

“ज्ञान विज्ञान आणि सुसंरकाय यासाठी शिक्षणप्रसाय”

शिक्षणमहर्षी डॉ. वापूजी सालुंखे

Shri Swami Vivekanand Shikshan Sanstha, Kolhapur's

ARTS AND COMMERCE COLLEGE, NAGTHANE,

TAL. & DIST. - SATARA Pin code- 415519 (M. S.)

Accredited at “B” level by NAAC

TRACK ID: MHCOGN 20667

Annual Quality Assurance Report (AQAR)

For the year 2015-16

Prepared by

Internal Quality Assurance Cell (IQAC)

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL,
(NAAC) NAGARBHAVI, BANGALORE**

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2015-16

1. Details of the Institution

1.1 Name of the Institution

Arts and Commerce College, Nagthane

1.2 Address Line 1

Near Asian Highway No. 47

Address Line 2

Tal. and Dist. Satara

City/Town

Nagthane

State

Maharashtra

Pin Code

415519

Institution e-mail address

acc_nagthane@yahoo.com

Contact Nos.

Office: (02162) 265077
Principal 09850089225

Name of the Head of the Institution:

Principal Dr. Ashok Aba Karande

Tel. No. with STD Code:

Office: (02162) 265077

Mobile:

Principal 09850089225

Name of the IQAC Coordinator:

Dr. Subhash Vithoba Shelake

Mobile:

09850011264

IQAC e-mail address:

accn_iqac15@yahoo.com.com

1.3 NAAC Track ID

MHCOGN 20667

OR

1.4 NAAC Executive Committee No. & Date:

EC(SC)/10/A&A/30.1 dt. Nov.15,2015

1.5 Website address:

<http://www.accnagthane.com>

Web-link of the AQAR:

<http://accnagthane/our committees/IQAC/AQAR>For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sr. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-------------------|
| 1 | 1 st Cycle | B | 2.36 | 2015 | November 14, 2020 |
| 2 | 2 nd Cycle | - | - | - | - |
| 3 | 3 rd Cycle | - | - | - | - |
| 4 | 4 th Cycle | - | - | - | - |

1.7 Date of Establishment of IQAC:

December 15, 2015

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

i. AQAR: NOT APPLICABLE

1.9 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) UGC 12B

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

--

1.11 Name of the Affiliating University

Shivaji University, Kolhapur

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

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

2. IQAC Composition and Activities

| | | | | | |
|---|--------------------------------------|--------------------|---------------------------------|----------|---------------------------------|
| 2.1 No. of Teachers | <input type="text" value="04 + 01"/> | | | | |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="01"/> | | | | |
| 2.3 No. of students | <input type="text" value="01"/> | | | | |
| 2.4 No. of Management representatives | <input type="text" value="01"/> | | | | |
| 2.5 No. of Alumni | <input type="text" value="01"/> | | | | |
| 2.6 No. of any other stakeholder and Community representatives | <input type="text" value="01"/> | | | | |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="01"/> | | | | |
| 2.8 No. of other External Experts | <input type="text" value="01"/> | | | | |
| 2.9 Total No. of members | <input type="text" value="12"/> | | | | |
| 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="08"/> | | | | |
| Faculty | <input type="text" value="03"/> | Non-Teaching Staff | <input type="text" value="01"/> | Students | <input type="text" value="02"/> |
| Alumni | <input type="text" value="01"/> | 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

Rs. 300000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Role of IQAC in Quality Enhancement (13th September 2015)

2.14 Significant Activities and contributions made by IQAC

1. Academic and Administrative Audit (AAA)
2. Annual Plan
3. Continuous Evaluation
4. Organization of Workshops
5. Participation in Avishkaar at University and State Level (Research Oriented Activity by the students)
6. Publication College Annual *Shabd Savalya-2015-16*
7. Publication of Wall Papers
8. Organization of Various Competitions
9. Participation in University Level Youth Festival
10. Participation of the students in Sports Competitions
11. Skill- based Short Term Courses
12. Organization of Annual Prize Distribution Ceremony
13. Celebration of Anniversaries of the National Leaders, Social Reformers, Educationists, etc.
14. Organization of University Lecture Series

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 |
|-----------------------------------|---|
| Annual Academic Plan | Carried out as per the prepared plan |
| Academic and Administrative Audit | Done by the Academic Cell of the Management |
| Continuous Evaluation | Assignments, Seminars, Projects, Various Tests and Competitions were held |

| | |
|---|---|
| Organization of Workshops / Conference | <ol style="list-style-type: none"> 1. One National Workshop by College IQAC is organized 2. Four Workshops were organized under the University Lead College Scheme. 3. One National Conference of History was organized in the Institution. |
| Research Activities | <ol style="list-style-type: none"> 1. Two Teams of college students were participated in Satara Zonal Research Competition "Avishkaar" held in Patan (Satara) Ms. Reshma Jadhav (B. A. III) won first position in it. She was selected for the State Level "Avishkaar" Competition 2. Two proposals of Minor Research Projects were submitted to UGC (One in English and the other in Sociology) 3. Two Minor Research Projects were completed and submitted to UGC 4. Four Minor Research Projects are in progress (English, Marathi, Hindi, History) 5. All the faculty members participated in the National Conference/Seminars and Workshops. 6. Nine research papers were published in the journals. |
| Publication of <i>Shabd Savalya</i> | The College Annual <i>Shabd Savalya-2015-16</i> was published in the Academic Year and sent to Shivaji University for the University Level Competition. |
| Publication of Wallpapers | The Wallpapers of every department were published. Each department published minimum two Wallpapers during the academic year. |
| Organization of Various Competitions | Elocution, Essay Writing, Recitation, Poetry reading, Acting, Reading, Rangoli Painting, Cooking competitions were organized. |
| Participation in the University Level Youth Festival | The students were participated in the following competitions organized under the Youth Festival <ol style="list-style-type: none"> 1. Elocution Competition 2. Debating 3. Group Song 4. Folk Song 5. Photography 6. Folk Dance |
| Participation of the students in the Sports events | The sportspersons of the institution were participated in the following events: <ol style="list-style-type: none"> 1. Swimming 2. Boxing 3. Kabbadi 4. Relay Race 5. Power Lifting 6. Best Physique 7. Body Building (Bronze Medal) 8. Hammer Throw (Bronze Medal) |
| Organization of University Zonal Swimming Competition | The institution organized the University Level Zonal Swimming Competition. |
| Skill-based Short Term Courses | Following Skill-based Short Term Courses were successfully organized in the institution: <ol style="list-style-type: none"> 1. A Certificate Course in Spoken Communication in English 2. A Certificate Course in Basic English 3. Beauty Parlour |

| | |
|---|---|
| | 4. Mehendi Painting 5. Hair Style and Drapery 6. Making Paper Flowers 7. Making Paper Bags 8. Making Incense Sticks 9. Making Candles 10. Making Paper Envelops 11. Production of the Best out of Waste |
| Organization of Annual Prize Distribution Ceremony | The Annual Prize Distribution Ceremony was organized on 12 th February 2016. The well-known social thinker and activist Dr. Baburao Gurav was the Chief Guest of the ceremony. |
| Celebration of Anniversaries of the National Leaders, Social Reformers, Educationists, etc. | The anniversaries of the National Leaders, Social Reformers, Educationists, etc. were observed time to time. |
| Organization of University Lecture Series | The institution organized the Shivaji University Lecture Series entitled "Chhatrapati Shivaji Maharaj Vyakhanmala (Lecture Series)" on Chhatrapati Shivaji Maharaj. The chief guest of the function was Advocate Sambhajirao Mohite |

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body?

Management

Syndicate

Any other body

Provide the details of the action taken

The report was placed before the honorable members of the Local Managing Committee. After the thorough discussion it was approved by the said committee. It was suggested to upload on the website of the Institution as well as be submitted to the NAAC.

Part – B

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 |
|------------------------|-------------------------------|--|-------------------------------------|--|
| Ph. D. | 00 | 00 | 00 | 00 |
| PG | 00 | 00 | 00 | 00 |
| UG | 02 | 00 | 00 | 00 |
| PG Diploma | 00 | 00 | 00 | 00 |
| Advanced Diploma | 00 | 00 | 00 | 00 |
| Diploma | 00 | 00 | 00 | 00 |
| Certificate | 01 | 00 | 00 | 01 |
| Others | 01 | 01 | 02 | 00 |
| Total | 04 | 01 | 02 | 01 |
| Interdisciplinary | 04 | 00 | 00 | 00 |
| Innovative | 00 | 00 | 00 | 00 |

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

Elective Option: limited flexibility only for the B. A. courses is available.

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 02 |
| Trimester | 00 |
| Annual | 01 |

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

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

*Please provide an analysis of the feedback in the Annexure

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

1. The syllabus of B. A. Part III and B. Com. Part III were revised by Shivaji University.
2. Two faculty members (English and Sociology) of the institution were the members of the Syllabus revision committee. They are the Coordinators of the Board of Studies of their respective subjects.

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

M. Com. Part I of Y. C. M. O. U. was introduced and the course was conducted throughout the year. in the beginning of the year.

Criterion – II

2. Teaching, Learning and Evaluation:

| | | | | | |
|------------------------------------|-------|------------------|----------------------|------------|--------------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
| | 20 | 13 | 06 | 00 | 01 Principal |

2.2 No. of permanent faculty with Ph.D.

| | | | | | | | | | | |
|---|------------------|----|----------------------|----|------------|----|--------|----|-------|----|
| 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 |
| | 13 | 01 | 06 | 00 | 00 | 00 | 01 | 00 | 20 | 01 |

2.4 No. of Guest and Visiting faculty and Temporary faculty:

| | | |
|------------------------|---|---------------------------------|
| Guest Faculty | : | <input type="text" value="00"/> |
| Visiting Faculty (CHB) | : | <input type="text" value="03"/> |
| Temporary Faculty | : | <input type="text" value="01"/> |

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|-------------------|---------------------|----------------|-------------|
| Attended Seminars | 03 | 19 | 17 |
| Presented papers | 02 | 11 | 07 |
| Resource Persons | 00 | 04 | 02 |

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

| |
|--|
| 1. Use of ICT |
| 2. Experience Oriented Teaching (Bank Experience) |
| 3. Industrial Visits |
| 4. Visits to the Libraries |
| 5. Study Tours |
| 6. Organization of Guest Lectures by the departments |
| 7. Organization of workshops |
| 8. Practical experience in marketing |
| 9. Active Reading and Recitation |
| 10. Organization of various competitions |
| 11. Quiz |
| 12. Screening of the Films |
| 13. Publication of Wallpapers by the Departments |
| 14. Moot Teaching |

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 Multiple Choice Questions)

| | |
|-------------------------|-------------------------------|
| 1. Open Book Tests | 6. Seminars |
| 2. Unit Tests | 7. Surprise Tests |
| 3. Oral Examinations | 8. Project writing |
| 4. Practice Examination | 9. Revaluation |
| 5. Assignments | 10. Photocopy of Answer-books |

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

| | |
|--|----|
| 1. No. of faculty members involved in curriculum restructuring / revision / syllabus development | 02 |
| 2 No. of faculty members working on the BOS | 02 |
| 3. Members of the Curriculum Development Committee | 03 |

2.10 Average percentage of attendance of students: 90%

2.11 Course / Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Total no. of students cleared | Division | | | | |
|------------------------|--------------------------------|-------------------------------|---------------|-------|-------|-------|--------------|
| | | | Distinction % | I % | II % | III % | Total Pass % |
| B. A. I | 175 | 138 | 4.57 | 17.71 | 47.71 | 16.00 | 78.85 |
| B. A. II | 138 | 116 | 6.52 | 15.94 | 40.72 | 24.81 | 83.99 |
| B. A. III | 135 | 126 | 7.41 | 14.07 | 55.21 | 16.52 | 93.21 |
| B. Com. I | 110 | 92 | 8.18 | 21.06 | 43.64 | 10.72 | 83.60 |
| B. Com. II | 110 | 90 | 7.28 | 18.55 | 40.89 | 15.27 | 81.98 |
| B. Com. III | 87 | 80 | 8.04 | 24.14 | 37.98 | 21.84 | 92.00 |

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

1. Collects the Feed-back from the various stake holders.
2. Discusses and analyses the university examination results.
3. Makes the Faculty members to use the ICT in the classes.
4. Suggests the departments to organize the workshops.
5. Suggests all the Faculty Members to publish the research papers.
6. Suggests the members of the faculty to participate in the seminars, conferences, and workshops.
7. Suggests the Members of the faculty to organize the guest lectures.
8. The reports of all the above activities are collected time to time form the concerned members of the faculty.

2.13 Initiatives undertaken towards faculty development:

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 02 |
| UGC – Faculty Improvement Programme | 00 |
| HRD programmes | 00 |
| Orientation programmes | 01 |
| Faculty exchange programme | 00 |
| Staff training conducted by the university | 02 |
| Staff training conducted by other institutions | 00 |
| Summer / Winter schools, Workshops, etc. | 00 |
| Others | 00 |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 07 | 03 | 00 | 00 |
| Technical Staff | 00 | 00 | 00 | 00 |

Criterion – III

3. Research, Consultancy and Extension

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

1. The institution constituted the Institutional Research Committee
2. The Research Journal *New Horizons* is prepared
3. The Research Journal *New Perspectives* of the students was prepared. The students contributed for the same.
4. The Faculty members were granted the duty leave for attending / participating in the conferences / seminars / workshops.
5. The team of the institution participated in the Zonal Research event named “Avishkaar - 2015”. The team won the first position at the district level and one participant was selected to represent the university at the state level “Avishkaar” event.
6. IQAC organized one-day National Workshop on “Role of IQAC in Quality Enhancement”. Souvenir of the same was prepared.
7. The IQAC initiated the Department of History to organize National Level Conference. The conference was organized.
8. The IQAC helped to organize Four workshops under the Lead College Scheme of the university. All the workshops were organized by the Lead College Committee of the institution.
9. The IQAC suggested all the departments of the institution to organize the guest lecturers of the eminent persons in their respective subjects.
10. The IQAC took initiative in providing internet, computers and other facilities to all the departments and the faculty members.

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 | 03 | 03 | 06 | 02 |
| Outlay in Rs. Lakhs | 530000 | 320000 | 850000 | 400000 |

3.4 Details on research publications:

| Papers published in | International level | National level | Other |
|--------------------------|---------------------|----------------|-------|
| Peer Review Journals | 02 | 02 | 00 |
| Non-Peer Review Journals | 00 | 05 | 00 |
| e-Journals | 00 | 00 | 00 |
| Conference proceedings | 00 | 01 | 00 |

3.5 Details on Impact factor of publications: 00

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received Rs./- |
|--|---------------|----------------------------|------------------------|----------------|
| Major projects | 00 | 00 | 00 | 00 |
| Minor Projects | Two Years | UGC | 850000 | 652500 |
| Interdisciplinary Projects | 00 | 00 | 00 | 00 |
| Industry sponsored | 00 | 00 | 00 | 00 |
| Projects sponsored by the University/ College | 00 | 00 | 00 | 00 |
| Students research projects <i>(other than compulsory by the University)</i> | 00 | 00 | 00 | 00 |
| Any other(Specify) | 00 | 00 | 00 | 00 |
| Total | Two years | UGC | 8,50,000 | 652500 |

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 (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the institution:

| Level | International | National | State | University | College |
|---------------------|---------------|---------------------------------------|-------|------------|---------|
| Number | 00 | 02 | 00 | 04 | 06 |
| Sponsoring agencies | 00 | 1. IQAC 2. I. S. Mandal, Satara | 00 | University | 00 |

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

03

3.13 No. of collaborations:

International

National

Any other

04

3.14 No. of linkages created during this year:

01

3.15 Total budget for research for current year in lakhs:

From funding agency

200000

From Management of University/College

00

Total

200000

3.16 No. of patents received this year:

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | 00 |
| | Granted | 00 |
| International | Applied | 00 |
| | Granted | 00 |
| Commercialized | Applied | 00 |
| | Granted | 00 |

3.17 No. of research awards / recognitions received by faculty and research fellows of the institution in the year:

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 00 | 00 | 00 | 00 | 00 | 00 | 00 |

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

02

and students registered under them

07

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

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

| | | | |
|------------------|----|---------------------|----|
| University level | 00 | State level | 04 |
| National level | 00 | International level | 00 |

3.22 No. of students participated in NCC events:

| | | | |
|------------------|----|---------------------|----|
| University level | 00 | State level | 00 |
| National level | 00 | International level | 00 |

3.23 No. of Awards won in NSS:

| | | | |
|------------------|----|---------------------|----|
| University level | 00 | State level | 00 |
| National level | 00 | International level | 00 |

3.24 No. of Awards won in NCC:

| | | | |
|------------------|----|---------------------|----|
| University level | 00 | State level | 00 |
| National level | 00 | International level | 00 |

3.25 No. of Extension activities organized

| | | | | | |
|------------------|----|---------------|----|-----------|----|
| University forum | 04 | College forum | 03 | | |
| NCC | 02 | NSS | 10 | Any other | 01 |

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

- Organized General Health Check-up Camp
- Organized Blood Donation Camp
- Organized Special Camp of NSS in Vekhandwadi (Tal. Patan, Dist. - Satara)
- Organized Food Festival
- Started Small Savings Groups of the Students
- Started Self-help Scheme
- Vivekanand Bank of the students of the institution
- Tree Plantation Campaign
- Undertook Bharat Swatcchata Abhiyan started by the Prime Minister of India
- Maintenance of Vaikunthbhumi (Crematorium)
- Started Small Scale Cottage Industry Group
- Started Institution Level Research Journal *New Horizons*
- Started the Research Journal of the students *New Perspectives*

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 | 2.5 acres | 00 | 00 | 2.5 Acres |
| Class rooms | 16 | 00 | 00 | 16 |
| Laboratories | 01 | 00 | UGC | 01 |
| Seminar Halls | 01 | 00 | Management | 01 |
| No. of important equipments purchased (\geq 1-0 lakhs) during the current year. | Xerox Machine 01 PCs 41 LCDs 06 Solar Energy Unit 01 Screens 06 | Fire Extinguisher DVD CC TV Cameras Mike Set LAN | UGC Management | Xerox 01 PCs 30 LCDs 06 Solar 01 Screen 6 Fire Distinguisher DVD 1 CC TV Cameras 1 Mike Set LAN |
| Value of the equipment purchased during the year (Rs. in Lakhs) | --- | 116500 | Self | 116500 |
| Others Furniture, Water Purifier | 91295 | | Self | 91295 |

4.2 Computerization of administration and library

- Library is computerized. LIBMAN software is used in the library
- Internet facility is provided in the library for the students.
- Administration process of the institution is partially computerized. Software used for the office administration is “Office Management. Office”.
- Examination process is computerized

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|--------|-------------|-------|-------|--------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 3362 | 289719 | 361 | 35781 | 3723 | 325500 |
| Reference Books | 1159 | 135452 | 187 | 50133 | 1346 | 185585 |
| e-Books | 00 | 00 | 00 | 00 | 00 | 00 |
| Journals | 08 | 4351 | Inflibnet | 00 | 08 | 4351 |
| e-Journals | 00 | 00 | 00 | 00 | 00 | 00 |
| Digital Database | 00 | 00 | 00 | 00 | 00 | 00 |
| CD & Video | 31 | 4359 | 13 | 1358 | 44 | 5717 |
| Others (specify) | 00 | 00 | 00 | 00 | 00 | 00 |

INFLIBNET FACILITY AVAILABLE

4.4 Technology up gradation (overall):

| | Total Computers | Computer Labs | Internet | Browsing Centers | Computer Centers | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 41 | 01 | Yes (2) | Yes (14) | 01 | 01 | 08 | 01 |
| Added | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 |
| Total | 41 | 01 | Yes (2) | Yes (14) | 01 | 01 | 08 | 01 |

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

- Tally-ERP 9.2 Course is started.
- ICT training was given to the staff and the faculty.
- Internet access for the students in the library.

4.6 Amount spent on maintenance in lakhs:

| | |
|--|--------|
| i) ICT | 41076 |
| ii) Campus Infrastructure and facilities | 43746 |
| iii) Equipments | 25700 |
| iv) Others | 19800 |
| Total: | 130322 |

Criterion – V

5. Student Support and Progression:

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- Self-help Group Scheme
- Distribution of Cycles to the needy girl students coming from the nearby villages.
- One student is adopted by Shri Manohar Salunkhe (local member of the LMC of the institution). All the educational expenditure of the said student was borne by him. Name of the Student: Miss Pooja Mahdik
- Support from the Students' Aid Fund to the poor and needy students of the college.
- Educational Loan facility to the students from the College Vivekananda Bank.
- Various scholarships from the various agencies

5.2 Efforts made by the institution for tracking the progression:

- Counselling the final year students for their higher education.
- Counselling the students for their jobs and career development
- Organization of the Parents' meets
- Organization of the Alumni Meet
- Feedback from the stake holders.
- Practice Examinations are held

5.3 (a) Total Number of students:

| UG | M. Com. (<i>Open University</i>) | Ph. D. |
|-----|------------------------------------|--------|
| 819 | 27 | 00 |

(b) No. of students outside the state

00

(c) No. of international students

00

Only Regular Programmes %

| | Men | | Women | |
|--|--------|-------|--------|-------|
| | Number | % | Number | % |
| | 325 | 39.68 | 494 | 60.32 |

| Last Year 2014-15 | | | | | | This Year 2015-16 | | | | | |
|-------------------|----|----|-----|-----------------------|-------|-------------------|----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 620 | 85 | 00 | 84 | 00 | 837 | 938 | 96 | 00 | 85 | 00 | 819 |

Demand ratio 1:1 Dropout % 2

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

- The college has a “Competitive Examination Guidance Centre”.
- The regular coaching / lectures / lectures by the eminent experts are organized.
- The institution has a separate section of the books of Competitive Examinations.
- The institution provides reading material / books / periodicals / free internet access / news papers, etc. to the students.

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance:

- B. A. III and B. Com. III students were counselled for their career development.
- Guidance was rendered to the students for getting admission for the P. G. Courses.
- Guidance for the preparation of the Entrance Examination of PG courses.
- Placement services are provided.

No. of students benefitted:

210

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 |
| 00 | 25 | 02 | 05 |

5.8 Details of gender sensitization programmes:

- HB count for the girl students was organized.
- Vivek Vahini Committee organized lectures mainly for girl students.
- Short term skill development courses were organized. They were Mehendi Painting, Making Cloth Bags, Making Paper Bags, Making Candle Sticks, etc. were organized.
- Traditional folk songs training programme was organised for the girl students.
- Self-defence course was organized for girl students.

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: (2015-16)

| | Number of students | Amount |
|--|--------------------|--------|
| Financial support from institution (S. A. Fund) | 25 | 5480 |
| Financial support from government (B. C. Scholarship) | 155 | 325520 |
| Financial support from other sources (Student Mentoring) | 03 | 7000 |
| Number of students who received International/ National recognitions | 00 | 00 |
| University Scholarship | 01 | 10000 |
| Economic Backward Class Scholarship | 329 | 14805 |

5.11 Student organized / 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

No grievance was reported by the students. So there was no question of Redressal.

Criterion – VI

6. Governance, Leadership and Management:

6.1 State the Vision and Mission of the institution:

Vision:

Overall development through quality education in the context of global knowledge society.

Mission:

To encourage and insist on the Excellence and Commitment, on developing initiative, creativity, planning and scientific attitude and act with wisdom, with information, with concern for duty, with love for learning and with an urge to make Arts and Commerce College, Nagthane **a centre with difference** and to be **an Indian with a difference**.

6.2 Does the Institution has a management Information System: YES

- L. M. C. of the institution
- Region-wise meetings of the Management
- Principal's meetings with the Management
- Annual Academic and Administrative Audit (AAA) by the Academic Cell of the Management

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

6.3.1 Curriculum Development:

- Three faculty members are the members of the University syllabus committee.
- Two university level workshops of the revised syllabus were organized in the institution.
- The faculty members participated in conferences, seminars, workshops organized by other institutions.

6.3.2 Teaching and Learning

- Use of ICT (LCD Projectors, computers, television, internet, CDs and DVDs.)
- INFLIB NET
- Moot Teaching
- Study Tours and Industrial Visits
- Practical oriented teaching

6.3.3 Examination and Evaluation:

- Surprise Tests
- Open Book Tests
- Unit Tests
- Group Discussions
- Quiz
- Question Paper solution practice
- Recitation Competitions
- Elocution Competitions
- Essay writing Competitions
- Debating Competitions
- Question Bank

6.3.4 Research and Development:

1. It was decided that all the faculty members should submit their proposal of MRPs to UGC. (One Minor Project was sanctioned by UGC during the year. Up to the year six MRPs were sanctioned by UGC. Three MRPs were completed and submitted to UGC. One MRP is transferred to another Institution because the concerned researcher was transferred to that college. Three MRPs are ongoing.)
2. It was decided that all the faculty members should prepare at least one research paper and present in the conference/seminar or workshop or publish in the reputed research journal/s.
3. It was decided that the students should be encouraged to participate in Avishkaar (Research Event) Competition.
4. It was decided that the National and University level conferences / seminars or workshops should be organized in the institution. (One National Conference, one National Workshop and four workshops under Lead College Scheme were organized in the institution.)
5. It was decided that every faculty member should participate in at least two conferences / seminars or workshops a year. All the faculty members participated in such events.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. It was decided that the functioning of the library should fully be computerized. (The accession process is computerized.)
2. Computer facility should be made available in the library for the reference work. (Computer with Net facility is made available in the library.)
3. INFLIBNET should be made available. (It is made available.)
4. Computers and Net Connections are provided in every department.
5. Gym is installed and is made available for the students.
6. Non Conventional energy (Solar Energy) unit of 5 KV is installed and made functioning.

6.3.6 Human Resource Management:

1. Annual Plan is prepared.
2. COC “A Certificate Course in Spoken Communication in English” and “Basic English Course” are introduced to benefit the students
3. Skill Development-oriented Self-Financed Short Term Courses were introduced.

6.3.7 Faculty and Staff recruitment:

1. As per the government policy and rules required positions are filled in. They are recruited as per the guidelines and norms of UGC.

6.3.8 Industry Interaction / Collaboration

1. The industrial visits were organized. Four departments organized the visits.
2. Existing MOUs: 06

6.3.9 Admission of Students:

The admissions were made as per the rules and regulations of the Government of Maharashtra and Shivaji University, Kolhapur. The total number of students admitted to all programmes was 819.

6.4 Welfare schemes for:

| | |
|--------------|--|
| Teaching | Group Insurance, Provident Fund, DCPC, Teachers' Benevolent Fund, Loan Facility, Medical Reimbursement |
| Non teaching | Group Insurance, Provident Fund, Loan Facility, Medical Reimbursement |
| Students | Group Insurance, Scholarships, S. A. Fund, Loans from College Vivekananda Bank, Medical Camps, |

6.5 Total corpus fund generated:

20000

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 | Academic Cell | Yes | Principal & IQAC |
| Administrative | Yes | Joint Director | Yes | Management |

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?

1. The Central Assessment Programme (CAP) is conducted at the District and college level.
2. Semester pattern is introduced by the university.
3. Results are declared by the University

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

The university forwards the proposals of the institution for autonomy to the government.

6.11 Activities and support from the Alumni Association

Following support is extended by the Alumni:

1. Prof. Sumit Yadav donated Rs. 5500/-

6.12 Activities and support from the Parent – Teacher Association

1. Mr. Manohar Salunkhe donated Rs. 75,000/- He has adopted a Girl student and is doing all the expenses of her education.
2. The Owner of Bhalari Nursery (Atit) donated plants. He also donated notebooks worth Rs. 7000/- to the needy students.

6.13 Development programmes for support staff:

One Workshop was organized in the institution under the lead college scheme. Two members were sent to participate in the training workshops organized by the other colleges.

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

Following steps were taken to make the campus eco-friendly:

1. Tree plantation
2. Green Audit
3. The college campus is declared and kept Plastic Free Zone.
4. The faculty members donated pots and plants to the institution.
5. The campus is kept clean by the students.

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.

College Vivekananda Bank:

All the functioning of the bank is handled by the students. It is a practical experience extended to the students. The students deposit their funds regularly. Hence, the saving habit is enrooted in the students. The accounts, meeting and all the necessary documents are maintained by the students only. The total amount deposited by the students is 59,560/-. The loans are sanctioned to the students. The loan amount sanctioned to the students has gone up to Rs. 23,500/- only.

Vivekananda Small Cottage Industry Group:

The students have formed this group. Training of manufacturing and marketing is imparted to the students. It is experience-oriented activity.

Utkarsha Self-Help Group:

The Girl students have formed this group. Training of manufacturing, packaging and marketing is imparted to the students. It is also experience-oriented activity.

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

- Annual academic plan was carried out as per the plan
- Academic and Administrative Audit was carried out by the Academic Cell of the Management. The peer Team of the management visited the institution and executed the academic and administrative audit. The draft report was handed over to the Principal of the institution in the exit meeting. The entire process was carried out as per NAAC's process.
- Assignments, seminars, project writing, various tests, and competitions were held to benefit the students.
- Four workshops under Lead College Schemes were organized.
- One National Workshop by College IQAC was organized.
- One National Conference of History was organised
- Students' Research: Two teams of students participated in the Satara Zonal Research Competition "Avishkaar 2015-16" held in Balasaheb Desai College, Patan. Miss Reshma Jadhav (B. A. III) won first position in it. She was selected for the State Level "Avishkaar 2015-16" competition.

- Two proposals of Minor Research Project were sent to UGC. (English and Sociology)
- Two Minor Research Projects were completed and submitted to UGC.
- 19 faculty members out of 20 participated in Conferences / seminars / workshops.
- Nine research papers of the faculty were published in the reputed research journals.
- The college Annual “Shabda Savalya 2015-16” was published and sent to the university for the University level competition.
- Each department published two Wall Papers during the year.
- Elocution, Essay Writing, Recitation, Poetry reading, Acting, Reading, Rangoli Painting, Cooking Competitions were organized.
- The team of the students participated in various events in the Youth Festival organized by the university.
- The sports persons of the institution participated in the following events:
 - Swimming
 - Boxing
 - Kabaddi
 - Relay Race
 - Power lifting
 - Best Physic (Bronze Medal)
 - Hammer Throw (Bronze Medal)
- The institution organized university Level Zonal Swimming Competition.
- The institution successfully organized following short term courses:
 - A Certificate Course in “Spoken Communication in English”
 - A Certificate Course in “Basic English”
 - Beauty Parlour
 - Mehandi Painting
 - Hair Style and Drapery
 - Making Paper Flowers
 - Making Paper Bags
 - Making Incense Sticks
 - Making Candles
 - Making Paper Envelops
 - Production of Best out of Waste (Making Flower Pots)
- The Annual Prize Distribution Ceremony was held on 12th February 2016.
- The anniversaries of the National Leaders, Social Reformers, Educationists, etc. Were observed from time to time.
- The institution organized Shivaji University Lecture Series entitled “Chhatrapati Shivaji Maharaj Vyakhyanmala 2015-16” on The Great Chhatrapati Shivaji Maharaj.
- Each department organized two guest lectures during the year.

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

Best practice No. 1

1. Title of the Practice: College Vivekananda Bank (Run by the Students)
Motto of the bank: “Amachi Bachat Amacha Utkarsha”
 (“Our Saving Our Prosperity”)
2. Goal/s:
 - i. To develop savings and banking habits among the students
 - i. To give the practical knowledge of banking sector and its functioning
 - iii. To create the awareness of functioning of bank
 - iv. To spread financial literacy among the students

3. The Context:

Most of the students’ population of our institution belongs to hilly and rural area. The major occupation of their parents is farming and farm laborers. They are financially weak. The students face many financial problems. They need money for their bus passes, examination fees, admission fees, etc. Whenever the students get money it was necessary for them to save it for the future expenditure. As they could not go to the bank and spare their valuable time in banking transactions, the college decided to start a bank for them. It will develop the habit of saving money and utilize the same whenever it is required. It was supposed that this bank will help them to have an actual knowledge of banking. With this purpose the institution opened “Vivekananda Bank” in July 2014.

4. The Practice:

The bank personnel are the students. They are appointed by conducting their written and oral tests. There is one manager, one cashier, one clerk, one auditor and one peon. The bank functions under the supervision of Mr. Sonawale A. G. (Assistant Professor in Commerce). The students can deposit their savings with this bank. Even they can apply for the loan whenever they need. The loan is sanctioned in the meeting. The membership of this bank is open only for the students of Commerce and Economics Departments. All student members are required to deposit minimum Rs. 10 per month. This amount is deposited before the 10th of every month. This amount is deposited in “Vidarbha Kokan Gramin Bank, Branch - Nagthane”.

5. Evidence of Success:

Every student member deposits minimum Rs. 10/- in this bank without fail. 13 members applied for the loan facility. They are sanctioned the same. This loan was utilized by the students for educational purposes and for entrepreneurship.

Following table shows the success of the bank:

| Sr. No. | Particulars | Details |
|---------|----------------------------------|-------------|
| 1 | Members of the bank | 275 |
| 2 | Deposits up to April 2016 | Rs. 59560/- |
| 3 | Loan sanctioned up to April 2016 | Rs. 23500/- |

6. Problems Encountered and Resources Required: Nil
7. Notes: Nil
8. Contact Details:
- i. Name of the Principal: Dr. Ashok Aba Karande
 - ii. Name of the Institution: Arts and Commerce College,
Nagthane, Tal. and Distt. Satara
(M. S.) PIN Code: 415 519
 - iii. Accredited Status: Accredited at "B" level (CGPA 2.36)
November 2015
 - iv. Work Phone: (02162) 265077
 - v. Mobile Phone: 9850089225
 - vi. Website: www.accnagthane.com
 - vii. E-mail: acc_nagthane@yahoo.com
 - viii. E-mail of the principal: ashok_karande@yahoo.com

Best Practice No. 2

1. Title of the Practice: Vivekananda Small Cottage Industry Groups
Motto : "Self Help is the Best Help"
2. Goal/s:
 - i. To develop entrepreneurship skill among the students
 - ii. To create the awareness about the small scale industrial production
 - iii. To create team work consciousness among the students.
 - iv. To provide the students with the practical knowledge of manufacturing and marketing

3. The Context:

The groups of the students are formed. They are guided to produce some products like Mehandi cones, Rakhis, eatables, etc. They are sold in the college campus. Hence, the practical knowledge of manufacturing and marketing is imparted to them.

4. The Practice:

The products are manufactured and sold by the students. In this way they acquire knowledge and skills of manufacturing and marketing the products on small scale. The accounts of these groups are maintained in the “Vivekananda Bank”.

5. Evidence of Success:

All the students of the Department of Economics are the members of these groups. Their share capital is Rs. 10 each. With the utilization of this capital, the products are successfully manufactured and sold out. The profit earned in this business is deposited in the “Vivekananda Bank”

Following table shows the success of this activity:

| Sr. No. | Particulars | Details |
|---------|--|---------|
| 1 | Members | 35 |
| 2 | Activities undertaken | 4 |
| 3 | Fixed Capital Rs. | 350 |
| 4 | Total Amounted deposited at Vivekananda Bank Rs. | 440 |
| 5 | Number of loans taken | 4 |

6. Problems Encountered and Resources Required: Nil

7. Notes: Nil

8. Contact Details:

- i. Name of the Principal: Dr. Ashok Aba Karande
- ii. Name of the Institution: Arts and Commerce College,
Nagthane, Tal. and Distt. Satara (M. S.)
PIN Code: 415 519

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- iv. Work Phone: (02162) 265077
- v. Mobile Phone: 9850089225
- vi. Website: www.accnagthane.com
- vii. E-mail: acc_nagthane@yahoo.com
- viii. E-mail of the principal: ashok_karande@yahoo.com

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection:

1. Tree plantation campaign was undertaken and 50 trees were planted in the campus of the institution.
2. The campus was kept clean and free from the plastic.
3. The drip irrigation system was used for watering the plants and trees in the campus.
4. Tree plantation was done in the village adopted by the NSS unit.
5. Lectures on environmental awareness were organized in the special camping activity of NSS.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The institution made the SWOC analysis considering which following activities were carried out:

- Eight proposals to organize the national seminars and conferences were prepared and sent to UGC for its approval.
- Two proposals of Minor Research Projects were sent by the two faculty members to UGC.
- Four workshops at University Level were organized under Lead College Scheme.
- Two university level workshops on the revised syllabus were organized (Hindi and History).
- It was decided to prepare the proposals to start regular M. A. (Economics) and M. Com. and send them to the University for its approval.

8. Plans of institution for next year (i.e. 2016-17):

- To start regular M. A. (Economics) and M. Com. affiliated to Shivaji University, Kolhapur.
- To start Self-financed Government initiated short term Computer Courses.
- To enrich the library.
- To computerize the total functioning of the library.
- To organize minimum four workshops under the Lead College Scheme.
- To organize two State / National level Conferences / Seminars
- To strengthen the functioning of Competitive Examination Guidance Centre
- To make all the faculty members to present / publish minimum one research article
- To promote extra reading habit among the students.

Dr. Subhash Vithoba Shelake
(Associate Professor)
Coordinator, IQAC

Dr. Ashok Aba Karande
Principal
Chairperson, IQAC

Annexure I**ACADEMIC PLANNING FOR THE YEAR 2015-2016**

| Sr. No. | Month | Programs |
|---|---------------|--|
| 1 | June 2015 | Admission Process |
| | | Subject wise result meeting |
| | | Workload Distribution Department-wise |
| 2 | July 2015 | Admission process |
| | | IQAC Meeting |
| | | NAAC Meeting |
| | | L.M.C Meeting |
| 3 | August 2015 | Student Council Election |
| | | Seminars Department-wise |
| | | Health Camp |
| | | Wall Paper / Poster Presentation Department Level Activity |
| | | Lead College Scheme Workshop |
| | | Staff Academy Programme |
| | | Question Bank |
| | | College Internal Examination Planning |
| 4 | October 2015 | Lead College Scheme Workshop |
| | | College Internal & University level Examination Planning |
| | | Youth Festival preparation |
| | | LMC, IQAC, NAAC |
| | | Staff Academy |
| 5 | November 2015 | College Internal Examination Planning & Evaluation |
| | | IQAC Meeting |
| | | Tour / Trek etc. |
| 6 | December 2015 | LMC Meeting |
| | | College Internal Examination Planning & Evaluation |
| | | Lead College Scheme Workshop |
| | | Writing for periodicals |
| | | Staff Academy programme |
| | | One day N.S.S. Camp |
| 7 | January 2016 | Avishkaar, Shivaji University, Kolhapur |
| | | Shri. Swami Vivekanand Saptah (Week) |
| | | N.S.S. Special Camp |
| | | Food Competitions |
| | | Staff Academy |
| | | Lead College Programme |
| | | Blood Donation Camp |
| Examination Department Meeting and Planning of Examinations | | |

| | | |
|----|------------------|---|
| 8 | February 2016 | Sports |
| | | LMC |
| | | Visit- Lib/ Exhibition etc. |
| | | Annual Prize distribution Programme |
| | | College Periodical Meeting |
| | | Project Writing |
| | | Exam Form |
| 9 | March 2016 | Advertise For Periodicals |
| | | Examination Planning & Conducting |
| | | Project Writing |
| 10 | April 2016 | Staff Academy |
| | | Alumni meeting |
| | | Examination Supervision Evaluation |
| | | Next Academic year planning & preparation |
| | | Prospects Admission Committee |
| 11 | May 2016 | University Examinations |

Dr. Subhash Shelake

Dr. Ashok Karande

Coordinator
Internal Quality Assurance Cell
Arts and Commerce College, Nagthane