"Education Through Self Help"

Rayat Shikshan Sanstha's

Arts, Science and Commerce College

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

Phone No: - (02529)256628, Fax: (02529)256628

E-mail:- asccmokhada@gmail.com

Website: - www.asccmokhada.com

Annual Quality Assurance Report (AQAR)

of Internal Quality Assurance Cell (IQAC)

of the Institutions for the year 2016-17

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

Principal

Dr. Pawar. P.R

(M.sc. Ph.D)

Ref. No. : 172 / 2017-18

Date : 27/07/2017

To

The Director,

National Accreditation and Assessment Council,

Nagarbhavi, Bangalore-560072.

Subject:-Online Submission of Annual Quality Assurance Report for the year 2016-17.

Dear Sir,

We are herewith submitting soft copy of word file of Annual Quality Assurance Report for the Academic Year 2016-17 of our college.

Kindly acknowledge it.

Thanking you.

Yours faithfully,

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

2

Contents

Part-A
Institution Details

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year | 2016-17

1.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.Pawar P.R.

Fax:

> (02529)256628

Mobile:

> 9869616135

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

1.5Website address:

www.asccmokhada.com

Web-link of the AQAR:

www.asccmokhada.com/downloads/AQAR2016-17

1.6Accreditation Details

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

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

15/01/2009

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

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

   AQAR 2015-16 submitted to NAAC on 19-07-2016

1.9 Institutional Status

University   Sta [✓]   Central Deemed Private [ ]   iated [ ]   [ ]

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   Rura [ ]   Tribal [✓]   [✓]

Financial Status   Grant-i [✓]   UGC [✓]   2(f) UGC 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** | *pecify*) | **No**

UGC-COP Programmes | **No**

2.IQACComposition and Activities

2.1No. of Teachers

| 04 |

2.2No. of Administrative/Technical staff

| 01 |

2.3No. of students

| 01 |

2.4No. of Management representatives

| 02 |

2.5No. 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   02

2.11 No. of meetings with various stakeholders: No. | 07 | Faculty | 03 |

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

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. | 0 | International | 0 | National | 0 | State | 0 | Institution Level | 1 |

(ii) Themes | 1. Women Empowerment |

2.14Significant 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.	1. Helped for successfully conducting college activities.
2. Examination.	2.ConductedFirst and Second Year Examinations regularly and declared Results on time.
3. Extracurricular activities under NSS, Cultural Activities and Sports Activities.	3. Created social awareness among students. Achieved improvement in personality development and physical fitness of the students.
4.Organisation of Guest Lectures	4.Benefited students by increasing their knowledge in various subjects.
5.Work by Administrative committees	5.Achieved smooth functioning of college administration.

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

2.15Whether the AQAR was placed instatutory body Yes ☐   ✓

Management Structure   Any other ☐   **LMC**

Provide the details of the action taken

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

10

Part-B

CRITERION – I

CURRICULUM

ASPECTS

Part – B
Criterion – I

1. **Curriculum 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	**1**	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	**2**	0	**2**
Others	0	0	0	0
Total	**4**	**2**	**1**	**2**

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
T.Y. B.A.	**1.History(Six Papers)** **2.History and Economics(Three Papers each)** **3.History and Marathi(Three Papers each)**
T.Y.B.Sc.	**1.Mathematics** **2.Physics** **3.Chemistry** **4.Botany** **5.Zoology**

(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 No Co-operating 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.A.,B.Com. and B.Sc. 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	10	0	0	0	1	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

00		00		08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars Workshops	05	04	02
Presented papers	05	04	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 internal evaluation and semester 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

184

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

81.33%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Grades						Pass %
		O	A	B	C	D	E	
F.Y.B.A. Sem I	113	--	--	05	15	11	--	27.43%
F.Y.B.A. Sem II	106	--	--	01	24	21	--	43.39%
S.Y.B.A. Sem III	97	--	04	25	22	17	01	71.13%
S.Y.B.A. Sem IV	93	--	10	26	31	12	02	87.09%
T.Y.B.A. Sem V	77	01	12	13	23	12	--	79.22%
T.Y.B.A. Sem VI	Yet Not Declared							
F.Y.B.Com Sem I	44	--	02	04	02	--	--	18.18%
F.Y.B.Com Sem II	40	--	05	13	06	--	--	60.00%
S.Y.B.Com Sem III	32	02	12	07	03	--	--	96.87%
S.Y.B.Com Sem IV	31	01	12	05	01	--	--	100.0%
T.Y.B.Com Sem V	39	00	04	15	13	06	01	89.75%
T.Y.B.Com Sem VI	Yet Not Declared							
F. Y. B. Sc .Sem I	68	--	01	20	16	01	--	55.88%
F. Y. B. Sc .Sem II	68	--	03	22	19	--	--	64.70%
S. Y. B. Sc. Sem III	35	01	05	07	08	02	--	65.71%
S. Y. B. Sc. Sem IV	34	01	15	12	03	--	--	91.17%
T. Y.B. Sc. Sem V	32	---	15	10	2	--	--	84.37%
T. Y .B. Sc. Sem VI	Yet Not Declared							
M.A.I Sem I	30	00	02	11	01	00	00	46.66%
M.A.I Sem II	Yet Not Declared							
M.A.II Sem III	21	01	05	07	04	00	00	80.95%
M.A.II Sem IV	Yet Not Declared							

2.12How 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.

2.13Initiativesundertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	**01**
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

2.14Details 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 faculty members to carry on the research for Ph.D.

3. Motivated faculty members to participate in national and international seminars /workshops and training programs.

4. Developed research culture in the college.

5. Encouragedfaculty members for writing research papers and presentation.

6. Arranged lectures under staff academy on research topics.

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	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.4 Details on research publications

Particulars	International	National	Others
Peer Review Journals	2	1	-
Non-Peer Review Journals	-	-	-
e-Journals	1	-	-
Conference proceedings	1	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
Total	**00**	-	**00**	**00**

3.7 No. of books published   i) With ISBN No.   00   Edited Books   00

ii) Without ISBN No.   00

3.8 No. of University Departments receiving funds from

UGC-SAP   00   CAS   00   ST-FIST   00

DPE   00   DBT Scheme/funds   00

3.9 For colleges   Autonomy   00   CPE DBT   00   cheme   00

INSPIRE   CE   00   ther (specify)   00   00

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:-**00**

3.13 No. of collaborations   00   00   00   00

International   National University   Any other

3.14 No. of linkages created during this year   00

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

From Funding Agency Fro[00]ement of University/College   [00]

Total   [00]

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	District	College
00	00	00	00	00	00	00

3.18 No. of faculty from the Institution who are Ph.D. Guides   [00]

and students registered under them   [00]

3.19 No. of Ph.D. awarded by faculty from the Institution   [00]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [00]RF   [00]   Project Fellows [00]   Any other [00]

3.21 No. of students Participated in NSS events:

University level State [00]   [00]

National level International level [00]   [00]

3.22 No.of students participated in NCC events:

University level Sta [00]   [00]

National level   International level [00]   [00]

3.23 No. of Awards won in NSS:

University level | 00 | vel | 00

National level | International level | 00 | 00

3.24 No. of Awards won in NCC:

University level | 00 | vel | 00

National level | International level | 00 | 00

3.25 No. of Extension activities organized

University forum College forum | 00 | 00

NCCNSSAny other | 00 | 04 | 02

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

1. Yoga Camp.

2. Disaster Management.

   3. Blood donation camp.

4. Voters awareness rally.

5. Sampurna Swachchata Abhiyan (Total Cleanliness Programme).

   6. Health Check Up Camp for Students.

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	**8.6 acres**	-	-	**8.6 acres**
Class rooms	09	-	-	09
Laboratories	04	-	-	04
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)	-	1.80944	UGC	-
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 Accounts work by using the Tally software.

3. Use of Library Manager Software for registration and issue of books.

4. LAN sharing of Office, Library and Department Computers.

5. Biometric attendance.

4.3 Library services:

Particular-	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6790	759410	305	33774	7095	793184
Reference Books	8276	1188614	176	53516	8452	1242130
e-Books	-	-	-	-	-	-
Journals	30	18000	-	-	30	1800
e-Journals	-	-	-	-	-	-
Digital Database						
CD & Video	53	15089	-	-	53	15089
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

Particulars	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	36	01	05	-	-	01	04	04
Added	03	-	-	-	-	03	-	-
Total	39	01	05	-	-	04	04	04

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 departments.
>
> 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 :- (Including New Purchase)

i) ICT — 0.12400

ii) Campus Infrastructure and facilities — 0.48800

iii) Equipments — 1.51462

iv) Others — 0.04179

Total : 2.16841

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. Gave printed prospectus at the time of admission.

2.Displayed notices on notice boards.

3. Organized workshop, training programmes, group discussion and presentations 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.Regular class tests are conducted.

2. Engaged extra lectures for improvement in results.

3.Took feedback from students at the end of the academic year.

4. Maintainedrecord for placement of the students.

5. Organisedparents meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
563	46	00	00

(b) No. of students outside the state

00

(c) No. of international students

00

\

	No	%
Men	00	-

	No	%
Women	00	-

Last Year 2015-16					This Year 2016-17				
General	SC	ST	OBC	Physically Challenged	General	SC	ST	OBC	Physically Challenged
05	25	485	51	00	09	22	524	54	00

Demand ratioD   1:0.46   8.33 %

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

1. Organized lectures 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   29

5.5 No. of students qualified in these examinations

NET   00   SLET GATE   00   T   00   00

IAS/IPS etc   00   State PSC   00   C   Others   00   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: - 29

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. Organised workshop on Women Empowerment on 20th December 2016.

2. Celebrated International Women's Day.

5.9 Students Activities

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

State/ University level National level 01 tional level 00   00

No. of students participated in cultural events

State/ University level 00 al level 00 ational level 00

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

Sports: State/ University level 01 National level 00 International level 00

Cultural: State/ University level 00 National level 00 International level 00

5.10 Scholarships and Financial Support

Particulars	Number of students	Amount(In Rupees)
Financial support from institution	Nil	Nil
Financial support from government	574	38,96,835
Financial support from other sources	422	7,31,300
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 | 03 |

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

CRITERION – VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

Criterion – VI

5. <u>Governance, Leadership and Management</u>

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, tribalswith multifaceted aspects, excelling the human resources in broader perspectives of national and global context.

6.2 Does the Institution has a Management Information System

YES.

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 adoptedby the institution for each of the following:

6.3.1   Curriculum Development

The college is affiliated to University of Mumbai. Instructions of University are fallowed 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 of students for participation in seminar, workshop, training programme organized by University and other Institutions.

6.3.3 Examination and Evaluation

1. The 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. Provide Text books, Reference Books, Magazines, Journals to the students.
2. Book bank facility, Inter library loan facility is available to the 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 and E-journals.

Physical infrastructure

1. Biometric System.
2. Display/ 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-01

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, BC Cell, Student Counseling Centre, Suggestion Box, 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 atState, Nationaland International level.

4. Fill up API forms of the faculty members at the end of every year.

5. Formation of various academic committees.

6. Encouragement to the faculty members for undertaking research projects.

6.3.7 Faculty and Staffrecruitment

Rayat Shikshan Sanstha, Satara recruit 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 different fields.

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

Teaching and Non teaching Staff	**1.Rayat Sevak cooperative Bank** There are various loan facilities made available to our employees by Rayat Sevak Co-operative Bank Ltd Satara and Laxmibai Bhaurao Patil Shikshanottejak Patpedhi. **2.Staff welfare committee :-** Various programmes are arrangedfor the welfare of the staff. **3.Staff-Academy :-** The faculty members from college as well as experts from other institutes deliver the lectures on interdisciplinary subjects. It enhances the knowledge of the faculty. **4.Women Empowerment Committee** :- The committee arranges the health awareness programmes and lectures creating legal awarenessamongthe girl students.

Sr.No.	Type of Loans
1	General loan
2	Emergency loan
3	Festival loan
4	Housing loan
5	Higher Purchase loan
6	Education Loan

	5.Sevak Welfare Fund:- For the staff, Rayat Shikshan Sanstha ,Satara runs SevakWelfare Fundscheme.
Students	1. SC/ST/OBC Welfare Cell, students counseling and grievance redressal cell. 2. Group insurance. Health Centre, Recreational and sports facilities. 3.Scholarship to all reserve category candidates byCentral, State Government, University, HPCL. 4.Transport facility through State Transport by providingdocumentsfor concession. 5. Book bank facility to needy students. 6. Participation in Extracurricular activities. 7. Remedial coaching for weaker students. 8. Free internet facility, reading room, placement cell. 9. Guidance for competitive Examinations. 10. Availability of study material in the library forCompetitive examination. 11. Suggestion and complaint box in college premises.

6.5Total corpus fund generated   Nil

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, HigherEducation	**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 Universityfor Examination Reforms?

1. Online submission of ExaminationForms for the University Examination.   2. Provision of CCTV camera in Examination Section.   3. Online question paper delivery.   4. Workshop of Principal andIT Coordinator for smooth conducting of Examination.   5. Transparent and fair assessment, moderation and revaluation of answer books.

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

University conducted workshops for Principals onhighlighting the significance of autonomy in affiliated colleges and motivating theaffiliated 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.

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 and mobile.

6.13 Development programmes for support staff

1. Organizing workshop, training programmes, orientation for support staff by the Management.

2. 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 the campus.

3. Notices in campus against spiting, smoking, avoid use of plastic material.

4.Prepariation of compost fertilizers from college waste.

CRITERION – VII

INNOVATIONS AND BEST PRACTICES

Criterion – VI

6. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic yearwhich 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. Renovation of library infrastructure, purchase of text books, reference books automation, LAN,
>
> Internet, INFLIBNET facility improvement.
>
> 3. Encouraged faculty for research activities such as motivated to register for Ph.D. and to undertake
>
>   the research projects.The students are also encouraged in research activity.
>
> 4. Encouraged the teachers to publish the research articles in reputed journals.
>
> 5. Work diaries are maintained by each teacher for transparency of the work.

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

> 1. Started Career OrientedCertificate Courses in Accounting Practices and Communication Skills
>
>   in English.
>
> 2. Organized rally for voters awareness.
>
> 3**. *Organized various* competitions like easy, posters, slogans, etc.
>
> 4. Amount spent for purchasing books and periodicals as per provisions.

7.3Give two Best Practices of the institution*(please see the format in theNAAC Self-studyManuals)*

> **1. Teacher-Parent Scheme.**
>   **2. Notebook Donation Scheme.**

7.4Contribution to environmental awareness / protection

> 1. Use of skylights for daylightwith 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. Turning off the bulbs, fans when nobody is around.
>
> 4. Creating awareness in staff and student regarding the energy saving.
>
> 5 . The institution planted trees in the campus.
>
> 6. The organic waste produced is properly disposed off in a pit dug for this purpose.

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. Highly qualified, experienced and devoted staff.

3. Large campus area for infrastructural development.

4. Excellent academic results.

5. Well occupied library with internet facility,

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. Challenge to keep students in education system.

2. No Industrial linkages.

3. Inadequate Resources to use ICT technology to its full sense.

Plans of institute for the next year:-

1. Infrastructural Development.

2. To start Skill Development Courses.

3. To strengthen research activity.

4. Automation of office.

Signature:-
Name: Asst. Prof. Bhave A.V.
Coordinator, IQAC

Signature:-
Name: Dr. Pawar P.R.
Chairperson, IQAC

40

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<table>
<tr><td colspan="3">Rayat Shikshan Sanstha`s
ARTS , SCIENCE AND COMMERCE COLLLEGE, MOKHADA
Academic Calendar
Academic Year 2016-2017
First Term
(From 6th June 2016 To 25st October 2016)</td></tr>
</table>

Month	Week	Activity
June 2016	1st& 2nd Week	S.Y.B.A/B.Com/B.Sc Admission T.Y. B.A/B.Com Admission Term Meeting Departmental Meeting s
	3rd& 4th 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 2016	1st& 2nd Week	M.A -1st& 2nd Admission Filling Up Eligibility Forms Selection of NSS Student / volunteers Inauguration of Competition examination Centre B.C Cell Meeting
	3rd& 4th Week	Filling Up Scholarship and Free ship 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 2016	1st Week	Tree Plantation Staff Academy Lecture
	2nd& 3rd Week	Independence Day- Flag Hosting (15th August) Inauguration of Wallpaper Exhibition

		Class Test For all Streams
	4th Week	Student Grievance Redressal Cell Meeting Alumni Meeting
September 2016	1st Week	Blood Donation camp Teacher's Day Celebration
	2nd Week	Mid Term Vacation
	3rd Week	Soft skills Programme for Students Staff Academy Lecture
	4th 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 2016	1st & 2nd Week	F.Y.B.A/B.Com./B.Sc. Semester End Examination S.Y.B.A/B.Com./B.Sc. Semester End Examination T.Y.B.A./B.B.om/T.Y. B.Sc. Semester End Examination
	3rd Week	Centralised Assessment Programme Term End Meeting

DIWALI VACATION (From 26th October 2016 TO 14th November 2016)

Chairman
Academic Planning Committee

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Rayat Shikshan Sanstha`s
ARTS, SCIENCE AND COMMERCE COLLLEGE, MOKHADA
Academic Calendar
Academic Year 2016-2017
Second Term
(From 15th November 2016 To 30th April 2017)

</div>

Month	Week	Activity
November 2016	3rd & 4th 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 2016	1st & 2nd Week	NSS Winter Camp Anti-Ragging Committee Meeting Class wise Parent- teacher Meeting First and Third Semester ATKT Examination
	3rd Week	Education tours Alumni Meeting
	4th Week	Winter Vacation
January 2017	1st & 2nd Week	Traditional Day Class Test Sexual Harassment Committee Meeting
	3rd & 4th Week	Sport Competition Flag Hosting (26th Jan.)
February 2017	1st & 2nd Week	Annual Prize Distribution Disaster Management Workshop Staff Academic Lecture
	3rd & 4th 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 2017	1st & 2nd Week	F.Y.B.A./B.COM/B.Sc. Semester end Examination S.Y.B.A./B.COM/B.Sc. Semester end Examination
	3rd & 4th Week	Centralised Assessment Programme T.Y. B.Com. /B.Sc. Semester end Examinaton
April 2017	1st & 2nd Week	Second and Fourth Semester Examination AYKT Examination T.Y.B.A. semester end Examination
	3rd & 4th Week	Planning of Committee for Next Academic Year Preparation of IQAR Report Submission of Committee Related Files to Central Documentation Committee
May 2017	1st Week	Maharashtra Din Term end Meeting & Discussion of Committee Work & College Magazine

Chairman
Academic Planning Committee

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

AnnexureII:-

Best practice I:

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.

Annexure III:-

Best practice II:

1. Title of the practice:

Notebook Donation Scheme

2. Goal:

Tohelp the students of poor and weakersections 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 400 notebooks of 100 pages were circulated .200 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.