

“ज्ञानविज्ञान आणि सुसंस्कार यासाठी शिक्षणप्रसार”

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 2016-17**

**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:

2016-17

#### 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 09822911781

Name of the Head of the Institution:

Dr. Mrs. S. K. Mane (In-charge Principal)

Tel. No. with STD Code:

Office: (02162) 265077

Mobile:

Principal 09822911781

Name of the IQAC Coordinator:

Dr. Subhash Vithoba Shelake

Mobile:

09850011264

IQAC e-mail address:

accniqac@gmail.com

1.3 NAAC Track ID

MHCOGN 20667

OR

1.4 NAAC Executive Committee No. &amp; Date:

1.5 Website address:

<http://www.accnagthane.com>

Web-link of the AQAR:

<http://accnagthane/our committees/IQAC/AQAR2016-17>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 <sup>st</sup> Cycle	B	2.36	2015	November 14, 2020
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC:

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: 31<sup>st</sup> August 2017

**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)

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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="COC"/>		

## 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 (Educationist)	<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="04"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="06"/>

Faculty	<input type="text" value="02"/>	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="0"/>		

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

If yes, mention the amount

(The institution has received the funding for Rs. 3,00,000/- from the UGC 2014-15) 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

2.14 Significant Activities and contributions made by IQAC:

1. Academic and Administrative Audit (AAA)
2. Annual Plan (Academic)
3. Continuous Evaluation of the students
4. Organization of Workshops under the Lead College Scheme of Shivaji University, Kolhapur
5. Participation in the Avishkaar at University and State Level (Research Oriented Activity mainly for the students)
6. Publication College Annual *Shabdsavalya:2016-17*
7. Publication of Wall Papers (Each department published two Wall Papers during the academic year)
8. Organization of Various Competitions like Recitation Competition, Elocution Competition, Essay Writing Competition, Rangoli Drawing Competition, Poetry Reading Competition, Food Festival, Drawing Competition, Story Telling,
9. Participation in University Level Youth Festival Competition
10. Participation of the students in Sports Competitions (Institution and University Level)
11. Skill- based Short Term Courses: Mehendi Painting, Sugandhi Utane (for Diwali Festival), and making Perfumes
12. Organization of Annual Prize Distribution Ceremony (APD)
13. Celebration of Anniversaries of the National Leaders, Social Reformers, Educationists, etc.
14. Organization of University Lecture Series
15. Exhibition of Books by the Department of Marathi, Sociology and the Central library
16. Organization of NET / SLET Guidance Classes for the Alumni of the Department of History

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 \*

Sr. No.	Plan of Action of IQAC	Achievements
1	Annual Academic Plan	Carried out as per the prepared plan in the beginning of the year.
2	Academic and Administrative Audit (AAA)	AAA was done by the Academic Cell of the Management on 22/03/2017. The management did the same by appointing the expert committee. The draft report of the visit was handed over to the Principal. One copy of the said report was sent to the Management for the further action.
3	Continuous Evaluation of the students	Assignments, Seminars, Project Writing, Unit Tests, Open Book Tests, Surprise Tests, Moot Teaching, and Recitation Competition, Elocution Competition, Essay Writing Competition, Rangoli Drawing Competition, Poetry Reading Competition, etc. were periodically organized.
4	Organization of Workshops / Conference (under Lead College Scheme of Shivaji University, Kolhapur)	Four workshops were organized during the year under the Lead College Scheme of the University: <ol style="list-style-type: none"> <li>1. "Computerised Accounting" organized on 10<sup>th</sup> Sept. 2016.</li> <li>2. "Mati Virahit Sheti" (Soilless Farming) organized on 29<sup>th</sup> Sept. 2016.</li> <li>3. "Skill Development Programme" organized on 11<sup>th</sup> Jan. 2017.</li> <li>4. "Communication Skill and the Positive Thinking" organized on 4<sup>th</sup> Feb. 2017.</li> </ol>
5	Organization of One-Day Multi-Disciplinary National Conference	"One-Day Multi-Disciplinary National Conference on Human Rights" was organized on 30 <sup>th</sup> December 2016. Total 115 delegates participated in the event. The Souvenir of the same is published having the ISBN 978-81-926341-7-3.
6	Research Activities	<ol style="list-style-type: none"> <li>1. Three Minor Research Projects are in progress (English, Marathi, Hindi, History)</li> <li>2. Two proposals of Minor Research Projects are in pipe for the approval of UGC</li> <li>3. All the faculty members participated in the National Conferences/Seminars and Workshops. The details of the participation of the faculty in conferences / seminars/ symposia, etc. are given in point No.2.5 of the said report.</li> <li>4. Two teams of the students participated in the research oriented activity "Avishkaar" Competition. One team got first prize in the same at the Satara District Level.</li> </ol>

7	Publication of <i>Shabdsavalya:2016-17</i>	The College Annual <i>Shabdsavalya: 2016-17</i> was published in the Academic Year and sent to Shivaji University for the University Level Competition. It was published in April 2017.
8	Publication of Wallpapers	Each department of the Institution published two Wall Papers during the academic year 2016-17. These wall papers were published with the auspicious hands of the Principal and the eminent guests.
9	Organization of Various Competitions	Following competitions were held during the year by the respective committees: Elocution, Essay Writing, Recitation, Poetry Reading, Rangoli Painting, Cooking were organized.
10	Participation in the University Level Youth Festival	The students participated in the following competitions organized under the Youth Festival by Shivaji University, Kolhapur on 4 <sup>th</sup> and 5 <sup>th</sup> October 2016. <ol style="list-style-type: none"> <li>1. Group Song (6 Participants)</li> <li>2. Elocution Competition (Marathi) (one participant)</li> <li>3. Debating Competition (Marathi) (Two Participants)</li> <li>4. Pottery (One Participant)</li> <li>5. Drawing (One Participant)</li> <li>6. Photography (One Participant)</li> <li>7. Street Play (Ten Participants)</li> <li>8. Quiz (organized on 5<sup>th</sup> October 2016) (Two Participants)</li> </ol>
11	Participation of the students in the Sports events	The sportspersons of the institution participated in the following events at the Shivaji University Level: <ol style="list-style-type: none"> <li>1. 400 mtrs. Run (Bronze Medal by Smt. Prajakta Shreedhar Kajle B. Com. I and selected for the Inter Zonal Level Competition)</li> <li>2. Best Physique (Bronze Medal by Sameer Sanjay Salunkhe B. A. II)</li> <li>3. 100 mtrs Run (Three students participated)</li> <li>4. 200 mtrs. Run (Three Students participated)</li> <li>5. 400 mtrs. Run (Seven students participated)</li> <li>6. 800 mtrs. Run (Six students participated)</li> <li>7. 1500 mtrs. Run (Six students participated)</li> <li>8. 110 mtrs. Hurdles (Two students participated)</li> <li>9. 4 X 100 mtrs Relay (Boys and Girls Teams participated)</li> <li>10. 4 X 400 mtrs Relay (Boys Team participated)</li> <li>11. Shot-put (One student participated)</li> <li>12. Discus Throw (Two Students participated)</li> <li>13. Javelin Throw (Two students participated)</li> <li>14. Long Jump (Three students participated)</li> <li>15. Triple Jump (One student participated)</li> </ol>



12	UGC Course	The Department of English organized “A Certificate Course in “Spoken Communication in English”
13	Short-Term Course	The Department of English organized “A Certificate Course in Basic English” mainly for the Part 1 students
14	Skill-based self-funded Short Term Courses	Following Skill-based self-funded Short Term Courses were successfully organized during the year: 1. Mehandi Painting (31 students participated) 2. Making Utane (for Diwali Festival) and 3. Making Perfume(21) students participated
15	Organization of Annual Prize Distribution Ceremony (APD)	The Annual Prize Distribution Ceremony (APD) 2016-17 was held on 14 <sup>th</sup> February 2017. Principal Ravindra Yeole (Phalatan) was the chief guest of the function. Principal Mrs. Shubhangi Gawade, the Secretary of Shri Swami Vivekananda Shikshan Sanstha, Kolhapur presided over the function. All the rank holders and award winners were felicitated in the function.
16	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 by the Committee for Cultural Activities.
17	Organization of a Lecture under Shivaji University Lecture Series Scheme: 2016-17	The institution organized the lecture under the Shivaji University Lecture Series entitled “Social Work of Mahatma Phule” on 13 <sup>th</sup> October 2016. Mr. Kishor Bedkihal (Social Thinker and the Activist), Satara was the chief Resource Person. Principal Ashok Karande presided over the function. 150 students were benefitted by the same.
18	Participation of Students in Workshops and Seminars	1. Seventeen Students and two teachers of the Institution participated in One-Day Workshop on “The Development of Entrepreneurship” on 14/12/2016 organized by Y. C. College of Science, Satara 2. The students (Minimum five) participated in the workshops organized by the college included in the Lead College Cluster of Shivaji University, Kolhapur.
19	Examinations	All the university examinations were smoothly conducted. The departments organized Practice Examination before the University Examinations.

\* 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 report was placed before the honorable members of the College Development Committee (CDC). 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 (COC)	00	00	01
Others	01 (Basic English)	00	01	01
Skill-Based Short Term Courses	03	00	03	03
<b>Total</b>	07	00	04	04
Interdisciplinary	04	00	00	04
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	<b>02 (Arts &amp; Commerce)</b>
Trimester	00
Annual	<b>01 (Environmental Studies)</b>

**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. Committees for the revision of the syllabus of various programmes are formed by the university. The revision process was going on.
2. Two faculty members (English and Sociology) of the institution were the members of the Syllabus Revision Committee. They were 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.**

1. M. Com. Part II of Yashawantrao Chavan Maharashtra Open University was introduced and the course was conducted throughout the year.
2. New proposals to start regular M. Com Part I and M. A. Part I (Economics) were sent to Shivaji University, Kolhapur

## 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.

05
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#### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year 2016-17:

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	01	00	00	00	00	00	00	00	01

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

Guest Faculty :

00
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Visiting Faculty (Clock Hour Basis):

04
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Temporary Faculty (Physical Director):

00
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#### 2.5 Faculty participation in conferences and symposia: No. of Faculty and the No. of Academic Events participated by the Faculty):

No. of Faculty	International level	National level	State level	Other	Total
Attended Seminars / Workshops / Conferences	Faculty 6	Faculty 19	Faculty 19	Faculty 19	19
	No. 6	No. 48	No. 01	No. 34	89
Presented papers	Faculty 5	Faculty 10			15
	No. 7	No. 18			25
Resource Persons	Faculty 1	Faculty 4		Faculty 1	6
	No. 1	No. 4		No. 1	6

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

1. Use of ICT
2. Experience Oriented Teaching (Bank and Marketing Experience)
3. Organization of Industrial Visits
4. Organization of Study Tours
5. Organization of Guest Lectures by all the departments
6. Organization of Workshops
7. Organization of Recitation Competition (Recitation of the poems prescribed for the syllabus)
8. Organization of Competitions like Essay Writing, Story Telling, Poetry Reading
9. Organization of Quiz Competition
10. Screening of the Films
11. Publication of Wallpapers by all the Departments
12. Moot Teaching
13. Role Playing
14. Organization of Study visits to the school for the Mentally Retarded Students
15. Organization of Study visits to the Soil Testing Laboratory

**2.7 Total No. of actual teaching days during the academic year 2016-17:**

217
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**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
2. Unit Tests
3. Oral Examinations
4. Practice Examination
5. Seminars
6. Surprise Tests
7. Assignments
8. Project writing
9. Revaluation
10. Photocopy of Answer-books

11. Bar Coding (Bar coding is used for assessing the university 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:**

<p>1. No. of faculty members involved in curriculum restructuring / revision / syllabus development</p> <ul style="list-style-type: none"> <li>i. Principal Dr. Ashok Karande (appointed as the Coordinator of Board of Studies in English by Shivaji University, Kolhapur )</li> <li>ii. Dr. (Mrs.) Shailaja Mane (appointed as the Coordinator of Board of Studies in Sociology by Shivaji University, Kolhapur)</li> <li>iii. Dr. Subhash Shelake (appointed as the Member of Syllabus Committee for B. A. Part I in English by Shivaji University, Kolhapur)</li> </ul>	<b>03</b>
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<p>2. No. of faculty members working on the BOS:</p> <ul style="list-style-type: none"> <li>i. Principal Dr. Ashok Karande (appointed as the Coordinator of Board of Studies in English by Shivaji University, Kolhapur )</li> <li>ii. Dr. (Mrs.) Shailaja Mane (appointed as the Coordinator of Board of Studies in Sociology by Shivaji University, Kolhapur)</li> </ul>	<b>02</b>
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<p>3. Members of the Curriculum Development Committee:</p> <ul style="list-style-type: none"> <li>i. Principal Dr. Ashok Karande (appointed as the Coordinator of Board of Studies in English by Shivaji University, Kolhapur )</li> <li>ii. Dr. (Mrs.) Shailaja Mane (appointed as the Coordinator of Board of Studies in Sociology by Shivaji University, Kolhapur)</li> <li>iii. Dr. Subhash Shelake (appointed as the Member of Syllabus Committee for B. A. Part I in English by Shivaji University, Kolhapur)</li> </ul>	<b>03</b>
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**2.10 Average percentage of attendance of students:**

**92%**

**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	198	174	12.06	21.83	29.31	36.78	87.88
B. A. II	147	133	09.02	24.06	32.33	34.58	90.48
B. A. III	109	106	10.38	24.52	39.62	25.47	96.60
B. Com. I	121	104	15.07	35.54	23.97	10.74	83.47
B. Com. II	88	81	04.93	13.58	48.14	33.30	92.04
B. Com. III	89	73	09.59	17.08	49.31	23.28	82.02

**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. Suggests the Faculty members to use the ICT in the classes.
4. Suggests the Departments / Committees to organize the workshops.
5. Suggests all the Faculty Members to publish their 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 at the departmental level.
8. The reports of all the above activities are collected time to time from all the concerned members of faculty.

**2.13 Initiatives undertaken towards faculty development:**

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	02
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	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	01
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 Souvenir of One Day Multi-disciplinary National Conference on Human Rights Is published under the ISBN.
3. The Institution organized “One Day Multi-disciplinary National Conference on Human Rights” under the UGC Scheme GDA
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 - 2016”. 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. 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.
7. The IQAC suggested all the departments of the institution to organize the guest lecturers of the eminent persons in their respective subjects.
8. The IQAC took initiatives in providing internet, computers and other facilities to all the departments and the faculty members.
9. The IQAC suggested to construct the new building for the institutional library.
10. Four faculty members participated in the International Conferences/ Seminars

##### 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	01	00	00
Non-Peer Review Journals	06	18	00
e-Journals	00	00	00
Conference proceedings	00	07	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
<b>Total</b>	<b>Two years</b>	<b>UGC</b>	<b>8,50,000</b>	<b>652500</b>

**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 / workshops organized by the institution:**

Level	International	National	State	University	College
Number	00	01	00	05	00
Sponsoring agencies	00	UGC under GDA	00	Lead College Scheme of University	00

**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 in lakhs:**

From funding agency  From Management of University/College

Total

**3.16 No. of patents received this year:**

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
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
01	00	00	00	01	00	00

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

**and students registered under them**

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

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

JRF  SRF  Project Fellows  Any other

**3.21 No. of students Participated in NSS events:**

University level	04	State level	04
National level	00	International level	00

**3.22 No. of students participated in NCC events:**

University level	00	State level	02
National level	00	International level	00

**3.23 No. of Awards won in NSS:**

University level	00	State level	01
National level	00	International level	00

**3.24 No. of Awards won in NCC:**

University level	00	State level	02
National level	00	International level	00

**3.25 No. of Extension activities organized**

University forum	04	College forum	02
NCC	00	NSS	10
		Any other	00

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

- Organized General Health Check-up Camp
- Organized Yoga Day
- Organized Special Camp of NSS in Vekhandwadi (Tal. Patan, Dist. - Satara)
- Organized Food Festival in the college campus
- Started Small Savings Groups of the Students
- Started Self-help Scheme of the students
- 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)

## 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
LED Projector	07	01	UGC IQAC	Rs. 39500
Construction of New Library Building (Under Construction)	In one classroom	Sq. Feet 1200	Faculty, Staff, Local Donors, College and Management	Total Budget Rs. 4000000

#### 4.2 Computerization of administration and library:

1. Library is computerized. LIBMAN software is used in the library
2. Internet facility is provided in the library for the students.
3. Administration process of the institution is partially computerized. Software used for the office administration is “Office Management. Office”.
4. Examination process is computerized.
5. College admission process is totally computerised.

**4.3 Library services:**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3723	325500	05	425	3729	325925
Reference Books	187	50133	494	241132	1681	291265
e-Books	--	--	--	--	--	--
Journals	08	5450	04	1250	12	6700
e-Journals	Inflibnet	5000	00	00	00	00
Digital Database	00	00	00	00	00	00
CD & Video	44	4140	04	1116	48	5256
Others (specify)	00	00	00	00	00	00

**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.)**

1. Tally-ERP 9.2 Course is started.
2. ICT training was given to the staff and the faculty.
3. Internet access is made available for the students in the library.
4. Internet facility is made available in all the departments.

**4.6 Amount spent on maintenance in lakhs:**

i) ICT	0.24455
ii) Campus Infrastructure and facilities	0.12040
iii) Equipments	0.44800
iv) Others	1.93112
Total:	2.74407

## Criterion – V

### 5. Student Support and Progression:

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

1. Self-help Group Scheme of the students
2. Distribution of Cycles to the needy girl students coming from the nearby villages.
3. 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
4. Support from the Students' Aid Fund (S. A. F.) to the poor and needy students of the college.
5. Educational Loan facility to the students from the College Vivekananda Bank.
6. Various scholarships from the various agencies
7. Free Internet facility to the students in the library
8. Reprographic facility for the students
9. Competitive Examination Books Section

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

1. Counseling the final year students for their higher education.
2. Counseling the students for their jobs and career development
3. Organization of the Parents' meets
4. Organization of the Alumni Meet
5. Feedback from the stake holders.
6. Practice Examinations are held
7. Guidance for the preparation for competitive examinations.
8. Competitive Examination Guidance Centre

#### 5.3 (a) Total Number of students:

UG	M. Com. ( <i>Open University</i> )	Ph. D.
815	23	00

(b) No. of students outside the state:

00
----

(c) No. of international students:

00
----



**Only Regular Programmes % (2016-17)**

Men	Number	%	Women	Number	%
	323	<b>39.63</b>		492	<b>60.27</b>

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
587	96	00	136	00	819	604	91	00	120	00	815

Demand ratio 1:1      Dropout % 2

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

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

No. of students beneficiaries

25

**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:**

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

No. of students benefitted:

190

**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	20	00	03

**5.8 Details of gender sensitization programmes:**

1. HB count for the girl students was organized.
2. Vivek Vahini Committee organized lectures mainly for girl students.
3. Short term skill development courses were organized.
4. Traditional folk songs training programme was organised for the girl students.
5. Self-defence course was organized for girl students.
6. Lecture was organized on “Women’s Laws and Rights”

**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: (2016-17):**

	Number of Students	Amount Rs.
Financial support from institution (S. A. Fund)	03	<b>0838</b>
Financial support from government (S. C. Scholarship)	75	<b>366900</b>
Financial support from government (O.B. C. Scholarship)	52	<b>162608</b>
Financial support from government (N.T. Scholarship)	32	<b>99948</b>
Financial support from government (S.B. C. Scholarship)	05	<b>15720</b>
Financial support from government (S. C. Free-ship)	01	<b>1764</b>
Financial support from government (O.B. C. Free-ship)	02	<b>3628</b>
Financial support from government (S. B. C. Free-ship)	01	<b>2064</b>
Financial support from government (N. T. Free-ship)	01	<b>1864</b>
Financial support from other sources (Student Mentoring)	03	<b>7000</b>
Number of students who received International/ National recognitions	00	<b>00</b>
University Scholarship	01	<b>10000</b>
Economic Backward Class Scholarship	314	<b>14130</b>
Central Sector Scholarship	04	<b>40000</b>
<b>TOTAL</b>	<b>490</b>	<b>726464</b>

**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

1. L. M. C. of the institution
2. Region-wise meetings of the Management
3. Principal's meetings with the Management
4. 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:**

1. Three faculty members are the members of the University syllabus committee.
2. The faculty members participated in conferences, seminars, workshops organized by other institutions.

##### **6.3.2 Teaching and Learning:**

1. Use of ICT (LCD Projectors, computers, television, internet, CDs and DVDs.)
2. NFLIB NET
3. Moot Teaching
4. Study Tours and Industrial Visits
5. Practical oriented teaching

##### **6.3.3 Examination and Evaluation:**

1. Surprise Tests
2. Open Book Tests

3. Unit Tests
4. Group Discussions
5. Quiz
6. Question Paper solution practice
7. Recitation Competitions
8. Elocution Competitions
9. Essay writing Competitions
10. Debating Competitions
11. Question Bank

#### **6.3.4 Research and Development:**

1. It was decided that the faculty members should submit their proposal of MRPs to UGC.
2. Three MRPs were completed and submitted to UGC. Three MRPs are under process.
3. 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.
4. All the regular faculty members prepared their research papers and presented / published in journals, proceedings, etc.
5. It was decided that the students should be encouraged to participate in Avishkaar (Research Event) Competition.
6. Two teams of the students participated in the Avishkaar (Research Event) Competition organized by Shivaji University, Kolhapur.
7. It was decided that the National and University level conferences / seminars or workshops should be organized in the institution.
8. One Day Multi-Disciplinary National Conference on Human Rights was organized by the institution.
9. Four workshops under Lead College Scheme of Shivaji University, Kolhapur were organized in the institution.
10. 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.

11. All the regular faculty members participated in the conferences / seminars / workshops

**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. Computers and Net Connections are provided in every department.
4. Gym is installed and is made available for the students.
5. New Library Building should be constructed.

**8.3.6 Human Resource Management:**

1. Annual Plan is prepared.
2. COC “A Certificate Course in Spoken Communication in English”
3. 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:**

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. Department of Commerce and the Department of Economics organized Industrial 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, DCPS, 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:

Rs. 2000/-

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 in time by the University
4. Secure Remote Paper Delivery Scheme (SRPD) is newly introduces by the university.
5. The university is going to introduce the Choice Based Credit System (CBCS)

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:**

Two Meets of the Alumni were held.

They promised to extend donation for the construction of the new library building.

**6.12 Activities and support from the Parent – Teacher Association:**

1. Mr. Manohar Salunkhe adopted a Girl student and is doing all the expenses of her education.

1. The Owner of Bhalari Nursary (Atit) donated plants.

**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.

##### 1. College Vivekananda Bank (of the students and run by the students):

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 them. The accounts, meeting and all the necessary documents are maintained by the students only. The total amount deposited by the students is 64830/-. The loans are sanctioned to the students. The loan amount sanctioned to the students has gone up to Rs. 18,000/- only.

The staff is selected from the students conducting the examination. The nature of the examination is just like the examination of IBPS. The passed candidates are interviewed by the expert committee. Then the selected candidates are appointed for the period of six months. For the next six months the new staff is appointed. The main object of the bank is to enroot the habit of saving among the students as well as impart them the practical knowledge banking.

The activity was appreciated by the All India Radio, Satara FM Station. The Interview of the students, the coordinator and the Principal was taken and broadcast on Satara FM Radio Station. The Interview was conducted under the special programme named “YUVAWANI”.

##### 2. Vivekananda Small Cottage Industry Group:

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

##### 3. Buy – Read – Discuss – Donate Scheme

This is quite new and innovative practice that is introduced by the institution. One student buys one book on his own. He reads that book. He / She prepares some notes on that book. Once in a week, all the member students of this scheme meet together and discuss the books they have read. When all the student members read all the books they bought, they donate all those books to the college library. This scheme has proved very fruitful in developing / inculcating the reading habit in the students.

**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.
- Students' Research: Three teams of students participated in the Satara Zonal Research Competition "Avishkaar 2015-16" held in L. B. S. College, Satara. Miss Deshmukh Madhuri Parashram (B. A. III) won first position at Satara District Level. She was selected for the University Level "Avishkaar 2016-17" competition.
- All the faculty members participated in Conferences / seminars / workshops.
- The research papers of the faculty were published in the reputed research journals.
- The college Annual "Shabdasavalya 2016-17" 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 teams 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:
  - Kabaddi
  - Relay Race
  - Power lifting
  - Best Physic (Bronze Medal)
  - Hammer Throw (Bronze Medal)
  - Shot-put Throw
  - Running (100, 200, 400, 800 mtrs)

- The institution successfully organized following short term courses:
  1. A Certificate Course in “Spoken Communication in English” (COC)
  2. A Certificate Course in “Basic English”
  3. Mehendi Painting
  4. Making Utane (For Diwali)
  5. Making Perfumes
- The Annual Prize Distribution (A. P. D.) Ceremony was held
- The anniversaries of the National Leaders, Social Reformers, Educationists, etc. Were observed from time to time.
- The institution organized Shivaji University Lecture Series entitled “Mahatma Phule Memorial Lecture Series 2016-17”.
- Each department organized two guest lecturers 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 College 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

**1. 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.

**2. 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 10<sup>th</sup> of every month. This amount is deposited in “Vidarbha Kokan Gramin Bank, Branch - Nagthane”.

**3. Evidence of Success:**

Every student member deposits minimum Rs. 10/- in this bank without fail. 23 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	336
2	Deposits up to April 2016	Rs. 64830/-
3	Loan sanctioned up to April 2016	Rs. 18000/-

**6. Problems Encountered and Resources Required: Nil****7. Notes: Nil****8. Contact Details:**

- i. Name of the Principal: Dr. Mrs. Shailaja K. Mane
- 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: 9822911781
- vi. Website: [www.accnagthane.com](http://www.accnagthane.com)
- vii. E-mail: [acc\\_nagthane@yahoo.com](mailto:acc_nagthane@yahoo.com)

viii. E-mail of the principal: [drshailajamane@gmail.com](mailto:drshailajamane@gmail.com)

## Best Practice No. 2 A

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	26
2	Activities undertaken	03
3	Fixed Capital Rs.	260
4	Total Amounted deposited at Vivekananda Bank Rs.	1865
5	Number of loans taken	03

6. **Problems Encountered and Resources Required:** Nil

7. **Notes:** Nil

8. **Contact Details:**

- i. Name of the Principal: Dr. Mrs. Shailaja K. Mane
- 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: 9822911781
- vi. Website: www.accnagthane.com
- vii. E-mail: acc\_nagthane@yahoo.com
- viii. E-mail of the principal: [drshailajamane@gmail.com](mailto:drshailajamane@gmail.com)

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

### **Best Practice NO. 2 B**

1. Title of the Practice: Buy – Read – Discuss – Donate Scheme (BRDD)  
Motto: Buy Books, Read, Discuss and then Donate”
2. Goal/s:
  - i. To develop reading habit among the students
  - ii. To create the awareness about the reading the books by buying them
  - iii. To read and discuss the books that you read.
  - iv. To developing the writing skills among the students.

3. **The Context:**

This is quite new and innovative practice that is introduced by the institution. One student buys one book on his own. He reads that book. He / She prepares some notes on that book. Once in a week, all the member students of this scheme meet together and discuss the books they have read. When all the student members read all the books they bought, they donate all those books to the college library. This scheme has proved very fruitful in developing / inculcating the reading habit in the students.

**4. The Practice:**

One member reads one book per week. He / She prepares some notes on the same books. Once in a week all the members come together and discuss the books they have read. When all the books are read by the students they donate all those books to the college library.

**5. Evidence of Success:**

The scheme was started from the 23<sup>rd</sup> January 2017.

Following table shows the success of this activity:

Sr. No.	Particulars	Details
1	Members	84
2	Contribution per Member Rs. 100	8400
2	Discussion Sessions undertaken	20
3	Total No. of books purchased	79
4	Total cost of the books Rs.	17133
5	Number of loans taken	03

**6. Problems Encountered and Resources Required:** Nil**7. Notes:** Nil**8. Contact Details:**

- i. Name of the Principal: Dr. Mrs. Shailaja K. Mane
- 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
- ix. Mobile Phone: 9822911781
- v. Website: [www.accnagthane.com](http://www.accnagthane.com)
- vi. E-mail: [acc\\_nagthane@yahoo.com](mailto:acc_nagthane@yahoo.com)
- vii. E-mail of the principal: [drshailajamane@gmail.com](mailto:drshailajamane@gmail.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:

1. University Level Four workshops under the Lead College Scheme were organized in the institution.
2. The proposals to start regular M. A. (Economics) Part I and M. Com. Part I were submitted to Shivaji University, Kolhapur for the approval.
3. The plan was prepared to construct the new library building.

**8. Plans of institution for next year (i.e. 2017-18):**

1. To start Self-financed Government initiated short term Computer Courses.
2. To enrich the library.
3. To computerize the total functioning of the library.
4. To organize minimum four workshops under the Lead College Scheme.
5. To organize two State / National level Conferences / Seminars / workshops
6. To strengthen the functioning of Competitive Examination Guidance Centre
7. To make all the faculty members to present / publish their research articles in the reputed Research Journals.
8. To promote extra reading habit among the students.
9. Construct the new Library Building
10. Renovate the Women's Toilet
11. Construct the separate Meeting room



12. Develop the separate reading room

13. Develop the college garden

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

Dr. Mrs. Shailaja K. Mane  
In-Charge Principal  
Chairperson, IQAC

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**Annexure I****ACADEMIC PLANNING FOR THE YEAR 2016-2017**

Sr. No.	Month	Programs
1	June 2016	Admission Process
		Subject wise result meeting
		Workload Distribution Department-wise
2	July 2016	Admission process
		IQAC Meeting
		NAAC Meeting
		L.M.C Meeting
3	August 2016	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
		Lead College Scheme Workshop
4	October 2016	College Internal & University level Examination Planning
		Youth Festival preparation
		LMC, IQAC, NAAC
		Staff Academy
		College Internal Examination Planning & Evaluation
		University Youth Festival
5	November 2016	IQAC Meeting
		Tour / Trek etc.
		LMC Meeting

6	December 2016	College Internal Examination Planning & Evaluation
		Lead College Scheme Workshop
		Writing for periodicals
		Staff Academy programme
		One day N.S.S. Camp
		Avishkaar, Shivaji University, Kolhapur
7	January 2017	Shri. Swami Vivekanand Saptah (Week)
		Organization of various competitions
		N.S.S. Special Camp
		Food Competitions
		Staff Academy
		Lead College Programme
		Blood Donation Camp
		Examination Department Meeting and Planning of Examinations
8	February 2017	Annual Sports
		LMC Meeting
		Visits to libraries / Exhibition / industries etc.
		Annual Prize distribution Programme
		College Annual Meeting
		Project Writing
		Annual Prize Distribution (A. P. D.)
		AAA by the Management
		Practice Examinations
9	March 2017	Advertise For Periodicals
		Examination Planning (University Examination)
		Project Writing

10	April 2017	Staff Academy
		Alumni meeting
		Examination Supervision Evaluation (University Examination)
		Next Academic year planning & preparation
		Prospects Admission Committee
		IQAC Meeting
		Publication of College Annual <i>Shabdsavalya</i> 2016-17
11	May 2017	University Examinations

**Dr. Subhash Shelake**

**Coordinator**

*Internal Quality Assurance Cell*

Arts and Commerce College, Nagthane

**Dr. Mrs. Shailaja K. Mane**

**In-charge Principal & Chairperson**

*Internal Quality Assurance Cell*

Arts and Commerce College, Nagthane