIRE CE  ther (specify)

3.10 Revenue generated through consultancy: -Nil

3.11 No. of conferences organized by the Institution: -00

3.12 No. of faculty served as experts, chairpersons or resource persons: -00

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  Department 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  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level State    
 National level International level

3.22 No. of students participated in NCC events:

University level State

National level	International level	<input type="text" value="00"/>	<input type="text" value="00"/>
----------------	---------------------	---------------------------------	---------------------------------

3.23 No. of Awards won in NSS:

	University level	<input type="text" value="00"/>	vel	<input type="text" value="00"/>
National level	International level	<input type="text" value="00"/>		<input type="text" value="00"/>

3.24 No. of Awards won in NCC:

	University level	<input type="text" value="00"/>	vel	<input type="text" value="00"/>
National level	International level	<input type="text" value="00"/>		<input type="text" value="00"/>

3.25 No. of Extension activities organized

University forum	College for	<input type="text" value="00"/>	<input type="text" value="00"/>		
NCC	NSS	Any other	<input type="text" value="00"/>	<input type="text" value="05"/>	<input type="text" value="04"/>

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

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

**CRITERION – IV**

**INFRASTRUCTURE  
AND LEARNING  
RESOURCES**

**Criterion – IV**  
**3. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	<b>8.6 acres</b>	-	-	<b>8.6 acres</b>
Class rooms	09	-	-	09
Laboratories	03	-	-	03
Seminar Halls	01	-	-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

<ol style="list-style-type: none"> <li>1. Computerization of Administrative work regarding Admission, Scholarship, Examination and other student related work.</li> <li>2. Computerization of Accounts work by using of Tally software.</li> <li>3. Use of Library Manager Software for Registration and issuing of books.</li> <li>4. LAN sharing of Office, Library and Department Computers.</li> <li>5. Biometric attendance.</li> </ol>
--

4.3 Library services:

Particular-	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
<b>Text Books</b>	6,790	7,59,410	368	48,111	7,158	8,07,521
<b>Reference Books</b>	8,276	11,88,614	26	11,693	8,302	12,00,307
<b>e-Books</b>	80,409	5,000	00	00	80,409	5,000
<b>Journals</b>	30	18,000	00	00	30	18,000
<b>e-Journals</b>	3,828	5,000	00	00	3,828	5,000



<b>Digital Database</b>	00	00	00	00	00	00
CD & Video	53	15,089	00	00	53	15,089
Others (specify)	00	00	00	00	00	00

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	35	01	05	-	-	01	04	03
Added	01	-	-	-	-	-	-	01
<b>Total</b>	<b>36</b>	<b>01</b>	<b>05</b>	<b>-</b>	<b>-</b>	<b>01</b>	<b>04</b>	<b>04</b>

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

<ol style="list-style-type: none"> <li>1. Computer facility and Internet access to all departments.</li> <li>2. Internet access to all students through UGC network resource centre.</li> <li>3. Training to office staff for use of computers in administration work with new software.</li> <li>4. Online access of University papers.</li> </ol>
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#### 4.6 Amount spent on maintenance in lakhs :- (Including New Purchase)

i) ICT	0.28450
ii) Campus Infrastructure and facilities	0.15000
iii) Equipments	4.04500
iv) Others	0.28253
<b>Total :</b>	<b>4.76203</b>

**CRITERION – V**

**STUDENT SUPPORT  
AND PROGRESSION**

## Criterion – V

### 4. 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 reference books .

#### 5.2 Efforts made by the institution for tracking the progression

1. Periodical test are conducted regularly.
2. Engaged extra lectures for improvement in results.
3. Took Feedback from students at the end of academic year.
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
506	60	00	00

#### (b) No. of students outside the state

00

#### (c) No. of international students

00

Men

No	%
00	-

Women

No	%
00	-

Last Year 2014-15					This Year 2015-16				
General	SC	ST	OBC	Physically Challenged	General	SC	ST	OBC	Physically Challenged
11	34	501	67	613	05	25	485	51	566

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"/>	NET GATE	<input type="text" value="00"/>	NET	<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"/>	Others	<input type="text" value="00"/>	<input type="text" value="00"/>

5.6 Details of student counselling and career guidance

1. Workshop, seminars, guest lecturers have been 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: - 34

5.7 Details of campus placement

Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	04	00	00

5.8 Details of gender sensitization programmes

<p>1. Organized Rally on save girl child awareness programme..</p> <p>2. Celebrated of international women's day.</p>
---

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

<b>Particulars</b>	<b>Number of students</b>	<b>Amount</b>
Financial support from institution	Nil	Nil
Financial support from government	502	6,34,600
Financial support from other sources	54	2,94,000
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

### 5. 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

The college is affiliated to university of Mumbai. Instructions of university are followed for Curriculum Development.



### 6.3.2 Teaching and Learning

1. Use of ICT.
2. Library resources.
3. UGC Network Resource Centre.
4. Language lab.
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 .
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. Encouragement to staff for attending workshops, seminar, conferences at State, National and International level.
4. Fill up API forms from faculty at the end of every year.
5. Formation of various academic committees on the basis of human resource management.
6. Encourage staff for undertaking research projects.

### 6.3.7 Faculty and Staff recruitment

Rayat Shikshan Sanstha Satara recruits the best teachers who have 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 educational 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

<b>Teaching and Non teaching Staff</b>	<b>1. Rayat Sevak cooperative Bank</b> There are various loan facilities made available to our employees by Rayat Sevak Co-operative Bank Ltd Satara and Laxmibai Bhaurao Patil
--	--

Shikshanottejak Patpedhi.

<b>Sr.No</b>	<b>Type Of Loan</b>	<b>Maximum LoanAmount  In Rs</b>
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	5,00,000

There is also Laxmibai Bhaurao Patil Shikshanottejak loan facility provided for the further education for an employees.

**2. Staff welfare committee :** For the welfare of staff and faculty various programmes are arranged. To greet faculty member on the auspicious occasions

**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.

**4. Ladies welfare Committee :** The committee arranges the health awareness programmes and lectures creating legal awareness of ladies and girl students.

**5. Sevak Welfare Fund :** For the staff, Rayat Shikshan Sanstha Satara runs Sevak- welfare fund-scheme.

<b>Students</b>	<ol style="list-style-type: none"> <li>1. SC/ST/OBC Welfare Cell, students counseling and grievance redressal cell.</li> <li>2. Group insurance. Health centre, Recreational and sports facilities.</li> <li>3. Scholarship to All reserve category candidates by Central, State Government, University, HPCL.</li> <li>4. Transport facility through State Transport by providing documents for concession.</li> <li>5. Book bank facility to needy students.</li> <li>6. Participation in Extracurricular activities.</li> <li>7. Banking facilities through Nationalized Banks.</li> <li>8. Remedial coaching for weaker students.</li> <li>9. Free internet facility, reading room, placement cell.</li> <li>10. Guidance for competitive Examinations.</li> <li>11. Availability of study material in the library for Competitive examination.</li> <li>12. Suggestion and complaint box in college premises.</li> </ol>
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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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
For PG Programmes	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### 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. 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 improvement 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 4 b kcampus.
3. Notices in campus against spiting, 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

### 6. 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. Homeassignment; 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.. Established Network Resource Centre which provides free internet facility to the students and staffs
7. Work diaries are maintained by each teacher for transparence of the work.
8. To improve the performance of the faculty, the feedback from the students is obtained.
9. Alumni Association has been formed to maintain the relationship between the college and old students.

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

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

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

**1. Notebook Donation Scheme.**

**2. Teacher-Parent 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 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

### **SWOT Analysis**

#### **Strengths:-**

1. Efficient teaching and learning.
2. Large campus area for infrastructural development.
3. Excellent academic results.
4. Well occupied library with internet facility,
5. Highly qualified, experienced and devoted staff.

### **Weaknesses:-**

1. Remote location.
2. Inadequate Resources.
3. Lack of Academic Flexibility.

### **Opportunities:-**

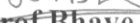
1. The only college in Mokhada Tehsil.
2. To start more PG courses.
3. Services of alumni to be better utilized.
4. To prepare students for competitive examinations.

### **Threats:-**


1. Industrial linkages need to be harnessed
2. Inadequate Resources to use ICT technology to its full sense.
3. Challenge to keep students in education system.

### **8. Plans of Institute for the Next Year**

1. Infrastructural Development.
2. To start COCs.
3. To strengthen research activity.
4. Automation of office.
5. To start more PG courses.

  
**Asst. Prof. Bhave A.V.**  
Coordinator, IQAC



  
**Dr. Madhavi N. R.**  
Chairperson, IQAC

**I/C. Principal**  
Arts, Science & Com. College  
Mokhada, Dist. Raigad

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

**Academic Calendar**

**Academic Year 2015-2016**

**First Term**

**(From 8<sup>th</sup> June 2015 To 21<sup>st</sup> October 2015)**

<i>Month</i>	<i>Week</i>	<i>Activity</i>
June 2015	1 <sup>st</sup> & 2 <sup>nd</sup> Week	S.Y.B.A/B.Com/B.Sc Admission T.Y. B.A/B.Com Admission Term Meeting Departmental Meetings
	3 <sup>rd</sup> & 4 <sup>th</sup> Week	Second and Third Year Classes Commences 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 2015	1 <sup>st</sup> & 2 <sup>nd</sup> Week	M.A -1 <sup>st</sup> & 2 <sup>nd</sup> Admission Filling Up Eligibility Forms Selection of NSS Student / volunteers Inauguration of Competitive Examination Centre B.C Cell Meeting
	3 <sup>rd</sup> & 4 <sup>th</sup> Week	Filling Up-Scholarship and Freeship Forms Class wise Parent- Teacher Meeting IQAC Meeting Youth Festival Inauguration of Commerce ,History, Economics , Literary Association Local Managing Committee Meeting Sexual Harassment Committee Meeting
August 2015	1 <sup>st</sup> Week	M.A. I/II Admission Tree Plantation Staff Academy Lecture

	2 <sup>nd</sup> & 3 <sup>rd</sup> Week	Independence Day- Flag Hosting (15 <sup>th</sup> August) Inauguration of Wallpaper Exhibition Filling of Examination Form Class Test For all Streams
	4 <sup>th</sup> Week	Student Grievance Redressal Cell Meeting Alumni Meeting
September 2015	1 <sup>st</sup> Week	Blood Donation camp Teacher's Day Celebration
	2 <sup>nd</sup> & 3 <sup>rd</sup> Week	Soft skills Programme for Students Staff Academy Lecture
	4 <sup>th</sup> Week	Birth Anniversary of Karmaver Bhaurao Patil Filling of F.Y./S.Y./T.Y. Semester Examination Forms F.Y./S.Y./T.Y. B.Sc. Practical Examination Submission of Syllabus Completion Report
October 2015	1 <sup>st</sup> & 2 <sup>nd</sup> Week	<i>F.Y.B.A./B.Com./B.Sc. Semester End Examination</i> <i>S.Y.B.A./B.Com./B.Sc. Semester End Examination</i> <i>T.Y.B.A./B.B.com/T.Y. B.Sc. Semester End Examination</i> M.A. I/II Examination
	3 <sup>rd</sup> Week	Centralized Assessment Programme <i>Term End Meeting</i>

**DIWALI VACATION (From 22<sup>st</sup> October 2015 TO 15<sup>th</sup> November 2015)**



**Chairman**

**Academic Planning Committee**



**Principal**  
**Arts, Science & Com. College**  
**Mokhada, Dist. Palghar**

**Rayat Shikshan Sanstha's**  
**ARTS, SCIENCE AND COMMERCE COLLEGE, MOKHADA**  
**Academic Calendar**  
**Academic Year 2015-2016**  
**Second Term**  
**(From 16<sup>th</sup> November 2015 To 2nd May 2016)**


Month	Week	Activity
November 2015	3 <sup>rd</sup> & 4 <sup>th</sup> Week	Term Meeting Submission of Teaching Plan for Second, Fourth and sixth Semester Alumni Meet/ Parents meet Staff Academy Lecture Departmental Meetings Students Grievance Redressal Cell Meeting
December 2015	1 <sup>st</sup> & 2 <sup>nd</sup> Week	NSS Winter Camp Anti-Ragging Committee Meeting Class wise Parent- Teacher Meeting First and Third Semester ATKT Examination
	3 <sup>rd</sup> Week	Educational Tours Alumni Meeting
	4 <sup>th</sup> Week	Break for Winter
January 2016	1 <sup>st</sup> & 2 <sup>nd</sup> Week	Traditional Day Class Test Sexual Harassment Committee Meeting
	3 <sup>rd</sup> & 4 <sup>th</sup> Week	Sport Competition Flag Hosting (26 <sup>th</sup> Jan.)
February 2016	1 <sup>st</sup> & 2 <sup>nd</sup> Week	Annual Prize Distribution Disaster Management Workshop Staff Academy Lecture B.C. Cell Meeting
	3 <sup>rd</sup> & 4 <sup>th</sup> Week	Literary Association Workshop Commerce Association Workshop F.Y., S.Y & T.Y. B.Sc. Practical Examination Submission of Syllabus Completion Report Local Managing Committee Meeting
March 2016	1 <sup>st</sup> & 2 <sup>nd</sup> Week	F.Y.B.A./B.COM/B.Sc. Semester end Examination S.Y.B.A./B.COM/B.Sc. Semester end Examination

	3 <sup>rd</sup> & 4 <sup>th</sup> Week	Centralized Assessment Programme T.Y. -B.Com. /B.Sc. Semester end Examinaton
April 2016	1 <sup>st</sup> & 2 <sup>nd</sup> Week	Second and Fourth Semester Examination ATKT Examination T.Y.B.A. Semester end Examination M.A. I/II Examination
	3 <sup>rd</sup> & 4 <sup>th</sup> Week	Planning of Committees for Next Academic Year Preparation of IQAR Report Submission of Committee Related Files to Central Documentation Committee
May 2016	1 <sup>st</sup> Week	Maharashtra Din Term end Meeting ,Discussion of Committee Work & College Magazine



**Chairman**

**Academic Planning Committee**

  
Principal  
Arts, Science & Com. College  
Mokhada, Dist. Palghar

## ***AnnexureII:-***

### **Best practice I:**

#### **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 were 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.



### ***Annexure III:-***

#### **Best practice II:**

##### **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, counselling 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 became more comfortable with the parent teacher, and expresses their problems such as :-

1. The understanding the subject concepts.
2. 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.