

**Vivekanand Arts, Sardar Dalipsingh Commerce & Science College,  
Aurangabad**



# **Annual Quality Assurance Report**

## **(2016-17)**

**Vivekanand Arts, Sardar Dalipsingh Commerce & Science College, Aurangabad. 431001. (M.S.)**  
**([www.vivekanandcollege.edu.in](http://www.vivekanandcollege.edu.in))**

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

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

Vivekanand Arts, Sardar Dalipsingh Commerce &  
Science College, Aurangabad

1.2 Address Line 1

Samarth Nagar

City/Town

Aurangabad

State

Maharashtra

Pin Code

431001

Institution e-mail address

principal@vivekanandcollege.edu.in

Contact Nos.

02402365802

Name of the Head of the Institution:

Dr. Shirsath S.T.

Tel. No. with STD Code:

02402365900

Mobile:

9422209420

Name of the IQAC Co-ordinator:

Dr. Adhyapak M.S.

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>++</sup>	80.70 (out of 100)	2004	16/02/2004-15/02/2009
2	2 <sup>nd</sup> Cycle	A	3.36	2011	16/09/2011-15/09/2016

1.7 Date of Establishment of IQAC:

1.8 AQAR for the year

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

- i. AQAR 2011-12 submitted to NAAC on 07-11-2012
- ii. AQAR 2012-13 submitted to NAAC on 21-04-2018
- iii. AQAR 2013-14 submitted to NAAC on 21-04-2018
- iv. AQAR 2014-15 submitted to NAAC on 21-04-2018
- v. AQAR 2015-16 submitted to NAAC on 21-04-2018

1.10 Institutional Status

University State  NA Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

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

Autonomy by State/Central Govt. / University  ---

University with Potential for Excellence  --- UGC-CPE

DST Star Scheme	<input type="text" value="---"/>	UGC-CE	<input type="text" value="---"/>
UGC-Special Assistance Programme	<input type="text" value="---"/>	DST-FIST	<input type="text" value="---"/>
UGC-Innovative PG programmes	<input type="text" value="---"/>	any other ( <i>Specify</i> )	<input type="text" value="---"/>
UGC-COP Programmes	<input type="text" value="03"/>		

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="--"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="--"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="--"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="02"/>	Faculty	<input type="text" value="01"/>	
Non-Teaching Staff Students	<input type="text" value="--"/>	Alumni	<input type="text" value="--"/>	Others	<input type="text" value="01"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total No.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Feedback on teaching was collected from students.
2. Interdepartmental Group Discussion for the faculty were arranged.
3. Grievances of students were taken and communicated to the concerned authority.

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
To form various annual committees	The annual committees were formed.
To prepare Plan of Actions for Teacher and HOD	Plan of Actions for Teacher and HOD were prepared.
To prepare Academic Calendar	The Academic Calendar was prepared.
To arrange Unit Tests and Tutorials	Unit Tests and Tutorials were arranged.
To promote research activities	Student GD and Student seminars were arranged.
To arrange student GD, Student seminar	
To conduct feedback on teaching from student	Feedback on teaching from students was collected.

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  any other body

Provide the details of the action taken

The AQAR was reviewed by the authority. The process of next reaccreditation of the institute was discussed with the honourable members.

## Criterion – I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	09	02	-	-
PG	17	-	17	-
UG	05	-	02	-
PG Diploma	02	-	02	-
Advanced Diploma	01	-	-	01
Diploma	02	-	-	01
Certificate	04	-	01	04
Others	-	-	-	-
Total	40	02	22	06
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All UG and PG
Trimester	Nil
Annual	Nil

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

Mode of feedback: Online  Manual  Co-operating schools (for PEI)

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

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	49	34	14	01	61

2.2 No. of permanent faculty with Ph.D.

38

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
--	19	--	--	--	--	61	--	61	19

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

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61

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	32	09
Presented papers	04	35	-
Resource Persons	-	01	-

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

Student Seminar, Student Group Discussion, Study Tours, Use of PPT

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)

Examination and Evaluation reforms comes under University Jurisdiction



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

05	--	--
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2.10 Average percentage of attendance of students

76
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2.11 Course/Programme wise distribution of pass percentage:

Sr. No.	Title of the Programme	Total no. of students appeared	Division				
			Distinction	I	II	III	Pass %
1	B.A.	237	-	32	102	-	65.96
2	B.Sc.	345	31	62	60	19	49.85
3	B.com	208	05	31	61	68	79.32
4	M.A. English	50	-	05	-	-	10
5	M.A. Marathi	54	16	25	07	-	88.88
6	M.A. Hindi	22	02	12	03	-	95.00
7	M.A. Psychology	19	00	09	03	-	63.15
8	M.A. Economics	113	06	47	25	07	75.22
9	M.A. History	89	-	40	23	-	70.78
10	M.A. Pub. Admin.	18	02	05	04	-	61.11
11	M.A. Pol. Science	96	01	14	23	08	47.91
12	M.A. Sociology	111	03	32	31	28	91.89
13	M.Com	92	-	24	21	-	48.91
14	M.Sc. Chemistry	41	-	04	02	-	15.38
15	M.Sc. Mathematics	22	01	09	03	-	59.09
16	M.Sc. Biotechnology	14	-	02	-	-	14.28
18	M.S. Microbiology	14	03	04	-	-	50
17	M.Sc. Comp. Science	54	27	05	03	02	68

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

IQAC asks the faculty members to prepare annual teaching plan, obtains feedback reports on teaching from students and directs the teachers to take corrective actions, if any.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01

Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	02

#### 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	97	05	--	-
Technical Staff	04	04	--	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

IQAC has formed Research Promotion Committee, through which, list of research funding agencies were communicated to the faculty; also, it guides for submission of proposals for research projects.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs.	-	-	-	-

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	-	10	-
Outlay in Rs.	200000	-	717500	-

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	23	11	-
Non-Peer Review Journals	02	01	02
e-Journals	06	-	-
Conference proceedings	-	08	-

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	02	UGC	317500	305000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	01	College (under CPE)	400000	320700
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total			717500	625700

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other   
(Community College Scheme)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognition received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
01	--	01	--	--	--	--

(Dr. Khojre A.S. - First Prize- for the poster presentation entitled 'Bio-preservation of Paneer using Chitosan' in National Conference on Advanced Trends in Agricultural & Food Engineering organized by Maharashtra Institute of Technology (MIT) Aurangabad on 7-8 April 2017)

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	<input type="text" value="20"/>	State level	<input type="text" value="17"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="103"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="--"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="01"/>	State level	<input type="text" value="01"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="--"/>
NCC	<input type="text" value="03"/>	NSS	<input type="text" value="04"/>
		Any other	<input type="text" value="--"/>

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

On July 15, 2016, College implemented sanitation campaign for the devotees of Pandharpur yatra.

#### 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	4 acres	--	--	4 acres
Class rooms	35	--	--	35
Laboratories	22	01	UGC	23
Seminar Halls	01	--	--	01

No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	08	01	UGC	09
Value of the equipment purchased during the year	--	104677	UGC	104677
Others	--	--	--	--

#### 4.2 Computerization of administration and library

The office administration is computerized with the software-CMS-8. The Central Library is automated. Issue- return of the books, bar coding is completed. The library administration runs on the software SOUL 2.0.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17348	3634338	265	115332	17613	3749670
Reference Books	9515	2133558	172	213557	9687	2347115
e-Books (N-LIST)	135000	--	3000000	--	3135000	--
Journals	52	--	05	101281	57	101281
e-Journals(N-LIST)	6000		--		6000	
Digital Database	02		--		02	
CD & DVD	748, 12		--		748, 12	
Others (specify)	--	--	--	--	--	--

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	124	06	02	01KRC	--	--	--	
Added	--	--	--	--	--	--	--	--
Total	124	06	02	01	--	--	--	--

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

Computer and internet access has been provided to all departments. For students, a separate computer and internet access is made available in the Central Library. CRF Lab up gradation with the purchase of Viscometer and FTIR was done in the year 2016-17.

4.6 Amount spent on maintenance:

i) ICT	291402
ii) Campus Infrastructure and facilities	327833
iii) Equipments	46101
iv) Others	14339+1093650
<b>Total:</b>	1773325

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Various add-on courses are made available for students.  
 Language laboratory is functional in the department of English.  
 Psychological Counselling cell helps in solving the issues of needy students.

5.2 Efforts made by the institution for tracking the progression

Teachers are directed to track and record the students admitted to higher studies, i.e., PG and PhD.  
 The Placement cell guides and helps the students for their further progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3312	1882	27	00

(b) No. of students outside the state

00
----

(c) No. of international students

08
----

Men	No	%	Women	No	%
	3164	60.916		2030	39.083

General	SC	Last Year				Total	General	SC	This Year			
		ST	OBC	Physically Challenged	Total				ST	OBC	Physically Challenged	Total
2379	1014	354	1564	01	5311	2281	1025	308	1580	02	5194	

Demand ratio: Demand ratio: The College has adopted direct admissions policy to majority of the courses.

Dropout %: 20.28

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="01"/>	SET/SLET	<input type="text" value="01"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

5.6 Details of student counselling and career guidance

1. Infosys Skill Development Training (15<sup>th</sup> June 2016 to 14<sup>th</sup> July 2016)
2. Quick Heal: "Cyber Security Awareness"-(Earn & Learn) Internship Program
3. Mahindra Finance Merit Scholarship
4. Infosys Career Talk
5. Fresher World-Employability Assessment Test
6. TCS-Code Vita
7. TCS-Ethical Hacking Contest

No. of students benefitted

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
09	300	170	06

5.8 Details of gender sensitization programmes

1. Information leaflet (I.E.C.) was Prepared.
2. Organization of Awareness Programme for girl students.
3. Participation in the rally against the Rape Incident in Kopardi.



## 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

	Number of students	Amount
Financial support from institution	30	48605
Financial support from government	2565	6940350
Financial support from other sources	---	--
Number of students who received International/ National recognitions	--	--

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 03

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **Vision**

Education from roots to fruits

##### **Mission**

1. To transform students to noble human being
2. To motivate student for self reliance
3. To impart advanced learning programmes to make student excel in the modern world

##### **Objectives**

1. To provide quality education for student with minimum cost
2. To promote education for the upliftment of unprivileged rural youth
3. To develop youth into ideal citizen of our nation
4. To enrich the student with range of personal and cognitive skills
5. Value inculcation and citizenship development
6. Tapping and channelizing potentialities

#### 6.2 Does the Institution has a management Information System

The College administration runs on the software CMS (College Management System).

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

##### 6.3.1 Curriculum Development

Curriculum development mainly comes under the university jurisdiction; to add in it, College seeks feedback on curriculum from students and teachers for helping effective development in curriculum. Also, few faculty members are working on board of Studies of affiliating University. Curriculum enrichment activities in the form of additional lectures other than the curriculum but relevant to it, have been practiced.

##### 6.3.2 Teaching and Learning

Activities like Student group discussion, seminars, study tours, use of ICT in teaching have been incorporated in college planning.

### 6.3.3 Examination and Evaluation

Examination and evaluation comes under affiliating university jurisdiction; in addition to this, the College has introduced unit tests in all subjects.

### 6.3.4 Research and Development

Central Research facility, network resource centre and SPSS software are made available to the faculty.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is made computerized; adequate ICT infrastructure is provided, like portable DLPs, language laboratory, commerce computer laboratory, etc.

### 6.3.6 Human Resource Management

Adequate human resource has been managed during specific periods and specific fields, such as admission process in the month of June-July; and also, university examinations at the end of each semester.

### 6.3.7 Faculty and Staff recruitment

The required faculty for both, undergraduate and postgraduate courses was recruited as per the guidelines of state government.

### 6.3.8 Industry Interaction / Collaboration

The college has framed External linkages committee, through which, and in association with relevant faculty, linkages with industries have been established.

### 6.3.9 Admission of Students

Admission and counselling committee has been constituted faculty wise in the beginning of the year which counsels students about suitable course and subjects. Also, the admissions are given as per the university and state government guidelines.

### 6.4 Welfare schemes for

Teaching	Credit cooperative society is facilitated for teaching staff for their financial needs
Non teaching	Above facility is also made available for non-teaching staff.
Students	Various scholarships and fellowships, Student Aid Fund

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) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Integrated quality certification Pvt. Ltd.	Yes	College ISO committee
Administrative	Yes	Integrated quality certification Pvt. Ltd.	Yes	College ISO committee

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

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

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

Tree plantation, campus clean mission, awareness through poster presentations, Paperless communication policy in-house generation of bio-gas, etc

## 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.

Central Library gives Excellent Reader Award and Book-friend award to the best library user students.

Faculty were encouraged to run google-classroom.

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

Action Taken Report (ATR) based on the plan of action:

In the beginning of the academic year, month wise Plan of Action for faculty and HOD was prepared. Annual committees were formed for smooth conduction of various co-curricular and extracurricular activities. Unit tests, Tutorials, Student Group Discussion and Student seminars were arranged.

Feedback on teaching from students was collected.

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

1. Pre-knowledge test for first year UG students
2. Interdepartmental group discussion for faculty

*\*Provide the details in annexure*

7.4 Contribution to environmental awareness / protection

1. Department of Biotechnology runs a biogas plant which generates natural gas as fuel and also manages biological waste.
2. Paperless communication policy has been adopted by IQAC.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add.

1. Student projects, guest lectures, study tours had been arranged during the current academic year.
2. The College has taken membership of N-LIST and DELNET Consortium.
3. Book-Bank facility is available for students in the Central Library.
4. The College has adopted ISO system for quality management.

### 8. Plans of institution for next year

- To form various annual committees
- To prepare Plan of Actions for Teacher and HOD
- To prepare Academic Calendar
- To arrange Unit Tests and Tutorials
- To promote research activities
- To arrange student G.D., Student seminar
- To conduct feedback on teaching from student

Name: Dr. Adhyapak M.S.

Name: Dr. Shirsath S.T.

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

## Annexure I

### Academic Calendar (2016-17)

Date	Activity
15/06/2016	First Term Opening Day
15/06/2016	Beginning of Admission Process
16/06/2016	Preparation of Annual Teaching Plan
20/06/2016-30/06/2016	Preparation of Power-point slides
22/06/2016	Commencement of Teaching & Learning
July/2016	Pre-knowledge Test (Content Test) (HOD)
Aug/2016	G.D. for students
Sep/2016	First Unit Test and Tutorial
Sep/2016	Activity for slow and advanced learners (HOD)
Sep/2016	Feedback on teaching by students (IQAC)
Oct/2016	Interdepartmental G.D. for faculty (HOD)
24/10/2016	Last Working Day of First Term
16/11/2016	Second Term Opening Day
25/11/2016 - 14/12/2016	Term end exam
15/12/2016	Commencement of Teaching & Learning
Dec/2016	Research Projects for final year students
Jan/2017	Second Unit Test and Tutorial
Feb/2017	Interdepartmental G.D. for faculty (HOD)
Individual dept	Student seminars
Individual dept	Study tour
Individual dept	Guest/expert's lecture
Individual dept	Organization of seminar/workshop/conference
30/04/2017	Last Working Day of Second Term

## **Annexure II**

### **Best Practice 1**

#### **Title of the Practice**

Pre-knowledge test for newly admitted students

#### **Objectives of the Practice**

To evaluate knowledge of the students at course entry level

#### **The Context**

The students admitted to UG course, i.e., first year of the course, may or may not have required basic knowledge of a particular subject. Also, the class could have a mixed type of students, i.e., some could be advanced learners, some could be slow learners and some, average learners. This information is necessary for the concerned teachers, so that, they can then teach accordingly. To get such information, pre-knowledge test was arranged in the College.

#### **The Practice**

Subject wise question papers (having objective multiple choice questions) were prepared, based upon basic knowledge of that particular subject. The question papers were distributed among the students of first year class of B.A., B.Com. and B.Sc. The students were allowed to write the answers in specific time period. Later, after evaluation, analysis of the results was done.

#### **Evidence of Success**

From the analysis of the results, we got information about range of student's subject knowledge levels, which found helpful for the department and the teachers during teaching practices.

#### **Problems encountered and resources required**

This assessment system may not be applicable to the students who come from other disciplines. No significant resources are required to run this practice.

## **Annexure III**

### **Best Practice 2**

#### **Title of the Practice**

Interdepartmental group discussion for faculty

#### **Objectives of the Practice**

To exchange knowledge among the faculty

To encourage interdisciplinary research

#### **The Context**

Generally, teachers make advancement in their knowledge related to their subject only. They take little efforts to gain the same of other subjects. This creates gap between two subjects having some relevance.

#### **The Practice**

To overcome above lacuna, the activity, interdepartmental group discussion for faculty was arranged. For this, the teachers were asked to make pairs of departments having some relevance in their subjects; like, Botany and Biotechnology, Public administration and Political science, etc. Teachers were asked to discuss and exchange their knowledge within group of subject pairs.

#### **Evidence of Success**

Practically, it is difficult to measure the exact degree of success in a short period, but this activity would help not only to upgrade their knowledge of other subjects having some relevance but also would helpful to bring interdisciplinary approach in their research.

#### **Problems encountered and resources required**

Some subjects have no direct relevance with other subjects. Resources for updating of subject knowledge are the requirements to conduct this activity.