

**Annual Quality Assurance Report
(AQAR) of the IQAC**

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072
India

By

DHAMANGAON EDUCATION SOCIETY'S
ADARSHA SCIENCE, JAIRAMDAS BHAGCHAND ARTS AND BIRLA
COMMERCE MAHAVIDYALAYA DHAMANGAON RLY
DISTRICT : AMRAVATI- 444709

Year of Report: 2013-2014

The Annual Quality Assurance Report (AQAR) of the IQAC

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Part – A

1. Details of the Institution

1.1 Name of the Institution

ADARSHA SCIENCE, JAIRAMDAS BHAGCHAND
ARTS & BIRLA COMMERCE MAHAVIDYALAYA
DHAMANGAON RLY.

1.2 Address Line 1

AJANSINGHI ROAD

Address Line 2

City/Town

DHAMANGAON RLY

State

MAHARASHTRA STATE

Pin Code

444 709

Institution e-mail address

amvdmn2010@gmail.com

Contact Nos.

07222 - 237045

Name of the Head of the Institution:

Dr. Y. B. Gandole

Tel. No. with STD Code:

07222 - 237045

Mobile:

09421737928

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2004	5 Years (2004 – 09)
2	2 nd Cycle	A	3.20	2011	5 Years (2011 – 16)
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year (for example 2010-11)

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

- i. AQAR 2011 – 12 submitted to NAAC on (25/06/2012)
- ii. AQAR 2012 – 13 submitted to NAAC on (20/05/2013)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women
Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

UGC Career Oriented Courses

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

**Sant Gadge Baba Amravati
University, Amravati**

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Change in Dimensions of Academic Performance Indicator (API) Scoring System
- Women Empowerment

2.14 Significant Activities and contributions made by IQAC

- Organized workshop on API Scoring System
- Steps taken to introduce Tutor Guardian Scheme.
- Research promotion at college level.

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
<ul style="list-style-type: none"> • To promote research activity in the college 	<ul style="list-style-type: none"> • 01 teacher (FIP beneficiary) awarded Ph. D. degree by university & applied for guide recognition to Parent University. • Department of Microbiology in the college submitted proposal to increase seats in recognized Microbiology research laboratory. • 05 teachers are working on their ongoing Minor Research Project. • 02 teachers applied for teacher fellowship under Faculty Development Program of UGC to complete their Ph. D. work. • Our Commerce Faculty has signed a MOU with Smt K. L. Mahavidyalaya, Amravati (one of the reputed college in our university with 'A' grade) to provide students and the teachers the necessary atmosphere for the promotion of research work.
<ul style="list-style-type: none"> • To introduce Tutor-Ward system 	<ul style="list-style-type: none"> • Process initiated and established committee for the same.
<ul style="list-style-type: none"> • To introduce PG programmes 	<ul style="list-style-type: none"> • Applied to our parent university to introduce 04 PG courses and 02 UG courses in their perspective plan
<ul style="list-style-type: none"> • Remedial coaching 	<ul style="list-style-type: none"> • Remedial coaching cell was established and remedial coaching was organized for students belonging to ST/ST/OBC (non-

	creamy layer)/Minority communities who need remedial coaching to come up to the level for pursuing higher studies efficiently and to reduce their failure and drop out rate.
<ul style="list-style-type: none"> To enrich Library & Laboratories 	<ul style="list-style-type: none"> Purchased new books, ,reference books, Equipments and chemicals as per requisitions.

* Annexure II.

.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

- | |
|--|
| <ul style="list-style-type: none"> AOAR (2013-14) was placed in Local Managing Committee (LMC) of our parent management body and discussed at length. AOAR was approved in the meeting and management body suggested to take necessary action. |
|--|

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
PhD	03	--	03	--
PG	02	--	02	--
UG	12	--	01	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	01	--	01	01
Others	--	--	--	--
Total	18	--	07	01
Interdisciplinary	01	--	---	--
Innovative	---	---	---	---

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	--
Annual	06

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

* Annexure III

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

- Yes, there is revision/ update of syllabi.
- Revision/update of syllabi done at university level.
- Three faculty members of our college participated in revision/update of syllabi at university level.

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	15	11	--	03

2.2 No. of permanent faculty with Ph.D.

07

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
05	05	--	--	--	02	--	--	05	07

2.4 No. of Guest and Visiting faculty and Temporary faculty

23

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	19	11
Presented papers	02	13	06
Resource Persons	--	--	--

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

- Use of ICT in teaching & learning process.
- Arranged student seminars to develop self confidence in expression of scientific ideas.
- Project assignments were given to the students based on latest developments in the subject.
- Visit to research institutions was arranged for students to make them aware with scientific research carried out in reputed institutions.

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

180

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

- All sorts of reforms concerning with examination/evaluation are done at university level.
- Our parent university initiated Examination reforms such as decentralization of examinations and introduction of credit system at U. G. Level.
- Facilities such as Photocopy of answer books and reassessment of answer books of examinee are provided by university on demand.

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

03

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. Sc. I (Sem – I)	114	00	18.42	33.33	00	51.75
B. Sc. I (Sem – II)	116	1.72	25.86	32.75	00	60.34
B. Sc. II (Sem – III)	91	7.69	36.26	15.38	00	59.34
B. Sc. II (Sem – IV)	91	6.59	34.06	17.58	00	58.24
B. Sc. III (Sem – V)	61	4.91	21.31	29.50	00	55.73
B. Sc. III (Sem – VI)	59	6.77	25.42	8.47	00	40.67
B. Com. I	108	00	23.14	17.59	00	40.74
B. Com. II	69	1.44	24.63	17.39	00	43.47
B. Com. III	48	00	33.33	8.33	00	41.66
B. A. I	113	00	2.65	21.23	5.30	29.20
B. A. II	71	00	5.63	14.08	00	19.71
B. A. III	29	6.89	13.79	34.48	13.79	68.96

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

IQAC Monitor and Evaluate the Teaching & Learning processes as follows

- Maintaining & checking daily academic diary of teachers.
- Semester wise and annual plan of teaching by every teachers at the beginning of the year
- Academic audit of teachers at the end of each session.
- Annual Self-Assessment of teachers for the Performance Based Appraisal System with academic performance indicator
- Feedback from students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	05
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	14
Others	Nil

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	10	02	--	--
Technical Staff	12	06	--	--

- Details of Administrative Staff

Administrative staff	Post sanctioned	Post filled	Post vacant
Superintendent	01	-	01
Head clerk	01	01	00
Senior clerk	02	01	01
Junior clerk	03	03	00
Library clerk	01	01	00
Peon	04	04	00
Total	12	10	02

- Details of Technical Staff

Technical staff	Post sanctioned	Post filled	Post vacant
Laboratory Assistant	03	00	03
Laboratory Attendant	12	10	02
Library Attendant	03	02	01
Total	18	12	06

Criterion – III

3. Research, Consultancy and Extension

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

- Established Research Promotion Cell in college.
- Motivated faculty for submission of Minor Research Projects/ Major Research Projects
- Motivated faculty for FIP / Teacher Fellowship Program of UGC
- To provide forum for discussion of advancements in all areas of science, commerce and arts, college publishes “Adarsha Journal of Research and Evaluation” quarterly.
- Faculty members regularly publishes their research articles in our college journal and others journals.
- Faculty members are motivated to participate in conferences, symposia and workshops.

3.2 Details regarding major projects ---- NIL ---

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects: 05

	Completed	Ongoing	Sanctioned	Submitted
Number	--	05	05	--
Outlay in Rs. Lakhs	--	7,00,000/-	7,00,000/-	--

3.4 Details on research publications: 32

	International	National	Others
Peer Review Journals	11	10	03
Non-Peer Review Journals	--	--	--
e-Journals	02	--	--
Conference proceedings	--	06	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	2 Yrs	U.G.C.	7,00,000	5,87,500/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total			7,00,000	5,87,500/-

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 ----- **Not Applicable**

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

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

3.11 No. of conferences organized by the Institution

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

3.13 No. of collaborations 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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year: Nil

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

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 State level
National level International level

3.22 No. of students participated in NCC events:
University level State level
National level International level

3.23 No. of Awards won in NSS:
University level State level
National level International level

3.24 No. of Awards won in NCC:
University level State level
National level International level

3.25 No. of Extension activities organized
University forum College forum
NCC NSS Any other

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

- Blood Group Detection Camp
- Blood Donation Camp
- Participation in Elocution Competition
- Participation in 'Yuva Mahotsav' (Skit, Mime, Rangoli, Folk Dance, Group Song etc) organized by Parent University.
- Congress Grass Eradication Program.
- Tree Plantation Program
- AIDS awareness program
- Nirmalya collection and degradation
- Excursion tour for students
- Visit to research organizations
- Organization of Essay competition for students.
- Organization of Poster and slogan competition
- Participation of students in sports (volley ball, cricket, handball, cross country, marathon competition etc.)
- Participation in seminar competition
- Remedial coaching classes for ST/ST/OBC.
- Teachers day program
- Handball training program
- Self employment guidance program
- Green Revolution Program
- Women Empowerment Program

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	3.475 Acre	--	Dhamangaon Education Society	3.475 Acre
Class rooms	16	--	Dhamangaon Education Society & UGC	16
Laboratories	08	--	Dhamangaon Education Society & UGC	08
Seminar Halls	01	--	Dhamangaon Education Society	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	5007	91		5098
Value of the equipment purchased during the year (Rs. in Lakhs)	4711914.24	317132.22		5029046.48
Others	--	--		--

4.2 Computerization of administration and library

- Administrative office is made automated by using CMS software of Master's Software, Nagpur
- Library is made automated by using LIBMAN software of Master's Software, Nagpur

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8203	411930.77	475	131529.00	8678	543459.8
Reference Books	1219	359614.00	--	--	1219	359614.00
e-Books	--	--	--	--	--	--
Journals	26	18315.00	26	21512.00	26	21512.00
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	19 & 412	8250.00 & 32960.00	10	1356.00	441	42566.00
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	79	21	50	03	18	06	19	02
Added	--	--	--	--	--	--	--	--
Total	--	--	--	--	--	--	--	--

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

- Established Network Resource Centre (NRC)

4.6 Amount spent on maintenance in lakhs :

i) ICT	14725.00
ii) Campus Infrastructure and facilities	259699.00
iii) Equipments	69877.00
iv) Others	543263.00
Total :	887564.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Organized following programmes to enhance awareness
- Environment and Scientific Awareness programme,
 - Personality development programme,
 - Sanskrit Communication skills programme,
 - Incentives given to students participated in NCC, NSS, Sports & cultural activities
 - Memorial prizes and awards
 - Mock Interview Competition for students
 - Science Association,
 - Guidance for essay, debate, elocution competition
 - Guidance for seminar and poster Competition
 - Commerce Association.
 - AIDS awareness programme
 - Blood donation camp

5.2 Efforts made by the institution for tracking the progression

- Institution regularly track the progress of all activities organized to enhance the awareness among students about student support services available in college as follows.
- For every activity to be organized, college has established committees.
 - Calling the meeting of concerned committee
 - Discussion and allocation of work.
 - Meeting to take Feedback from concerned committee.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
784	008	07	00

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%

Women

No	%

Last Year (2012-13)							This Year (2013-14)						
General	SC	ST	NT	OBC	Physically Challenged	Total	General	SC	ST	NT	OBC	Physically Challenged	Total
147	139	24	42	372	02	726	197	126	39	53	384	03	792

Demand ratio

Dropout % : 54.00% Part I ---2011-12 =257

Part III --- 2013-14 = 138

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

Mock interview

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Objectives of counselling and career guidance cell

- To develop and maintain nexus with business organization / industries.
- To assist students for their campus, off campus final placements.
- To support student's summer internship programmes (SIP).
- To undertake activities with alumni association regarding students placements.
- To organize seminars, workshops, exhibitions, conferences to generate creativity among students.
- To facilitate the interaction between industry and the department regarding placement of students.
- To organize workshops to develop and enhance interpersonal-soft skills together with communication skills to make the students fit for managerial jobs.
- To organize industrial tours.

Inauguration of counselling and career guidance cell

- Inauguration of cell on 15th December, 2010 at the hands of Dr. Shrikant Patil, Director, Student Welfare, S. G. B. Amravati University, Amravati
- **Organized career and counselling for 11th and 12th class students on 20.12.2010**
- (Speaker: Shri Puranik, Washim, No. Of students participated: 84).
- **Organized one day workshop on career and counselling for undergraduate students on 25.12.2010.**
- (Speaker : Dr. Piyush Joshi, Amravati ; Shri Sachin Kurhekar, Dhamangaon Rly ; No. Of students participated: 80)
- **Organized job fair for students on 15.01.2010**
- (Chief Guest: Shri Pradeep Lahepatil, Amravati Advertising & Job Placement, Amravati; Students Enrolled – 180 ; Students Selected – 75 (Ever Electronics Pune – 70, Rivolta Pune – 04, Finolx Cable Pune – 01)
- **18 students of this college participated in campus interview of Wipro Company organized by Brijlal Biyani College, Amravati on 07. 01.2011. 02 students of our college were selected in campus for the post of BPO,Computer Assistancy Department , Pune.**
- **Organization of workshop on personality development**
- Organized one day workshop on personality development on 07.09.2013 for students of the college. 100 students participated in this workshop. The international trainer JC Zakirji Husen addressed the students on personality development and stress management.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

- 'Women empowerment' program was organized on 21st feb 2014.
- Total 102 girls participated in program.
- Key speaker was Dr. Ashatai Mirge, Member, State Woman's Commission.
- Principal Dr. Y. B. Gandole presided over the function.

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

Intercollegiate level : 25 students (male :06 + female 19)

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

- **At Tahsil level One student of college own 2nd prize in marathon competition on the occasion of 'World Yuva Din'.**
- **One student of college (Ku. Parvati Ghate B. Com I) selected as first standby player in volley Ball (women) university team and attended university coaching camp.**
- **One student of college (Ku. Pooja Ghate B. Sc I) selected as first standby player in Hand Ball university team and attended university coaching camp.**
- **One student of college (Mr. Piyush Choube B. Sc III) selected as first standby player in Hand Ball University Team and attended university coaching camp.**
- **One student of college (Mr. Akhilesh Pol B. A I) selected as Fourth standby player in Volley Ball University Team and attended university coaching camp.**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	322	66,4553/-
Financial support from other sources	32	64,000/-
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To expand progressively the horizon of activities to keep pace with the latest and astounding developments and innovations being made in every sphere of knowledge and emerge as an ideal and pre-eminent Educational Foundation having institutions imparting quality education in diverse fields, thereby providing a winning edge to the aspirants.

Mission: To fulfil the academic aspiration of our students, to instil the importance of unremitting efforts and ethical values in them and see them transformed into the cultured, matured and learned youths having grown into the intellectual and discriminative faculties and developed the ability to cope with their perspicacious counterparts and meet the challenges of rapidly changing and increasingly competitive world.

6.2 Does the Institution has a management Information System

Yes

Details of MIS applied to –

1. Administrative procedures – Designed and implemented procedures and processes that provide detailed reports in an accurate, consistent, and timely manner regarding payroll, tax, fee, PF, salary grant, fee for no grant basis courses, student scholarship etc. use of CMS software for office automation.
2. Student admission – Student admission strictly as per rules framed by government and university including category wise quota. Information regarding student admission on website of the college. CMS software for student admission.
3. Student record – Student record maintained in CMS software.
4. Evaluation and examination procedures – Maintained in general softwares like MS Office.
5. Others – Computerized pay slips to students, Library uses automation software LIBMAN, Reprographic services using CANON – 3300.

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

6.3.1 Curriculum Development

- The faculty members of the subjects Electronics, Chemistry, Computer Science and Microbiology have been working on the BOS of the parent University and contributing to curriculum restructuring in the last five years.
- Some of the faculty members have worked on the sub-committees of syllabus designing in the parent University.
- The faculty members, by giving suggestions from time to time to the concerned University authority or to the Teachers Association of the different subjects, contribute to the restructuring of the syllabus.

6.3.2 Teaching and Learning

- Apart from the conventional chalk and talk method, various ICT methods like use of PowerPoint presentations, simulations and video/ animations are used for better understanding of the core concepts. All the departments are equipped with LCD projectors.
- Group discussions are also a regular feature of teaching learning.
- Student seminars are also organized.
- Case studies are involved wherever possible.

6.3.3 Examination and Evaluation

- Regular Unit Tests / Class tests are conducted
- Projects/ Assignments are given to students
- Semester Test Examinations are conducted

6.3.4 Research and Development

- The college has a Research Promotion Cell that constantly encourages and guides the teachers to apply for grants.
- Four departments have been sanctioned minor research projects from UGC.
- The college brings out a multidisciplinary journal Adarsha Journal of Research & Evaluation.
- Dr. G.N. Budhlani has been awarded Ph.D. in Microbiology in 20013-14.
- Dr. G.N. Budhlani has also applied for Registration as Ph.D Guide.
- The college encourages its faculty members to attend various symposia/conferences. A portion of the General Development Grant in XII plan has been earmarked towards attending conferences by the faculty members.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college has a well-stocked library having rich collection of reference Books, CD-ROMs, Video cassettes.
- It is also endowed with LIBMAN software facilitating quick accession.
- The library building also houses a Big Colour TV with DVDs.

6.3.6 Human Resource Management

- The college in the past has organized Environment and Scientific Awareness programmes, Personality development programmes, Sanskrit Communication skills programme to develop the available human resource.
- Mock Interview Competition is a regular feature to prepare students for Competitive Exams.
- Incentive is given to participate in NCC, NSS, Sports & cultural activities.
- Memorial prizes and awards have been instituted for academic excellence.
- Science Association, Guidance cell for essay, debate, elocution, seminar, poster Competition, Commerce Association have also been instituted.

6.3.7 Faculty and Staff recruitment

- Standard University procedure is followed.
- Advertisement is given in National Dailies for the posts.
- Recruitment as per college needs.

6.3.8 Industry Interaction / Collaboration

- MOU of Department of commerce with KL Mahavidyalaya Amravati

6.3.9 Admission of Students

- Student admission strictly as per rules framed by government and university.
- Student Admission done on first come first served basis.

6.4 Welfare schemes for

Teaching	Credit cooperative society
Non teaching	Credit cooperative society
Students	

College itself does not have any loan facility. However, the employees' credit co-operative society may finance the loan. Apart from this, employees may avail loan from their PF accounts, nationalized banks and other credit co-operative societies on recommendations of the college. To avail loans from above sources, the applicant should be a confirm employee.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	IQAC
Administrative	Yes	Senior auditor, Amravati division, Amravati and A.G., Nagpur	Yes	- Tapdiya Chandana , Buthada and company, Wardha

6.8 Does the University/ Autonomous College declares 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?

- University has introduced semester pattern of teaching & examination in place of annual pattern.
- University has initiated the process to introduce choice based credit system at UG Level.
- University has initiated the process of decentralization of examinations.

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

- University Act provides for conferment of autonomy (as recognized by the UGC), to its affiliated college.
- College not applied for availing the autonomous status.

6.11 Activities and support from the Alumni Association

- Alumni meet was organized by our parent society on 16/02/2014 and response of alumni was overwhelming.

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

- Participation in various training programmes which are conducted by University .
- Microteaching workshop for teachers.
- Computer training for non-teaching staff.

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

- Tree plantation
- Dumping the paper wastes in pits
Collection of 'Nirmalya'(flowers , garlands and other waste material generated during Ganpati and Durga Utsav in the city) and its composting by Microbiological method

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.

- Introduced tutor- guardian scheme to make proper co-ordination among parents, students and teachers.
- Obtained feedback from students and informed teachers accordingly.
- Internet facility provided for students
- Remedial coaching classes organised for students
- Introduced use of ICT in teaching learning process
- Promotion of co-curricular and extracurricular activities
- Steps taken to promote Research in the college.
- Visit to industries and research institutes organised for students to make them aware with scientific research carried out in reputed research institutes.
- Class room student seminars organised to develop self confidence among students
- Project assignments were given to students on latest developments in the subject.

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

- Informed university to include new UG and PG programmes to be started in the college, in the perspective plan of the university.

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

- **Committed teaching staff and support staff**
- **Strong Management Team**
- Transparency in recruitment and financial matter
- Active participation in youth festival and cultural activities
- Internet facility for students
- Campus monitoring
- Dress code / uniform for the students
- Student feedback mechanism
- Health center with 12-station multi gym facility
- Use of ICT in teaching & learning process
- Library and office atomization
- Principals address to the fresher's
- 'Damini Club' for women's.
- Complaint box for girls
- Mock interview competition
- PMT, MH-CET coaching classes
- **Microteaching workshop for teachers (Annexure-IV)**
- **Nirmalya (Holy Waste) Collection And Production Of Compost (Annexure-V)**
- Blood donation camp
- Blood group detection camp
- Career and counseling cell
- Remedial coaching

7.4 Contribution to environmental awareness / protection

- Established Environment Club
- Tree plantation
- Collection of 'Nirmalya' (flowers , garlands and other waste material generated during Ganpati and Durga Utsav in the city) and its composting by Microbiological method.
- Eradication of Parthenium Weed (Congress grass /Gajar Ghaas).

7.5 Whether environmental audit was conducted? Yes No

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

- Three recognized laboratories for research purpose.
- Enriched library and book bank scheme for students.
- Well-equipped science laboratories.
- English language laboratory
- Transparency in recruitment and financial matter.
- Dedicated parent body for the welfare of student.
- Construction of new auditorium under progress
- Construction of new administrative building
- Construction of new computer centre
- Indoor game facility
- Construction of new ladies common room
- College updated website

Identified weaknesses

- Narrow range of offered courses at PG level
- Research and development
- Lack of consultancy services

Identified Opportunities

- Scope for introducing post graduation courses
- Scope for more collaborations with academic and social organisations

Identified challenges

- Improvement of drop out rate
- Interaction with employers and need to arrange campus interview for placement of students

8. Plans of institution for next year

- Planning to start new programmes at UG and PG level.
- Planning to organize zonal sports matches.
- Planning to organise conferences, workshops & seminars.
- Planning to establish more collaborations with academic and social organizations
- Planning to improve research and development
- Planning to take steps to improve dropout rate.

Name - Dr. V. A. Kamble

Name - Dr. Y. B. Gandole

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Academic calendar - 2013-14

S.No.	Session	From	To
1	First Session	10 June 2013	26 Oct. 2013
2	Winter Vacation	27 Oct. 2013	24 Nov. 2013
3	Second Session	25 Nov. 2013	3 May 2014
4	Summer Vacation	4 May 2014	8 June 2014

Categorization	Number of weeks (6 day a week pattern)		
	First session	Second session	Total
Teaching & Learning process	15 week = 90 days	15week = 90 days	30 Week = 180 days
Admissions / Examinations	04 week = 24 days	06 week = 36 days	10 Week = 60 days
Vacation	04 week = 24 days	05 week = 30 days	09 Week = 54 days
Public Holidays	1.1 week = 7 days	1.5 week = 11 days	03 Week = 18 days
Total	24.1 week = 145 days	27.5 week =167 days	52 Week = 312 days

**ADARSHA SCIENCE JAYRAMDAS BHAGCHAND ARTS AND BIRLA COMMERCE
MAHAVIDYALAYA DHAMANGAON RLY**

REPORT OF STUDENT FEEDBACK (2013-14)

INTRODUCTION:

Teaching and learning is a two way process involving a teacher and the taught. It is well known that for effective teaching, student's feedback plays a very important role. While delivering a lecture in the class, every teacher would like to know to what extent the students are able to understand the subject from face reading and also by asking questions. Students are the best judges of their teachers. A teacher can be judged in terms of certain fundamental traits (criteria) like,

1. Preparation for the lecture
2. Punctuality
3. Conceptual clarity
4. Ability to generate interest in the subject
5. Encouragement to raise questions
6. Communication skills
7. Commitment to students
8. Accessibility of the teacher to solve difficulties and
9. Overall rating.

METHODOLOGY:

With the objectives of knowing the opinion of our students about teachers (faculty), a questionnaire was framed involving above cited criteria. In addition to these criteria, some questions were also set to test the integrity of the respondent to obtain a response as realistic as possible. To get unambiguous response, each question (questionnaire is enclosed) was set with four alternatives (like very good, good, satisfactory, unsatisfactory) and the students was asked to mark the most appropriate option in his/her opinion. Since our college is located in rural area and the medium of instruction in Arts and Commerce faculties is Marathi (regional language) the questionnaire was translated in Marathi (copy is enclosed). Further to get unbiased feedback, we administered the questionnaire to all the students (in the faculties of Arts, Commerce and science) on the same day the 4th Feb. 2014 and simultaneously without any prior notice. Later on, the data was statistically analyzed to obtain the teacher profile in each faculty as well as the overall profile of the college. Copies of the data sheets were provided to each teacher for introspection and to take corrective measures wherever required.

RESULTS and DISCUSSION:

Data regarding % Respondents in the range of 0-19%, 20-39%, 40-59%, 60-79% and 80-100% and the number of teachers in these ranges in Science Faculties is tabulated. Analysis of the data reveals that in respect of overall rating more than 90% students have rated the teachers from excellent to satisfactory and only 10% have reported that the teachers are unsatisfactory. Similarly in Commerce faculty less than 8 % respondents feel that the performance of teachers is unsatisfactory. In the faculty of Arts, the overall ratings indicates that only 8 % students think the teachers are unsatisfactory.

To get overall profile of the college, the data of all faculties have been consolidated as shown in Table 4. Important observations from Table 1 are as under.

- (1) **Criteria I : Preparation for the lecture:** 80-100% of the respondents are of the opinion that 28% teachers come in the class with excellent (thorough) preparation of the lecturer. 36% teachers prepare excellently for the lecture according to 69-79 % respondents. However, 40-50 % respondents feel that 61% teachers come prepared excellently in the class. Very few students (<5%) are of the opinion that the lecture preparation of all the teachers is unsatisfactory.
- (2) **Criteria II : Punctuality:** Analysis of the feedback data indicates that large number of students feel that teachers are sincere and committed to the cause of education. However, a very small number of students (, 4%) rated all the teachers is unsatisfactory on account of punctuality.
- (3) **Criteria III : Conceptual Clarity:** data reveals that 16 teachers have been rated as having excellent conceptual clarity by 80-100 % respondent whereas 28% teachers have excellent subject knowledge according to 60-79 % respondents. 40-59 % students opined that 32 %

teachers have excellent subject knowledge. Very few students (<8%) think that subject knowledge of all teachers is unsatisfactory.

- (4) **Criteria IV : Ability to generate interest in the subject :** Majority of the students think that the teachers have excellent to satisfactory ability to generate interest in the subject. Less than 7% respondents feel that the ability of teachers to generate interest in the subject is unsatisfactory.
- (5) **Criteria V: Encouragement to raise questions:** This serve reveals that 32% teachers encourage raising the questions always according to 60-70% respondents. Only few (< 10%) students are of the opinion that the teachers never encourage to raise the questions.
- (6) **Criteria VI : Communication skills:** 16 % teachers communicate excellently according to 60-70 % student. 40-59 % students think that 36 % teachers could communicate the subject effectively. A few respondents (< 5 %) feel that the teachers are ineffective in communicating the subject.
- (7) **Criteria VII: Commitment to students:** data indicates that majority of teachers are committed to students. Only a small minority of students think that all the teachers are not committed to students.
- (8) **Criteria VIII: Accessibility of the teacher to solve difficulties:** In this respect the opinion is quite divided but a majority of students have reported excellent to satisfactory accessibility of the teachers outside the class. As in the above cases, only < 10 % students reported that the accessibility is not satisfactory.
- (9) **Criteria IX : Overall rating of the teachers :** In response to overall rating of teachers, it was observed that 8 % teachers have been rated as excellent by 80-90 % . In the range of 20-39%, 40-59%, 60-79%, the respondents feel that 32%, 32% and 20%, of the teachers are excellent in these ranges respectively. In general less than 8 % of the respondents have expressed the view that the teachers are unsatisfactory in overall ratings.

CONCLUSION:

Students feedback analysis for the year 2013-14 indicates that majority of the students (> 90%) are satisfied with the faculty and have rated the faculty from excellent to satisfactory. Only a very small section of the students (< 8%) appears to be unsatisfied with the faculty.

Table 1: Teacher Profile in the college (Total Number of Teachers=25)

S.No.	Criteria		Number of Teachers in the range of % Respondents				
			0-19 %	20-39%	40-59%	60-79%	80-100%
1	Preparation for classroom lecture	Very Good	--	05	04	09	07
		Good	07	14	04	-	-
		Satisfactory	22	03	-	-	-
		Unsatisfactory	24	01	-	-	-
2	Punctuality	Excellent	--	06	03	08	08
		Good	10	10	04	01	-
		Satisfactory	22	03	-	-	-
		Poor	25	-	-	-	-
3	Conceptual Clarity	Very Good	01	05	08	07	04
		Good	05	15	05	-	-
		Satisfactory	20	05	-	-	-
		Poor	24	01	-	-	-
4	Ability to generate interest in the subject	Very Good	02	09	07	04	03
		Good	03	13	08	01	-
		Satisfactory	17	08			
		Unsatisfactory	24	01			
5	Encouragement to raise questions	Very Good	01	05	07	08	04
		Good	04	18	03	-	-
		Satisfactory	17	07	01	-	-
		Unsatisfactory	24	01			

6	Communication skills	Very Good	02	07	09	04	03
		Good	04	11	10	-	-
		Satisfactory	17	08			
		Unsatisfactory	24	01			
7	Commitment to students	Very Good	03	08	05	07	02
		Good	02	10	13	-	-
		Satisfactory	18	07	-	-	-
		Unsatisfactory	24	01			
8	Accessibility of the teacher to solve difficulties	Excellent	03	06	05	08	03
		Good	04	14	06	01	-
		Satisfactory	18	07	-	-	-
		Poor	24	01	-	-	-
9	Overall rating of the teachers	Very Good	02	08	08	05	02
		Good	02	10	12	01	-
		Satisfactory	20	05	-	-	-
		Unsatisfactory	24	01			

Best Practices of the institution

A REPORT ON MICRO-TEACHING WORKSHOP(During 22nd to 24th April 2014)**Introduction**

The idea to conduct Micro-teaching workshop (M.T.W) in the college had its origin in an article, entitled '*Can we help ourselves teach better*' written by V. Krishnamurti and published in the Journal of Higher Education (Vol. 3, No. 2, 1977). The said article brings out many positive facets of this exercise consonant with its objectives. The most striking feature of this propitious activity is that it enables the teaching fraternity to get themselves apprised of their teaching ability and methodology by their fellow colleagues.

Concept of M.T.W.

Microteaching workshop refers to a series of compact teaching session in which the teachers are expected to demonstrate the teaching technique and methodology. It consists of the presentation of a lesson of predetermined duration by a teacher (speaker-participant) to the fellow teachers (audience-participant) on the topic of his subject. At the end, the fellow teachers are asked to comment, criticize and offer their constructive suggestions with regard to the lesson planning, subject contents, use of black board, use of PPT, handwriting, diction, mode of delivery, dictum, audience involvement and the rapport between the teachers and the taught. This experiment if conducted in the congenial and friendly atmosphere has two advantages.

1. It enables the teacher participant to learn a lot from his colleagues.
2. The speaker-participant can have some distinguishing teaching qualities which the others may like to imbibe.

Objectives

The project can be undertaken with the following objectives –

- To help the teachers to teach better on the basis of constructive suggestions from the fellow teachers.
- To know the individual weakness and seek solution to overcome them.
- To avail an opportunity to carefully observe the teaching methodology of the fellow teachers and to adopt innovative techniques to make the self teaching more effective.
- To evince and develop interest in the subjects other than one's own by inter disciplinary interaction.
- To develop the ability to compare, induce and deduce.
- To develop and increase one's ability of transforming useful experiences into reality and learn to perceive in fresh ways.

Online similar to those discussed in the above referred article, the first such micro teaching workshop was conducted regularly in the college since 1981-82.

Overwhelmed by the unparalleled success of this workshop and having regard to the consideration that this novel experiment had aroused an absorbing interest amongst the teachers and subsequently proved them beneficial in their profession ahead, it was decided to conduct such a micro teaching workshop in the college during the session 2013-2014.

Meeting of the Committee on M.T.W.

With a view to discuss and work out the procedural details of this exercise, a meeting of the members of the committee on M.T.W. was convened on Monday, the 21st April 2014. Following the useful discussion, a few changes as suggested by the members in the original framework of this project were incorporated to suit the local academic atmosphere. However, in doing so, enough care was taken to see that the experiment to be conducted had the same facsimile as those conducted earlier.

It was also decided in the meeting to make the actual beginning of the workshop form 22nd April 2014 with the formal inauguration followed by the demonstration of opening Micro Teaching Session by Principal, Dr.Y.B. Gandole. The members of the staff were informed accordingly.

Commencement (M.T.W.)

As decided, the inaugural function of the workshop was held on 22nd April 2014 at 12.30 p.m. in the Botany Laboratory. In the beginning, Prof. D.B. Ganjare deliver introductory remarks explained the genesis of this activity and acquainted the audience present, particularly, those staff members who have joined the college in the recent past and who were novice to this exercise, with the guidelines on which the activity of the workshop would continue. He also familiarized the participants regarding the schedule of the workshop, the time allowed to each participant for his demonstration, the time allotted for subsequent discussion the performance of the speaker-participant and similar related aspects.

After duly inaugurating the workshop, Principal Dr.Y.B. Gandole advocated the very intention of this activity and appealed to the staff members to look to it in the right perspective. Following the inaugural function of the workshop, Principal Dr.Y.B. Gandole engaged the first session of this activity and spoken on Microprocessor.

During the tenure of 03 days of the workshop, a total number of 11 teachers participated voluntarily in this prime activity and made sincere and conscientious efforts to demonstrate their teaching skill and proficiency. Some for the teachers, inspire of their strong desire could not participate in the activity due to the assignments of ongoing university examinations.

The table below brings out the data-wise details of this activity:

Date	Name of Teacher	Topic
22/04/2014	1) Dr. Y.B. Gandole (Principal) 2) Prof. S.A. Rodge	Microprocessor Optical Fibre Communication
23/04/2014	3) Prof. S.A. Gogate 4) Prof. R.R. Kuralkar 5) Prof. S.M. Pusadkar	Internet Application Free Access to e- journals Effective Teaching Techniques
24/04/2014	6) Prof. J.G. Barulkar 7) Prof. S.N. Bayaskar 8) Prof. M.Y.Kopulwar 9) Prof. A.N. Rangari 10) Prof. K.H. Barapatre 11) Prof. S.G. Onkar	Importance of Communication Matrices Simple Health Tips Can We Save Energy? Jativyavasthecha ugam Photo Electric Effect

Thus 07 teachers from science faculty, 02 teachers from Arts faculty, 01 from library science faculty and 01 from physical (sport) faculty made their appearance in this novel activity.

The positive and encouraging response of the teachers to this extramural activity prompts us to organize more such workshop in the future.

Best Practices of the institution**NIRMALYA (HOLY WASTE) COLLECTION ON MAJOR IMMERSION DAYS AND PRODUCTION OF COMPOST:**

Celebrating the festival in an eco-friendly way can help avoid adverse effect on the environment. Ganesh festival and Durga puja celebrations generates a large amount of holy waste (Nirmalya) in the form of flowers, decoration material and other religious offerings. Given the religious sentiments, most of the citizens try to put the Nirmalya collected during the festival into the immersion sites . Very often, this Nirmalya is immersed along with the immersion of the Ganesh idols in the nearby river, lakes and other water bodies in different parts of the city which pollute the water and poses threats to health of humans and animals.

To prevent this college has installed Nirmalya collection- facility of discarding the Nirmalya in a college campus from where it can be taken to waste treatment facilities to convert the organic waste into organic manure. However not many citizens are aware of this or ignore this facility. Hence it is imperative that college volunteers are visited at various mandals who appeal the Ganesh Mandal and Durga Mandals members to discard the Nirmalya in the designated place.

The objectives of the campaign are:

- Sensitize people about the issues of environment degradation which occur during Ganesh and Durga festival.
- Encourage people to opt environment friendly celebration of Ganesh and Durga festival.

Employee and College volunteers carried out following tasks:

- In 2013-14 Environmental Club had organized Nirmalya Sankalan Program on 9th sept 2013 to 19th sept. 2013 and 6th oct. 2013 to 15th oct. 2013 .The initiative was taken to create awareness among people and reduce pollution. The environmental club in association with NSS,NCC spread the message in students, different Ganesh Mandals and Navratra Durga Mandalas along with villagers. They responded enthusiastically. The students visited various mandalas during festivals and asked for cooperation. The environmental club team led by Prof. Singhavi was successful in convincing people and creating awareness about environmental issues. Nirmalya was collected from various mandalas and it was brought to the college. The collection was then dumped into the ground as part of environmental activity. The team got inspiration and guidance from Principal Dr. Y.B. Gandole.