"Education Through Self Help is our motto"

Rayat Shikshan Sanstha's

Arts, Science and Commerce College

A/P:-Mokhada ,Tal:- Mokhada,Dist:-Palghar -401604
Phone No: - (02529)256628, Fax: (02529)256628
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Annual Quality Assurance Report (AQAR)
of Internal Quality Assurance Cell (IQAC)
of the Institutions for the year 2017-18
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

Contents

Part-A
Institution Details

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2017-18

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

Dist- 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.Jadhav J.G.

Fax:

(02529)256628

Mobile:

9970817485

Name of the IQAC Co-ordinator: Dr. A. B. Mamlayya

Mobile: 8975678532

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:**   EC/66/A&A/095 Dated 16th – 18th 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.in

Web-link of the AQAR: www.asccmokhada.in/IQAC/AQAR2016-17

1.6 Accreditation 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				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   15/01/2009

1.8 AQAR for the year   2017-2018

1.9 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*
- *AQAR 2015-16 submitted to NAAC on 19-07-2016*
- *AQAR 2016-17submitted to NAAC on 27-07-2017*

1.10 Institutional Status

University   State ✔   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ✔   No ☐

Constituent College   Yes ☐   No ✔

Autonomous college of UGC   Yes ☐   No ✔

Regulatory Agency approved Institution Yes ☐   No ✔

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

Type of Institution   Co-education ✔   Men ☐ Women ☐

                     Urban ☐   Rural ☐   Tribal ✔

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

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

1.11 Type of Faculty/Programme

       Arts ✔   Science ✔ Commerce ✔   Law ☐   PEI(Phys Edu) ☐

       TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

       Others (Specify) ☐

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

1.13 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**   UGC-CE   **No**

UGC-Special Assistance Programme   DST-FIST | No | | No |

UGC-Innovative PG programmes | No | Any other (*Specify*) | No |

UGC-COP Programmes | Yes :02 |

2.IQACComposition and Activities

2.1 No. 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 | 01 |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 13 |

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No. | 02 | Faculty | 11 |

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

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

If yes, mention the amount | 65950/- |

2.13 Seminars 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 [2]

(ii) Themes
> 1. One day workshop on 'Teaching Methodology'
> 2. One day workshop on Office work management for non-teaching staff

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, Director and Joint Director higher eduction 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.
6. Organization of workshops for teaching and non teaching staff	1. One day workshop on 'Teaching Methodology' 2. One day workshop on Office work management for non-teaching staff

Note: - Attached Academic Calendar of the Academic Year 2017-18 as Annexure I.

2.15 Whether the AQAR was placed instatutory body   Yes ✓   No ☐

Management ☐ Yes   Syndicate ☐   Any other body   **CDC**

Provide the details of the action taken

> 1. AQAR was placed in Management -CDC meeting on 11th August 2018and was approved and accordingly actions are taken

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	**01**	0
UG	**8**	0	01	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	02		0	**2**
Others	0	0	0	0
Total	**11**		**02**	**02**

Interdisciplinary	03	0	0	03
Innovative	02	0	0	02

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options- CBCS and elective options existing.

(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 ✔   Manual ✔ Co-operating schools (for PEI) No

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

Yes. As per the guidelines of UGC, the University of Mumbai has revised the syllabus of following classes
1. SY BA/B.COM/B.Sc. 2. TYB.Sc Zoology 3. M.A. Part I History

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

Yes. The new centre was introduced during the year.

Title: Centre for Biodiversity studies

Type: For regional research of flora and fauna.

Activity 1. : The collection of indigenous rice seeds is carried from Mokhada and Jawhar Tahsil. The present work is carried in collaboration with the Department of Botany, Shivaji University, Kolhapur.

Activity 2. Contribution of Entomological data to the interpretation centre of Amba Reserve Forest, Taluka Shahuwadi, District – Kolhapur on **15th June 2017.**

Data contribution :

1. Coleopteran fauna of Amba Reserve Forest.

2. Invertebrates of Western Ghats and surrounding area. (Kolhapur Region)

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
09	06	01	0	02

2.2 No. of permanent faculty with Ph.D.

03

2.3 No. of Faculty Positions

Recruited (R) and Vacant

(V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
14	00	1	0	0	0	2	2	17	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

00   00   14

2.5 Faculty participation in conferences and symposia:

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

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

1. Animated PPT's presentation, Short / documentary films.
2. Computer assisted teaching-Learning
3. Laboratory Training programmes
4. Improving Learning ability: Participative Learning

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

230

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 : NIL
Restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum
Development Workshop

2.10. Average percentage of attendance of students

82 %

2.11 Course/Programme wise distribution of pass percentage:

Sr. No.	Title of the Programme	Total no. of students appeared	Total no. of pass students	Result (%)
1	T.Y.B.A.	95	74	76.28
2	T.Y.B.Com	34	24	70.58
3	T. Y.B. Sc.	33	03	9.10
4	M.A.I	14	09	64.28
5	M.A.II	13	13	100

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

1. Departmental planning for the year.

2. Preparation of teaching plan

3. Maintenance of Teacher's diary

4. Participation of faculty in subject related seminars/ workshops

5. Analysis of university results.

6. Feedback of students on faculty.

2.13. Initiatives undertaken 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	01

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	8	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. Motivated faculty members to carry on the research.

2. Encouraged faculty members to participate in the training programmes, conferences, seminars etc. No. of Faculty participated IN: 01   N:03   S/ R: 03

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

4. Encouragement of faculty members to publish and present their research.

5. Rs. 1000/- as incentive for publishing the research paper in national and international journals.

6. Arranged lectures under staff academy on Research Funding agencies

7. Duty leave and TA / DA / registration fee for attending workshops, symposia, seminars and conferences.

8. Encouragement of faculty members to write text books/ reference books.

3.2 Details regarding major projects

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

3.3Details 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		4	4
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range   5.1   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.   06   Chapters in Edited Books   00

ii) Without ISBN No.   00

3.8 No. of University Departments receiving funds from

UGC-SAP   00   CAS   00   DST-FIST   00

DPE   00   DBT Scheme/funds   00

3.9 For colleges   Autonomy   00   CPE   00   DBT Star Scheme   00

INSPIRE   00   CE   00   Any Other (specify)   00

3.10 Revenue generated through consultancy: -**Nil**

3.11 No. of conferences organized by the Institution: -

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

3.13 No. of collaborations   00   04

International   National University   Any other

3.14 No. of linkages created during this year | 02 |

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

From Funding Agency | 00 | From Management 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 | 01 |
and students registered under them | 00 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 01 |

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

JRF | 00 | SRF | 00 | Project Fellows | 00 | Any other | 00 |

3.21No. of students Participated in NSS events:

University level | 03 | State level | 00 |

National level | 00 | International level | 00 |

3.22No.of students participated in NCC events:

University level | 00 | State level | 00 |

National level $\boxed{00}$ International level $\boxed{00}$

3.23 No. of Awards won in NSS:

University level $\boxed{00}$ State level $\boxed{00}$

National level $\boxed{00}$ International level $\boxed{00}$

3.24 No. of Awards won in NCC:

University level $\boxed{00}$ State level $\boxed{00}$

National level $\boxed{00}$ International level $\boxed{00}$

3.25 No. of Extension activities organized

University forum $\boxed{00}$ College forum $\boxed{04}$

NCC $\boxed{}$ NSS $\boxed{04}$ Any other $\boxed{02}$

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

1. National Nutrition Week Celebration and Awareness Programme on 07th Septmber 2018.

2. World Breast Feeding Week Celebration and Awareness Programme on 02nd August 2018.

3. A Programme on Women Health and Empowerment on 17th January 2018.

4. Rally on National Voters Day 24th January 2018.

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	09	-	-	09
Laboratories	04	-	-	04
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 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 Accounts work by using the Tally software.

3. Use of Libreria 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	9202	793184	1203	147324	10405	890098
Reference Books	8452	1242130	57	24138	8509	1266268
e-Books	3,135,809	5900	-	-	-	5900
Journals	30	18000	-	-	30	1800
e-Journals	6237	-	-	-	-	-
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	Departments	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 and teaching faculty for use of computers in administration work with new software.
>
> 4. OMR marking system

4.6 Amount spent on maintenance in lakhs :- (Including New Purchase)

i) ICT 53987/-

ii) Campus Infrastructure and facilities 406358

iii) Equipments 189660/-

iv) Others 42319/-

Total : 692324/-

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. 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. Maintained record for placement of the students.

5. Organised parents meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
593	26	00	00

(b) No. of students outside the state

00

(c) No. of international students

00

\

Men

No	%
00	-

Women

No	%
00	-

Last Year 2016-17					This Year 2017-18				
General	SC	ST	OBC	Physically Challenged	General	SC	ST	OBC (DT/NT/ SBC)	Physically Challenged
09	22	524	54	00	08	17	540	54	01

Demand ratio : 100% | 1: 0.45 | Dropout % | - |

5.4. Details 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 | 49 |

5.5 No. of students qualified in these examinations

NET | 00 | SET/SLET GATE | 01 | CAT | 00 | | 00 |

IAS/IPS etc | 00 | State PSC | 00 | UPSC Others | 00 | | 00 |

5.6 Details of student counselling and career guidance

1. Training programmes, guest lecturers have been organized.

2. Arranged Personal counseling to students for pointing out their potentials.

3. Guided students on specific subjects of competitive exams.

No. of students benefitted: - 49

5.7. Details of campus placement

On Campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	--

5.8. Details of gender sensitization programmes

1. National Nutrition Week Celebration and Awareness Programme on 07th Septmber, 2018.

2. World Breast Feeding Week Celebration and Awareness Programme on 02nd August, 2018.

3. A Programme on Women Health and Empowerment on 17th January 2018.

5.9. Students Activities

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

State/ University level `00`   National level `00`   International level `00`

No. of students participated in cultural events

State/ University level `01`   National level `00`   International level `00`

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

Sports: State/ University level `00`   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	--	--
Financial support from government	544	3866290/-

Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives (Rallies, Street Shows, Welcome, Fare-well function, Teachers Day)

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 [02]

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, tribals 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

YES. It has following features.

1. Student admissions- Computerized

2. Student attendance – Month wise analysis, report to parents by SMS or by post

3. Result Analysis- Category wise, gender wise and percentage wise

4. Departmental Profile – It is designed term wise to have information regarding various departmental activities.

5. Faculty Profile – To include individual activities.

6. Biometrics- Staff attendance and time tracking, monthly reports.

7. Faculty Self – Appraisal forms –PBAS forms

8. Feedback from Stakeholders – Students, Parents, Employers and Alumni

9. Financial matters- Management through Tally Software

10. College Website- To communicate information about institution and recent updates to stakeholders.

11. Student Scholarships – Online submission

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. The curriculum designed by the University is followed. The curriculum of 02 UGC sponsored Career Oriented Courses has been designed by the respective faculty.

6.3.2   Teaching and Learning

1. Academic calendar	2. Departmental Teaching Plan
3. Field Visits, Excursions	4. Seminars, Avishkar Research projects
5. Student Feedback on teachers	6. Parent meets
7. Use of ICT	8. Remedial Teaching
9. Slow Learner	10. Adavanced Learner
11. Project work	12. Home Assignment

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. Credit based grading system has been followed.

3. Semester Pattern of university examination.

 4. Exam committee coordinates with university examination section and supporting staff for smooth conduct of examinations.

5. Grievances of University examinations are resolved by communicating grievances to university exam section.

6. Effective Use of OMS sysem.

6.3.4   Research and Development

1. Active research committee.

2. Motivated faculty members to participate and carry out research work. Incentive of Rs. 1000/- for publication of research paper in National, International journals.

3. Duty leaves for attending conferences, workshops, seminars and workshops.

4. Provision of seed money for research.

5. Institutional support for students for research, field work.

6.3.5   Library, ICT and physical infrastructure / instrumentation

Library

1. Subscription in INFLIBNET

2. Libreria Software for Library Management

3. Reprography facility in the Library.

4. Online access to study material, CD's,Videos and E-journals.

ICT

1. Motivated faculty members to use computer and suitable ICT tools in the teaching –learning process.

2. Wi-fi facility

3. Provision of ICT facilities in the Library and Laboratories.

Physical infrastructure / 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 Internal Complaints Committee, BC Cell, Student Counseling Centre, Suggestion Box, Discipline Committee, Anti Ragging Cell, Women Development Cell, Health Centre, Information Centre.

2. Recruitment of Teaching and Non-teaching staff as per sanction by University and State Government.

3. Decentralization of administration through various committees.

3. Hierarchy of Management System : Academic ------------------- Administrative

Principal ⟶ Heads of Department ⟶ Faculty ⟶ Chairpersons of various committees

⟶ Members ⟶ Registrar ⟶ Head clerk ⟶ Sr. Clerk ⟶ Jr. Clerk

⟶ Lab Assistant ⟶ Lab attendants ⟶ Peon

6.3.7   Faculty and Staff recruitment

1. 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.

2. Roaster system followed while recruiting the faculty and staff.

6.3.8   Industry Interaction / Collaboration

1. Areas of the curriculum where industry interaction and collaboration with GOs/NGOs is beneficial for the students are traced out.

2. Accordingly educational visits and programmes are conducted after prior permission of the respective organization and industry.

3. Organization of awareness programmes and lectures in collaboration with NGO.

4. Contribution of entomological data to Forest department to establish the interpretation center.

5. Collaboration with PETA, India

6. Collaboration with Tata Consultancy Services, Ltd., Mumbai, Jain Irrigation Systems, Jalgaon, Maharashtra, Lupin Pharmaceutical Ltd, Tarapur, Mumbai, Maharashtra Knowledge Ltd., Pune

6.3.9   Admission of Students

1. Advertisement through handouts, physical visits to nearby educational institutes through website.

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. Counseling 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.

6.4 Welfare schemes

Teaching Staff & Non – Teaching Staff	1. Rayat Sevak Welfare fund for needy staff by parent institution. 2. Loan facility for teaching staff through Rayat Seval Co-operative Bank Ltd., Satara and L.B. P. Shikshanottejak Patpedhi 3.Admissible leaves 4. Participation in family events though staff welfare committee. 5. Full Fee Waiver to wards of employee. 6. Provident fund 7. Kutumb Kalyan Nidhi 8. Assistance of Rs. 10 lakh to the family of deceased member of faculty 9. Felicitation of meritorious ward of faculty by Rayat Sevak Co –operative Bank.
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 by Central, State Government, University, HPCL. 4.Transport facility through State Transport by providing documents for Concession. 5. Book bank facility to needy students. 6. Remedial coaching for weaker students. 8. Free internet facility, reading room 9. Guidance for competitive Examinations. 10. Availability of study material in the library for Competitive examination. 11. Suggestion and complaint box in college premises. 12. Awards for meritorious students.

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	Rayat Shikshan Sanstha, Satara	Yes	AAA Rayat Shikshan Sanstha, Satara
Administrative	**Yes**	1. Joint Director, Higher Education, Panvel. 2. Rayat Shikhsan Sanstha, Satara	**Yes**	. 1. Joint Director, Higher Education, Panvel. 1. AAA Rayat Shikshan Sanstha, Satara

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 Examination Forms for the University Examination.

2. Provision of CCTV camera in Examination Section.

3. Online question paper delivery.

4. Workshop of Principal and IT Coordinator for smooth conducting of Examination.

5. Transparent and fair assessment, moderation and revaluation of answer books.

6. Central Assessment Programme at the college premises.

7. Computerization of examination work and results.

8. Online marking system

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

Provision in the University and follow up for the autonomy of the college.

6.11 Activities and support from the Alumni Association

1. Suggestion for improvement of college.

2. Alumni meets are organized every year.

3. Suggestions for starting short term courses

4. Feedback from Alumni Association

5. Participation in college programmes, guest lectures

6.12 Activities and support from the Parent – Teacher Association

1. Feedback from parents for college development.

2. Organization of Parent Teacher meeting.

3. Communication of student's progress. 4. Participation in parent meet and various programmes.

6.13 Development programmes for support staff

1. Organized workshop on 'Work Management' for administrative staff.

2. Motivation for participation in workshop/conferences

3. Best employee award

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. Preparation of Vermicomost from organic (paper waste, garden waste and canteen kitchen

waste) waste.

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. Conducive Learning Environment: In addition to the use of chock board in the class rooms and laboratories, faculty members effectively use computer assisted teaching methods in the classrooms and laboratories.

2. Feedback Mechanism: Student feedbacks on curriculum and teachers are essential for the improvement in the teaching learning process and overall growth of institute. At the end academic year, students give feedback on the curriculum and teachers. After analyzing the feedbacks, the teachers are advised and counseled to make the necessary changes in their teaching methods.

The feedbacks from the parents, employers.

3. Extension activities and social commitment: Extension activities help to create awareness about environmental and various social and health related issues. The activities are conducted under NSS programmes and through academic departments of the college. During this academic year, plantation programme, Breast feeding, Cleanliness drive, HIV screening test, soak pit construction, Voters awareness and street play on ant- superstations and activities under Swachh Bharat Abhiyan.

4. Women Health and Empowerment: A programme was organized on 17th January 2018 under Women development cell on Women Health and Empowerment. Mrs. Dr. Bharati Mutadak delivered an informative lecture on Gender equity, Female foeticide, Dowry system and Women Health.

5. National Nutrition Week Celebration in Collaboration with Fight Hunger Foundation: The Mokhada town and its nearby tribal area face the problem of malnutrition. To create the awareness about malnutrition, an awareness programme was conducted for students on 7th September 2017.

6. World Breast Feeding Week in Collaboration with Fight Hunger Foundation : To create the awareness about malnutrition, breast feeding and women health, a prgramme was conducted for girl students on 2nd August 2017.

7. Encouragement for attendance in the college for students

To increase the students attendance, parent meets are organized. Special attention is given on the students through the parent teacher scheme.

8. Gender Audit of four years 2014 to 2018.

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

> Annual plan is prepared for every department and other committees. The academic calendar is prepared in first half and second half of the year. All activities are conducted according to the academic calendar. At the end of the first half and second half review meeting are held on the completion of work.

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

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

7.4 Contribution to environmental awareness / protection

> 1. Use of skylights for day light 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. Turning off the bulbs, fans when nobody is around.
>
> 4. Plantation programme at College campus on 1st July 2017.
>
> 5. Cleanliness Drive organized on 7th January 2018
>
> 6. Guest lecture on Importance of biodiversity and plant taxonomy on 19th March 2018.

7.5. Whether the environmental audit was conducted?   Yes ☐   No ☐

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

SWOC ANALYSIS

1. Strengths
1. 2 f and 12 B status by UGC.
2. Use of ICT.
3. Student Seminar.
4. 02 UGC COC courses.
5. Large campus area for infrastructural development.
6. Highly qualified, experienced and devoted staff.
7. Needy students.

2. Weakness
1. Tribal and remote location.
2. Almost all students are from economically weaker sections of the society.

3. Curriculum design and evaluation system is in hands of University. Therefore college can not share its major role in these two fields.

3. Opportunities
1. To enhance contribution of alumni.
2. To prepare students for competitive examination.
3. To introduce more PG courses
4. To introduce skill oriented courses
5. To develop linkages with institute of higher education and government and non –government organizations.

4. Challenges
1. To keep students in education system.
2. To have industrial linkages.
3. Placement of students.

5. Plans of Institute for next year
1. To develop infrastructure.
2. To start skill oriented short term courses.
3. To organize campus interviews for students.
4. To organize job oriented training programmes under Innovation Ecosystem and Entrepreneurship Development Centre.

Signature

Name: Dr. A. B. Mamlayya
Coordinator IQAC

Principal
Arts, Science & Com. College
Palghar

Signature
Name: Dr. J.G. Jadhav
Chairperson, IQAC

Annexure I

Rayat Shikshan Sanstha's

ARTS, SCIENCE & COMMERCE COLLEGE MOKHADA
DIST-PALGHAR
ACADEMIC CALENDER: 2017-18

Month	Non-Instructional Days (Including holidays)				Instructional Days (teaching day)
	Sunday	Exam	Other Holidays	Total	
June 2017 (30)	04	----	Summer Vacation 01/06/2017 to 04/06/2017=04 26-Ramjan Id=01, Total=05	09	21
July 2017 (31)	05	----	---	05	26
Aug 2017 (31)	04	Class Test –I-TY (21st to 24th Aug.) Week=04	15-Independence Day 17-Parsi New year Ganesh chaturthi (Break for Mid Term 25th to 29th)=07 Total=09	11	20
Sept 2017 (30)	04	Practical Exam-FY/SY/TY B.Sc. 4th Week	02-Bakri Id=01 30 -Dussehra=01 Total=02	06	24
Oct 2017 (31)	03	Sem I/III FY/SY- 2nd week onwards Sem V- T.Y B.Com./B.Sc.	2-Gandhi Jayanti=01 17-31 - Diwali Vacation=15 Total=16	19	12
Nov 2017 (30)	03	Sem V- T.Y B. A.	01 to 08-Diwali Vacation=08 04-Guru Nanak Jayanti=01 Total=09	12	18
Dec 2017 (31)	04	----	01-Id-E-Milad=01, 26 to 31- Winter Break =06 Total=07	11	20
Jan 2018 (31)	04	Class Test II-TY-2nd Week	1- Winter Vacation=01 26-Republic day=01 Total=02	06	25
Feb 2018 (28)	04	Practical Exam-FY/SY/TY B.Sc. 3rd week Annual Sports=04	19-Chh. Shivaji Maharaj Jayanti=01, 24-Mahashivratri=01 Total=02	06	22
Mar 2018 (31)	04	Practical Exam: TYBA Geography Sem II/IV FY/SY- 2nd Week Sem VI- TY B.Com./B.Sc. =17	12-Holi =01, 30-Good Friday= 01, 29-Mahaveer Jayanti=01, Total=03	24	07
Apr 2018 (30)	04	Sem VI- T.Y B. A.	04-Ram Navami = 01, 14-Ambedkar Jayanti=01 Total=02	30	--------
May 2018 (31)	----	----	1-Maharashtra Day Summer Vacation, Total=31	31	--------
Total				170	195

Academic Calendar 2017-18 = Non-Instructional Days + Instructional Days

= 170+195

= 365

Arrangement of Terms

(University of Mumbai)

Year-2017-17

As per University of Mumbai Circular No. UG/10 dated 2017-18)

2017-2018

First term : 05th June 2017 to 16th October 2017

Mid term break: 25th August 2017 to 29th August 2017

Diwali break : 17th October 2017 to 08th November 2017

Second term : 09th November 2017 to 30th April 2018

Winter break : 26th December 2017 to 01st January 2018

ACADEMIC CALENDAR 2017-18

		June 2017
1st week	• Admission Process. • Cleaning and weeding out in college campus.	
2nd week	• Admission Process. • Preparation of two Short term Courses to be started in this academic year: IQAC Activity.	
3rd week	• Admission Process. • Documentation of I.Q.A.C. and preparation of Action Taken Report for the year 2016-17. • Celebration of International Yoga Day.	
4th week	• Admission Process. • Formulation of Annual College Committees. • Time Table Committee: Preparation of Time Table. • Bridge Course at F.Y. Level. • Publication of important monthly activities on the College website & News paper.	
		July 2017
1st week	• Commencement of Short Term Courses:. • Functional English.	
2nd week	• Enrollment of students for NSS • Inauguration of Nature Club.	
3rd week	• Preparation of Proposals for Seminars/conferences and submit to Institutional Committee (All Departments). • Activity by Marathi Vangmaya Mandal (Marathi): Celebration of Ashadhi Ekadashi. • Library: Book Bank facility, New Identity Cards. • Library: Renewal of Magazines, Journals subscriptions (if any). • Library: Order placement of new text books (Revised syllabus).	
4th week	• Staff Academy committee- Lecture 1. • Inauguration of Science Association Forum. • Campus Interview: Placement Cell.	
5th week	• Inauguration of Commerce Association & Planning Forum • Publication of important monthly activities on the College website & News paper.	
		August 2017
1st week	• Meeting of Research Committee regarding Research Avishkar. • General staff Meeting. • Soft skill and personality Development Course. • Study tour sanction from Sanstha- Excursion Committee. • Staff Welfare Meeting: Felicitation of faculty • Departmental Activity. • Woman Development Cell Lecture/Activity.	
2nd week	• Internal Quality Assurance Cell Meeting. • U.G.C. Committee Activity: Declaration of notifications by UGC, New Delhi (if any). • Allotment of Research projects to students (Avishkar Research Project): Research Committee.	

	• Science Association: Inaugural Lecture or activity. • Scientific Project Development, Exhibition & Competition.
3rd week	• Submission of A.Q.A.R. of Year 2016-17. • Gymkhana Committee: Declaration of various sports activity at University level. • Teacher exchange Programme (Departmental Level). • Staff Academy Committee: Lecture 2. • Grivence Redressal Cell: Against malpractice of during Class Test. • Departmental Activity. • T.Y.: Class Test I.
4th week	• 25th to 29th August: Mid Term Break.
	September 2017
1st week	• Cultural committee: Identify students for various Intra/Inter University Competitions. • Inauguration of Woman Development Cell. • Departmental Activity. • Blood donation/blood check up Camp- NSS.
2nd week	• Awareness campaign regarding proper disposal of waste during Ganesh Chaturthi. • Celebration of Karmveer Jayanti. • Marathi Vangmaya Mandal Activity. • NSS Activity. • Alumni lectures for students. • Publication of important monthly activities on the College website & News paper.
3rd week	• Poster Presentation – All Departments. • Formal collaboration with NGOs and other institution: Research committee.
4th week	• Staff Academy Committee: Lecture 3. • Career Guidance Cell: Activity/Programme/Lecture. • UGC Network Resource Centre: Renewal of Antivirus, Maintenance (if any), facility of Internet for student and staff, maintenance of entry register • Parent Meet. • Nature Club Activity. • Publication of important monthly activities on the College website & News paper.
	October 2017
1st week	• Staff Academy Committee: Lecture 4. • Celebration of Wild Life Week by organizing Exhibition/Lecture/Fie.ld visit/Poster Presentation (Nature Club Activity). • Departmental Activity.
2nd week	• Swachhata Abhiyan Activity by College Student/Staff. • Library: Inter-library loan facility by linking with ASC College, Jawhar • F.Y./S.Y. B.Sc. Practical Examinations. • Semester I/III Examination. • Central Assessment of Papers (CAP).
3rd week	• Semester V University Examinations.
4th week	• Semester V University Examinations.

	November 2017
1st week	• Diwali Vacation.
2nd week	• Diwali Vacation • Central Assessment of Papers (CAP). • I.Q.A.C. Meeting.
3rd week	• Institute-Industry Interaction. • Departmental Activity.
4th week	• National/State Level Seminar: Department (UGC Approved or Self Finance). • Publication of important monthly activities on the College website & News paper.

	December 2017
1st week	• Staff Academy Committee: Lecture 5. • Student Seminar (All TY level Departments).
2nd week	• Road safety awareness programme in association with Mokhada Police Station. • Guest Lecture: NAAC 2nd Cycle guidance by experts (IQAC).
3rd week	• N.S.S. Annual Camp. • Departmental Activity: Poster presentation/Exhibition • Science Association Forum: Guest Lecture/Activity. • Publication of important monthly activities on the College website & News paper.
4th Week	• Winter Break: 26th to 31st Dec.

	January 2018
1st week	• Winter Break:1st Jan. • Enrollment of students Online courses (Coursera/EDX/MOOCE).
2nd week	• Programs of NSS • Departmental Activity.
3rd week	• Marathi Vangmaya Mandal: Kavita vachan/Kathakathan etc. • National/State level seminar for Non-Teaching Staff : IQAC. • Staff Academy Committee: Lecture 6. • T.Y.: Class Test II.
4th week	• Celebration of Republic Day • Academic Audit by either IQAC or external agency. • Departmental Activity. • Publication of important monthly activities on the College website & News paper.

	February 2018
1st week	• Parent Meet. • Departmental Activity.
2nd week	• Annual Sports: Gymkhana. • Celebration of Annual Day: Cultural Programme.
3rd week	• Celebration of Veer Wajekar Death Anniversary. • National Science Day: Nature Club activity.
4th week	• Study tours/Field or Industrial visits as per curriculum. • Staff Academy Committee: Lecture 7. • Publication of important monthly activities on the College website & News paper.

	March 2018
1st week	• F.Y./S.Y. Practical Examination.

6

2nd week	• I.Q.A.C. Meeting. • Woman Development Cell: Activity/Lecture/Hands on Training etc.
3rd week	• T.Y. B.Sc. Practical Examinations. • T.Y.B.A. Geography practical examination.
4th week	• F.Y./S.Y. Theory Semester II/IV Examinations. • Celebration of Shivaji Maharaj Jayanti. • F.Y./S.Y. Theory Semester II/IV Examinations. • Celebration of National Science Day: Science Association Forum. • Publication of important monthly activities on the College website & News paper.
	April 2018
1st week	• F.Y./S.Y. Theory Semester I/III Additional Examinations. • Semester VI University Examinations.
2nd week	• Semester VI University Examinations.
3rd week	• Semester VI University Examinations. • Celebration of Dr. Babasaheb Ambedkar Birth Anniversary.
4th week	• Semester VI University Examinations. • F.Y./S.Y. Theory Semester II/IV Additional Examinations.
5th week	• Central Assessment of Papers (CAP). • Publication of important monthly activities on the College website & News paper.

Note:
- Dates of above mentioned activities are tentative. These dates may change as per the decision of Authority & Management schedule.
- All the Departments and Committees expected to undertake their activities as per Academic Calendar.
- **Imp: All the Heads and Convener of various College Committees should submit the details of activity undertaken like title of the programme, beneficiaries, photographs, etc. within next 2 to 3 days.**
- IQAC will monitor activities throughout the year.

Convener
Academic Calendar

I/C Principal

Annexure II:-

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 300 notebooks of 100 pages were circulated. 150 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.