The Annual Quality Assurance Report (AQAR) of the IQAC

For the academic year 2013-14

Part – A

AQAR for the year *(for example 2013-14)*   2013-14

1. Details of the Institution

1.1 Name of the Institution   Shri.D.H.Agrawal Arts, Shri. Rang Avdhoot Commerce & Shri.C.C.Shah & M.G.Agrawal Science College, Navapur.

1.2 Address Line 1   College Road,

Address Line 2   Opp. Swastik Petrol Pump

City/Town   NAVAPUR.

State   MAHARASHTRA

Pin Code   425418

Institution e-mail address   navapuracs@gmail.com

Contact Nos.   02569-250159

Name of the Head of the Institution: Dr.A.G.Jaiswal.

Tel. No. with STD Code: 02569-250159

Mobile: 09823505044, 09404079555

Name of the IQAC Co-ordinator:

Mr.B.P.Jadhav

Mobile:

9422264124

IQAC e-mail address:

bpjadhav@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

MHCOGN10893

OR

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)

February 16, 2004

1.5 Website address:

www.acsnavapur.in

Web-link of the AQAR:

www.acsnavapur.in/AQAR 2013-14

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	73.75	2004	5 Years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

16-9-2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i. AQAR _Sept. 2011_____ _____ (DD/MM/YYYY)4
  ii. AQAR_ October 2012 _____ _____ (DD/MM/YYYY)
 iii. AQAR_Sept, 2013_____ _____ (DD/MM/YYYY)
 iv. AQAR_ Jan, 2015_____ _____ (DD/MM/YYYY)

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)   [.   Vocational Courses.]

1.11 Name of the Affiliating University *(for the Colleges)*   [North Maharashtra University, Jalgaon.]

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	--	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   11

2.2 No. of Administrative/Technical staff   03

2.3 No. of students   --

2.4 No. of Management representatives   02

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   16

2.10 No. of IQAC meetings held   02

2.11 No. of meetings with various stakeholders: No.   28   Faculty   12

Non-Teaching Staff Students   12   Alumni   2   Others   2

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

If yes, mention the amount   300000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos.   6   International   ☐   National   ☐   State   ☐   Institution Level   √

(ii) Themes   Prepration for reaccreditation for cycle - 2

2.14 Significant Activities and contributions made by IQAC

> Implemented feed back systsm.
>
> Organised three national level seminars and two university level seminar.
>
> Inspired teaching staff to participate and organise seminar workshop etc.
>
> Encouraged students to participate in various activities organised by college and other institutes.
>
> The institutions tried its best to fulfill the recommendations of the pear teacm visited in 2004.

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
The IQAC committee prepared Academic Calender for the year which is attached as an annexture.	80 %

 * Attach the Academic Calendar of the year as Annexure.

Academic Calendar is for the year 2013-14 is attached herewith as annexure.

2.15 Whether the AQAR was placed in statutory body   Yes   No

Management ☐ √   Syndicate ☐   Any other ☐ √   ☐

Provide the details of the action taken

Introduced P.G. Courses and two new carrer oriented courses.

Improved infrastructure facilities of higher education.

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	--	--	--	--
PG	07	--	--	--
UG	04	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	03	--	01	--
Others	02	--	--	--
Total	16	--	01	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

Pattern	Number of programmes
Semester	11
Trimester	--
Annual	02

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.

> Yes, revision of syllabi is done by NMU JALGAON.

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

> --

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	19	16	02	02

2.2 No. of permanent faculty with Ph.D.

09

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
19	11	16	--	02	01	02	--	39	12

2.4 No. of Guest and Visiting faculty and Temporary faculty   02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	16	20
Presented papers	07	06	00
Resource Persons	00	00	00

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

Use of smart board, LCD, OHP, and Audior Visual aids.

2.7 Total No. of actual teaching days
during this academic year   192

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

Barcoding, Double Valuation, , Photo Copy .

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

13	--	02

2.10 Average percentage of attendance of students   80 %

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.A.	180	01	20	70	09	44
B.COM	25	20	60	15	05	92
B.SC.	75	45	45	10	00	80

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

The IQAC members scrutinize subjectwise result of the last year's annual examination and suggesations are given to the faculty members, to improve the result of those subjects which are lower in percentage. The Members also suggest certain programmes to be implemented by the faculty members.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	06
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	15
Staff training conducted by other institutions	16
Summer / Winter schools, Workshops, etc.	
Others	

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	08	--	--	--
Technical Staff	06	04	--	--

Criterion – III

3. Research, Consultancy and Extension

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

> The IQAC recommended to provide e- books and e- journals facilities and other resources for research work.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	06	16	06
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

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	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published   i) With ISBN No. [2]   Chapters in Edited Books [1]

ii) Without ISBN No. [--]

3.8 No. of University Departments receiving funds from

UGC-SAP [--]   CAS [--]   DST-FIST [--]

DPE [--]   DBT Scheme/funds [--]

3.9 For colleges   Autonomy [--]   CPE [--]   DBT Star Scheme [--]

INSPIRE [--]   CE [--]   Any Other (specify) [--]

3.10 Revenue generated through consultancy [--]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	03	01	--	--
Sponsoring agencies	--	UGC	Self finance by the Institute	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons [3]

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	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

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

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

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

06

and students registered under them

18

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

04

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   20   State level   3

National level   1   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   2   State level   2

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 | 10 |

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

- Arranged Blood Donationcamp.

- Organised workshop for women impowerment

- Organised awareness rallies on various social issues.

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	17 acres	--	--	--
Class rooms	16	--	--	--
Laboratories	08	--	--	--
Seminar Halls	02	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

> The entire administrative process and examination system is computeriesed. The library also provides e-resources to students and faculty members.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1183	123152	512	11962	1695	242779
Reference Books	2258	1096353	422	187336	2680	1283689
e-Books	--	--	--	--	100000	
Journals	28	77285	--	--	--	77285
e-Journals	--	--	--	--	6000	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	13	46987			13	46987

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	86	49	--	--	--	11	16	--
Added	--	--	--	--	--	--	--	--
Total	86	49	--	--	--	11	16	--

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

> Rs. 607104/-

4.6 Amount spent on maintenance in lakhs :

   i) ICT

> 607104/-

   ii) Campus Infrastructure and facilities

> 3146463/-

   iii) Equipments

> 566707/-

   iv) Others

> 100000/-

Total :

> 4420273/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC members meet students and encourage them to participate actively in the awareness programme organised by the institute.

5.2 Efforts made by the institution for tracking the progression

> The institution provides financial support and encouragement for organising such social progammes.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1273	28	--	--

(b) No. of students outside the state

12

(c) No. of international students

--

Men
No	%
890	68
Women
No	%
411	32

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
181	27	862	118	01	1162	124	30	993	116	1	1234

Demand ratio   1:1   Dropout % 15

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

> The college runs the career councelling centre and Eklavya Competative Exam. Centre.
>
> Thj college also conducts remedial coaching classes for poor performers.

No. of students beneficiaries   450

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 counselling and career guidance

> The college selects 100 students and guides them for preprations of Competative Examinations through career councelling centre in collabration with Asha Foundation, Mumbai and Jalgaon.

No. of students benefitted   100

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

> Being ours is a co-education college and there fore , there is no gender difference at any level. The college organises programmes to promote equality of gender.

5.9 Students Activities

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

State/ University level `07`   National level `--`   International level `--`

No. of students participated in cultural events

| State/ University level | 22 | National level | -- | International level | -- |

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

| Sports : State/ University level | -- | National level | -- | International level | -- |

| Cultural: State/ University level | -- | National level | -- | International level | -- |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	950	2286980
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

| Fairs   : State/ University level | -- | National level | -- | International level | -- |
| Exhibition: State/ University level | -- | National level | -- | International level | -- |

5.12   No. of social initiatives undertaken by the students | 1 |

5.13 Major grievances of students (if any) redressed: Nil.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the Institute :

To provide higher education facilities to the tribal students and prepare them to compete with urban students and to contribute their services to Nation building by promoting education.

Mission Statement of the Institution.

"Parosparopgraho Jivnam" Let's help one another to make life comfortable , peaceful and help to one another to uplift the standard of life of poor, specially of tribal people.

6.2 Does the Institution has a management Information System

Yes, the institution has a management information system.

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

6.3.1 Curriculum Development

The institution encourage the faculty members to attend the workshops /seminars organised by NMU Jalgaon on curriculum designing .

6.3.2 Teaching and Learning

The institution provides advanced technology and encourages faculty member to use them for effective teaching learning process.

6.3.3 Examination and Evaluation

The institute follows the guidelines led down by the North Maharastra University, Jalgaon.

6.3.4 Research and Development

> The institution encourage the faculty member to carry out research work, grants duty leave and felicitate the faculty members who carried out research work successfully.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> The central library provides e-books and e-books and e-journal facility. The institution provides internet facility and research laboratory for the faculty members.

6.3.6 Human Resource Management

> The institute invites the experts as guest lectures and arranges workshops for faculty members.

6.3.7 Faculty and Staff recruitment

> There is clearcut transfarancy in the recruitment of faculty and staff. The merit and the performance in the interview is strictly considered for the selection.

6.3.8 Industry Interaction / Collaboration

> Industrial visits are arranged for the students of the department of Chemistry, Zoology and commerce.

6.3.9 Admission of Students

> The admission are given to the students as per the guildelines of North Maharashtra University, Jalgaon.

6.4 Welfare schemes for

Teaching	Group Insurance
Non teaching	Group Insurance
Students	Life Insurance Scheme

6.5 Total corpus fund generated

--

6.6 Whether annual financial audit has been done   Yes [√]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Narenda Agrawal .& Asso. Navapur.		
Administrative	Yes	Narenda Agrawal .& Asso. Navapur.		

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?

The North Maharashtra University, Jalgaon has adopted strict policy by appointing flying squads, two external and one internal senior supervisor and local vigillence squad to stop malpracticses in the examination process.

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

--

6.11 Activities and support from the Alumni Association

To meetings are held in the academic year 2013-14 to discuss and support the enhancement of standards of higher educaitons.

6.12 Activities and support from the Parent – Teacher Association

Two parent teachers gatherings are organised in which they interacted to improve the standard of higher education and performance of students.

6.13 Development programmes for support staff

> The college encourages and allows to attend the workshops /porgammes orgaised by the university of other institutes.

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

> The college tries to keep the campus eco-friendly by planting trees, organising lecturers to create awareness and celebrating eco-friendly Genesh Festival.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> The special prizes for tribal students helped to attract to more students to participate in curricular and co-curriculer activities.
>
> Free gymnasium facilities uplifted the performance of the players and as a result the college received the second rank prize from NMU Jalgaon.

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

> The IQAC committee planned the action in the beginning of the academic year and most of these plans are implemented effectively.

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

> The best library user award for male and female students.
>
> Appreciatation and felicitation of meritorious students and teachers of the concerned subiect.

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

7.4 Contribution to environmental awareness / protection

> The NSS Unit arranges rallies to create awareness in the society regarding deforestation, planation of trees, dengers of undue use of plastics etc.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

[1] Ours is one of theose rare colleges where there is absoultely no nuisance factors. Neither ragging nor gender difference, nor harashment to employees , nor group quarreles among students etc.

[2] Shyness and inferiority complex among tribal students.

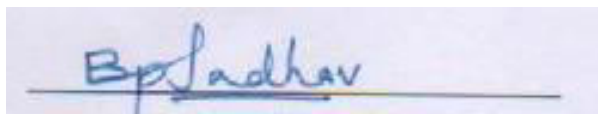[3] To bring a change in the lives of tribals and uplift their standard of living.

8. **Plans of institution for next year**

[1] To introduce more vocational courses.

[2] To introuduce more P.G. courses.

[3] To develop infrastructure, specially for sports.

[B.P.Jadhav]   *[Dr.A.G.Jayswal]*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____