

Palus Shikshan Prasarak Mandal's

ARTS, COMMERCE AND SCIENCE COLLEGE, PALUS

Tal- Palus, Dist-Sangli, 416310 (Maha)



Annual Quality Assurance Report

(AQAR)

OF

IQAC

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

P.O. BOX NO. 1075, 214

DR. RAJKUMAR ROAD, RAJAJINAGAR,

BANGALORE-560010 (INDIA)

2016-2017



Estd.

21 August 1992

Palus Shikshan Prasarak Mandal's

ARTS, COMMERCE AND SCIENCE COLLEGE PALUS

Tal: Palus, Dist: Sangli, Pin- 416 310 ☎: (02346) 226226, 228383

(Affiliated to Shivaji University, Kolhapur)

Web: www.acscpalus.edu.in Email : acscollegepalus@gmail.com

B.A., B.Com.

B.Sc., B.B.A.

B.C.A., B.C.S

P.G.D.C.A

M.A.

M.Sc

Principal : Dr. B.N.Pawar M.Sc. Ph.D.

No. Mahavi / 295 /F- NAAC /2017-18

☎: (02346) 228683

Date : 12.10.2017

To,
The Director,
National Assessment and Accreditation Council
2/4, Dr. Rajkumar Road, P.O. Box No. 1075
Rajaji Nagar, Bangalore, 560010.

SUBJECT : Submission of Annual Quality Assurance Report (AQAR) , 2016-2017.

Sir,

It gives us immense pleasure to submit the Annual Quality Assurance Report (AQAR) , 2016-2017. The report is made by Internal Quality Assurance Cell of our College.

Please accept the soft-copy of AQAR and oblige.

Thanking you in anticipation.

Yours truly,


Principal
Arts, Commerce & Science College
Palus, Dist. Sangli

The Annual Quality Assurance Report (AQAR) of the IQAC 2016-2017

Submitted by IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution	Arts, Commerce and Science College,
1.2 Address Line 1	Tasgaon-Karad Road, Palus
Address Line 2	Vidyanagar, Palus
City/Town	Palus, Tal-Palus, Dist-Sangli
State	MAHARASHTRA
Pin Code	416310
Institution e-mail address	accollegepalus@gmail.com
Contact Nos.	02346-226226
Name of the Head of the Institution:	Dr. Baburao Nivruti Pawar
Tel. No. with STD Code:	02346-226226

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 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	C++	69.75	2004	2004-2009
2	2 nd Cycle	B	2.04	2011	2011-2016
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_2011-2012_ submitted to NAAC on **03/04/2013**
- ii. AQAR_2012-2013_ submitted to NAAC on **09/12/2013**
- iii. AQAR_2013-2014_ submitted to NAAC on **02/09/2015**
- iv. AQAR- 2014-2015- submitted to NAAC on **14/07/2016**
- v. AQAR- 2015-2016- submitted to NAAC on **14/07/2016**

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)

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

Shivaji University, Kolhapur

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

Autonomy by State/Central Govt. / University	<input type="text" value="x"/>		
University with Potential for Excellence	<input type="text" value="x"/>	UGC-CPE	<input type="text" value="x"/>
DST Star Scheme	<input type="text" value="x"/>	UGC-CE	<input type="text" value="x"/>
UGC-Special Assistance Programme	<input type="text" value="x"/>	DST-FIST	<input type="text" value="x"/>
UGC-Innovative PG programmes	<input type="text" value="x"/>	Any other (<i>Specify</i>)	<input type="text" value="x"/>
UGC-COP Programmes	<input type="text" value="x"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="x"/>
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="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>
2.8 No. of other External Experts	<input type="text" value="x"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	02

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

2.14 Significant Activities and contributions made by IQAC

1. Cashless transaction
2. Formation of class-wise committees for admission and counselling
3. Organization Job Fair (University level).
4. Development the college campus ecofriendly.
5. Development of Indoor facility centre
6. Availability ICT class-room
7. Participation in extension activities launched by Govt. Of India.
8. Organization of various activities to enhance the personality of students.

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
<p>1. Celebration of birth and death anniversaries of great personalities and other activities.</p> <p>2. Various activities for Eco-friendly College Campus & Environment awareness programmes:</p> <p>3. Development of Indoor facility Centre:</p> <p>4. Increase in amenities and facility.</p> <p>5. Women Sensibility Programmes:</p> <p>6. Social Extension Activities:</p> <p>7. Student Support Activities</p> <p>8. Publication and presentations of Faculty.</p>	<p>1. Celebration of birth and death anniversaries and other activities: Chhatrapati Shahu Maharaj Mahatma Gandhi, Dr. A. P. J. Abdul Kalam, Mahatma and Savitri Phule, Swami Vivekananda, Dr. Babasaheb Ambedkar, and other activities like Independence Day, Republic Day, World Population Day, Vansarvardhan Day, Kranti Din, Celebration of Silver Jubilee College Establishment Day, Sadhbhavana Din, Teachers Day, Hindi Din, NSS Day, Marathi Rajbhasha Din and others.</p> <p>2. Plantation of trees 1500 inside and outside of campus) and rose garden cultivation in College Campus. Celebration of days like Forest and Harbal trees conservation, save nature campaign, One Tree and One Child Campaign, Awareness of pollution, Harit Donger Campaign (Green Mountain), Pinching and repair of Vanrai Bandara etc.</p> <p>3. Availability of facilities: various courts, grounds, matting etc.</p> <p>4. Construction made for Chemistry Lab, Zoology and Botany, ICT Class room.</p> <p>5. Rally and lectures against violence on women, rally for women security, Health and Haemoglobin camp for women, My Mother at My College function, vehicles training for them (Bullet).</p> <p>6. Literacy Campaign/Rally, Raksha Bandhan for bus drivers, blind and deprived students and people, awareness for Organ Donation, blood donation, Eye donation campaign, street plays for awareness, Plus Polio Campaign, Yoga training, Workshop on cashless transaction and training for students.</p> <p>7. Followed activities for students: COC Courses, Remedial coaching, Competitive exam guidance and coaching, Avishkar activity, Students' Magazine, Poster and paper presentation, Quiz, Add-Mad-show, Prize Distribution and cultural activities, Field, Industrial visits and study tours, Wall Papers, guest and expert lectures, training for dance and dramatization, skill development programmes etc.</p> <p>8. Published research Papers:29 Chapters in edited Books: 03 Presented research papers: 17</p>

<p>9. Students' Participations and Achievements.</p> <p>10. Organize workshops, seminars, conferences.</p> <p>11. Organization of various activities and competitions for students.</p> <p>12. Arrange mid-term and other exams except university to evaluate students' performance.</p>	<p>9. Students participated in following activities and go achievements: Avishkar, poster presentation, Quiz, Elocution, interclass sports, Essay competition, Youth festival, NSS, NCC, Group discussion etc.</p> <p>10. Organized 01 National Conference (Impact of Globalization on Human Rights), and workshops under lead college activity i.e. <i>Role of Staff in Administration, Cashless Transaction, Education in Universal Human Values.</i></p> <p>11. Academic, Sports, cultural activities are conducted. Essay, Elocution, Mehendi, Recipe, Rangoli, Hair Style, Slogan, Poster Presentation etc.</p> <p>12. Mid-term and University exams conducted as per time table of Internal College Exam. Committee and University.</p>
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Part – B

Criterion – I

I. 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	02	--	02	--
UG	07	--	04	--
PG Diploma	01	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	07
Others	--	--	--	--
Total	10	--	06	07
Interdisciplinary	--	--	--	04
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	09= 7+2 (UG+PG)
Trimester	-----
Annual	01(PGDCA) 07(COC)

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.

NO

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(Prin.)
	34	32	02	00	01

2.2 No. of permanent faculty with Ph.D.

13

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
						45	00	45	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

00	23	45
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	06	06
Presented papers	03	14	00
Resource Persons	00	00	00

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

Teaching through ICI, Separate ICT room, guest lectures, seminars, discussion, Remedial coaching, etc.

2.7 Total No. of actual teaching days

during this academic year

239

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

Photocopy (First year student), Topic tests, Home Assignments, seminars, Mid-term Exams.,etc.

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

00	01	00
----	----	----

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage: (2016-2017)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A-III	113	20.35	29.20	33.62	--	83.18
B.Com -III	92	19.56	40.21	38.5	--	97.82
B.Sc.-III	89	48.17	35.95	11.25	4.49	100
B.B.A-III	12	16.16	16.66	41.66	16.66	91.66
B.C.A-III	24	29.16	20.83	12.5	--	62.57
B.C.S-III	11	63.63	36.36	--	--	100
M.A.-II	25	00	04	08	00	48
M.Sc.-II	07	85.71	14.28	--	--	100
P.G.D.C.A	06	14.28	28.57	--	--	50

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

It is done through Academic Calendar, Teaching Plan, Maintaining academic dairy, Syllabus Completion reports, Feedback from the students on the performance of teacher, frequent meetings with HODs and faculty etc. Learning process is evaluated by topic test and mid-term with result analysis.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others/short Term Courses	01

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	16	--	--	03
Technical Staff	01	--	--	01

Criterion – III

3. Research, Consultancy and Extension

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

Research committee motivates faculty for research. Besides, students are motivated to participate in research competitive activity entitled ‘Avishkar’ organized by University.

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	00	02	00	00
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	07	02
Non-Peer Review Journals	02	01	05
e-Journals	01	--	--
Conference proceedings	--	02	--

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 <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total				

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

ii) Without ISBN No. Edited Book: 00

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	01	01	00	00
Sponsoring agencies	--	IAPT&College	UGC	--	--

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
Commercialised	Applied	00
	Granted	00

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
	01	01	00	00	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 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

1. Construction of Vanrai Dam
2. Blood Donation Camp
3. H. B. Test Camp for women
4. Yoga Day Training Programme
5. Tree Plantation
6. Trekking
7. Mahila Melava

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	25acres (Total)	--	--	25acres (Total)
Class rooms	10	01(ICT)+06	--	17
Laboratories	12	03	--	15
Seminar Halls	01	--	--	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	Stadium		UGC &MGT	02
	01-Indoor Stadium (875.40sq.m)		UGC &MGT	02
	Ladies Hostels			
	Canteen		MGT	01

4.2 Computerization of administration and library:

The administrative office and library are computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9486	723727.75	260	36030	9752	759757.75
Reference Books	7043	1858411.65	50	38918	7133	1897329.65
e-Books	INFLIBNET	--	--	--	--	--
Journals	--	--	26	13400	26	13400
e-Journals	INFLIBNET	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	222	--	--	--	222	--
Others (specify)	1030	163003.75	16	3350	1046	166353.75

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	149	95	All	All	--	14	40	--
Added	01	--	--	--	--	01	00	--
Total	150	95	--	--	--		40	--

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

- COC, Computer Hardware and Maintenance for Students
- Free Internet access to teachers and students
- Computer Literacy programmes for faculty, staff and students etc.

4.6 Amount spent on maintenance in lakhs :

- | | |
|--|-------|
| i) ICT | 45770 |
| ii) Campus Infrastructure and facilities | 52790 |
| iii) Equipments | 00 |

iv) Others

Total :

14280
112840

Criterion – V

5. Student Support and Progression:

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Prospectus,
- Parent-teacher meet,
- Meetings with students
- NSS, NCC, Cultural activities
- Student Welfare Committee
- Magazine Reports, through notice board

5.2 Efforts made by the institution for tracking the progression

Through: Home assignment, seminars, Projects, mid-term exam, sudden tests, oral test, analyzing results of university, remedial coaching and motivation to participants in various activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1419	60	00	00

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%	Women	No	%
	725	49.01		754	50.49

Last Year (2015-16)						This Year(2016-2017)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
909	104	04	346	00	1363	976	91	00	412	00	1479

Demand ratio: 1479 /1479

Dropout % 00

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

- Competitive Examinations Guidance Centre
- Expert Lectures
- Avishkar, Essay, Elocution Competitions
- Creative writing

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input style="width: 100%;" type="text" value="00"/>	SET/SLET	<input style="width: 100%;" type="text" value="00"/>	GATE	<input style="width: 100%;" type="text" value="00"/>	CAT	<input style="width: 100%;" type="text" value="00"/>
IAS/IPS etc	<input style="width: 100%;" type="text" value="00"/>	State PSC	<input style="width: 100%;" type="text" value="00"/>	UPSC	<input style="width: 100%;" type="text" value="00"/>	Others	<input style="width: 100%;" type="text" value="00"/>

5.6 Details of student counselling and career guidance

- Competitive Examinations Guidance Centre
- Career Oriented Courses
- Mock interviews, informal personal Counselling, organization guest lecturers etc.

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
37	1000	74	00

5.8 Details of gender sensitization programmes

Gender sensitization programmes conducted through Women Welfare Committee, Sexual Harassment Committee, NSS and Cultural activities, e.g. Workshop on Women’s Health, Hemoglobin Camp for women, and Celebration of birth and death anniversaries of Great female personalities, Vehicle(bullet) training. Organization of lectures for girls, Mahila Melawa, Adarsh Mahila Purskar, Mazi Aai Mazya Mahavidyalayat, motivation for girls to participate in more activities. Besides, expert lectures and guest lectures are arranged. Competitions are also organized for girl students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	102	565020
Financial support from other sources(Uni)	05	25000
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- To start educational institution and make available academic vocational, Agricultural, Technical and Management, Chemical and petrochemical education.
- To start ITI courses, Diploma, Graduate and post graduate courses in all faculties.
- To start research centre, library courses, physical education courses by starting necessary training centres.
- To establish Gymnasium, sport complex and such other facilities.
- To start training centre for competitive Examination and Scholarships.

Mission

- To impart higher education in various disciplines in order to take students and through them emerging society towards greater enlightenment with the Motto *Tamaso Ma Jyotirgamaya*. (Ignorance to Knowledge)
- To spread higher education to every village and hamlet and in order to enhance character building, strengthening of mind and physique and to expand the intellect by which one can become self- reliant.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- Through BOS members, project work, Remedial coaching, curriculum development for COCs etc.

6.3.2 Teaching and Learning

- Teaching plan, news paper cuttings, slides, Study tours and visits, use of ICT, focus on interactive teaching method, etc.

3.3 Examination and Evaluation

- Unit tests, Topic-wise tests, Seminars, Projects, Mid-term Exam. Home Assignments, Group Discussion, semester exam by University, fair and impartial conduct of examination, prompt and timely evaluation etc.

6.3.4 Research and Development

- Research Paper Publication in National and International reputed journals, and presentations in seminars and conferences etc. Students participation in Avishkar (Research activity conducted by University)

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Open Access, Internet Facility, INFLIBNT, E-Journal, Reading Room, etc.

6.3.6 Human Resource Management

- Annual Planning, Administrative and Academic Committees, Monthly faculty and HoD meets, Review of work carried out, term-wise meets etc.

6.3.7 Faculty and Staff recruitment

- 20 CHB posts are approved and recruited by institution.

6.3.8 Industry Interaction / Collaboration

- Visits to Forest Academy Centre, Kundal for projects of forestry and environment, Industrial and bank visits

6.3.9 Admission of Students

- As per rules and regulations of university and State Govt.

6.4 Welfare schemes

for.

Teaching	Group Insurance, Provident Fund, Staff Credit co-operative Society etc.
Non teaching	Group Insurance, Provident Fund, Staff Credit co-operative Society etc.
Students	Earn and learn scheme, Fee concession for economically poor, Student Welfare Scheme, Students' Insurance etc.

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	NO	--	NO	--
Administrative	YES	--	NO	NO

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?

No scope for college.

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

NA

6.11 Activities and support from the Alumni Association

Meetings organized motivational lectures by Alumni for students.

6.12 Activities and support from the Parent – Teacher Association

Discussions are done and Suggestions given through Parent-Teacher Meet.

6.13 Development programmes for support staff

Institution sends support staff for training and development events like workshops.

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

Committee for campus development. Plantation, beautifying campus etc.

Criterion – VII

7. Innovations and Best Practices

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

- Counselling students and parents at the time of admission.
- Parent-Teacher Meet
- Expert lectures
- Motivation for students to participate in more activities organized by college and university.
- Students adoption scheme

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

- Conducting HOD meetings
- Decentralization of work through Committees
- Monthly meetings with faculty and staff
- Regular follow up and motivation by the principal
- Teaching plan and Academic Diaries

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

Vittiya Saksharata Abhiyan

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

7.4 Contribution to environmental awareness / protection

- Save Nature Campaign, eco-friendly campus
- Vanrai Bandara pinching and repairing
- Tree plantation and conservation
- Organization of Rallies and lectures
- Activities through 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)

- Plantation in campus
- Good results
- Research oriented and devoted faculty
- Beautiful and pollution free campus
- More participation of students in various activities and events organized by University, e.g. Youth Festival, Avishkar, Sports and NSS.
- Indoor stadium facility
- 400 hundred meter running track
- Carrier Oriented Courses
- 03 Computer laboratories

8. Plans of institution for next year

- To organize National conferences
- Research labs
- To avail new infrastructure Labs, Class rooms
- To develop eco-friendly campus
- Motivation for faculty and students for research activities

Sd/-

Dr. P. M. Patil
Coordinator, IQAC
Arts, Commerce & Science College,
Palus, Dist- Sangli- 416310

Sd/-

Dr. B. N. Pawar
Chairperson, IQAC
Arts, Commerce & Science College,
Palus, Dist- Sangli- 416310

Arts, Commerce and Science College, Palus

Academic Planner - 2016-2017

Month	First week	Second week	Third week	Fourth week
June	Staff meeting	Admission Process	UGC : PPR Meeting/Utilization of grants. IQAC : HOD Meeting with Principal, submission of teaching plan. Celebration of International Yoga Day (21st June)	IQAC : Preparation of AQAR Cultural : Ch. Shahu Maharaj Birth Anniversary & Addict. A.C. : Drug's Eradication Day NCC : Yoga Training Staff Meeting Sports : Players Admission Process.
July	CEGC : Meeting / Advertisement & admission Process, Library : Membership to Students. Cultural : Meeting for Annual Planning & Implementation. NCC : Admission Process. NSS : Van Mohtsav Week SWC : Notice for SC/ST/OBC/BPL Students about UGC Schemes. Sports : Committee Meeting, Players admission process camp of Physical fitness.	COC : Admission, Cultural : World Population Day, NCC : Admission Process, NSS : Inauguration function IQAC : Discussion on IQAR with faculty member of staff. SWC : Distribution at application forms, CEGC : Inauguration, Staff Academy : Planning for whole year, Sports : Notice for classwise teams for inter classes tournaments. Demand for central yout festivel-Silver Jubille Year of the College.	Cultural : Inauguration of all college internal committee & Welcome function for 1st year student. NCC : Admission and clothing distribution. NSS : World Literacy Week IQAC : HOD Meeting with Principal, Prepared AQAR Put before IQAC members & Sanstha and make discussion on it. Sports : Physical Test & Selection of players Exam : Meeting for Mid-term Internal Exam	IQAC : AQAR : Submission. NCC : Regular Training NSS : Nature conservation & Tiger Protection Day Library : Book Bank Meeting. LWC : Inauguration Exam : To find slow & advanced leavers & make lift by the test (10 marks on topic) Sports : Interclasses Tournaments Staff Meeting Cultural : meeting with students & find hidden cultural talents.
August	Cultural : Annabhau Sathe Birth Anniversary, Lokmanya Tilak Death Anniversary. NSS : Nagpanchami, conservation of snakes & its awareness. NCC : Regular Training & Preparation for Independence Day. CEGC : Expert's Lecture Library : Meeting with members & Library Committee. Tour : Organization Short Tour (One Day)	Cultural : KrantiDin Independence Day, NSS : Celebration of Sadbhavana Din. NCC : Preparation of Independence Day. CEGC : Expert's Lecture IQAC : Meeting with Co-ordinator. Library : Celebration of	Cultural : Planning & Preparation for University Youth Festival, NSS : Road safety Abhiyan NCC : Regular Training CEGC : Workshop on competitive Exam. Silver jubilee year inauguration programe	Cultural : College Establishment Day. NCC : Plantation CEGC : Expert's Lecture. IQAC : Meeting with IQAC Members Sport : Organization of Various Games Exam : Mid Term Exam (20 marks) CEGC : Expert's Lecture. LWC : Lecture

		Library Day & Birth Anniversary of Dr. S. R. Rangnathan, Science Association : Lecture,	Library : Make Demand List of Books by teachers. Wall Paper : Publication of First Issue of 'Pratibha' Film Mostav. Silver Jubille Year of the College.	
September	Cultural : Celebration of 'Teacher's Day' NSS : 'Vulture Awareness Day' CEGC : Poster Presentation Sports : Lecture UGC-PPR : Meeting for research Proposals.	NSS : International Literacy Day. NCC : Regular Training Cultural : Youth Festival Preparation, Hindi Din IQAC : Review of Activities Exam : Assignment / Project / Oral Arranged youth festival cennivel	Cultural : Participation on Youth Festival NCC : Shramdan IQAC : HOD's Meeting with Principal. Meeting for Remedial Coaching. Staff Academy : Lecture Sport : Activities as per Planning.	Cultural : Preparation for Central Youth Festival. NSS : NSS Day & Essay Competition. NCC : Trekking, LWC : Competition for female students.
October	Cultural : Celebration of Birth Anniversary Day Mahatma Gandhiji & Lal Bhadur Shashtri. NSS : Guest Lecture NCC : Guest Lecture for Cadet's IQAC : Review of activities held in first term	NSS : Blood Donation Camp. NCC : Blood Donation Camp. CEGC : Test. LWC : Organized of Mahahadga & Saree Day. Exam : Preparation for 1st Semester Exam (University)	NCC : Regular Training IQAC : HOD' Meeting with Principal. Exam : 1st Semester Exam	Deepawali vacation
November	Deepawali vacation	Deepawali vacation	NSS : Guest Lecture NCC : Regular Training & Camp. * Second Term Meeting	NSS : Planning for Special Camp IQAC : HOD Meeting with Principal Com. Ass. : Lecture
December	NSS : World Aids Awarness Day NCC : Preparation for 'B' Certificate Exam IQAC : Meeting Exam : Result Analysis of 1st Semester	Cultural : 'Swadeshi Din' NSS : Special Camp NCC : Preparation for 'C' Certificate Exam UGC : PPR & Meeting Preparation for Alumini Assciation (All HOD)	NCC : Training CEGC : Lecture by Expert. LWC : Mehndi & Flower Decoration. Preparation for Alumini Assciation (All HOD)	NCC : Training Cultural : Preparation for Annual Prize Distribution. Sport : Prize Distribution. Wallpaper : Publication of 2nd Issue (Pratibha) Science Association : Lecture * Staff Meeting

January	Cultural : Celebration of Birth Anniversary of Savitribai Phule. NCC : Lecture Tour Dept. : To arrange Tours UGC, PPR : Organization of Seminars / Workshop / Conf. Sponsored by UGC. Meeting for Alumni Assc (All HOD)	Cultural : Prize Distribution Day. Celebration of Birth Anniversary of Swami Vivekanand. NCC : Guest Lecture for Career & Personality Development. PTA : Meeting with Science Faculty.	Commerce Asso.: Lecture NSS : Voluntary Week IQAC : HOD Meeting with Principal PTA : Meeting with Arts Faculty Exam : Mid Term Exam	Cultural : Birth Anniversary of Netaji Subhashchandra Bose. NCC : Republic Day PTA : Meeting with Commerce Faculty * Staff Meeting.
February	NCC : 'B' Certificate Exam Science Asso.: Lecture UGC PPR : Meeting.	NCC : NCC Training. CEGC : Lecture by Expert Exam : oral & Projects Seminars. Sport : Physical Education Exam.	Cultural - Birth Anniversary Ch. Shivaji Maharaj. Best Wishes for Last year department student NSS : Regular Program IQAC : HOD meeting with Principal. Exam : Preparation.	Cultural : Celebration of 'Science Day' & 'Marathi Din'. NCC - Office Work Science Asso. Celebration of Science Day.
March	NSS : Wild Animal Day CEGC : Lecture by Expert NCC : Office Work	NSS/LWC : World Women Day. NCC : Clothing Submission. Staff Academy - Lecture.	NCC - Clothing Submission. Exam : University Exam Library : Renewal of E Journal.	NSS : International Forest / Society Day NCC : Office Work Exam : University Exam * Staff Meeting.
April	NCC : Office Work Exam : University Exam	NCC - Office Work Exam : University Exam / Assessment.	NSS : 'Vasundhara Day' NCC : Office Work Cultural : Birth & Anniversary williams shakespeare.	NCC : Office Work Exam : Uni Exam * Staff Meeting
May	NCC : Office Work Exam : University Exam	Exam : University Exam.	NSS : Day Exam : Uni. Exam.	Exam : University Exam.

Abbreviations:
UGC-University grant Commission SWC-Student welfare committee LWC- Ladies welfare committee UGC PPR Committee- UGC project, planning and research committee IQAC Internal Quality Assurance Cell NSS- National Service scheme NCC- National cadet Corps COC- Carrier oriented Course MRP- Minor research project AQAR- Annual Quality Assurance Reports PTA- Parent teachers association CEGC - Competitive Examination Guidance Centre SHPC - Sexual Harassment Prevention Committee

BEST PRACTICE:

TITLE OF PRACTICE	<i>Vittiya Saksharata Abhiyan</i>
GOAL OF PRACTICE	<ul style="list-style-type: none">• To actively stimulate and engage our students to encourage and motivate all the payers and payees of the area to use digitally enabled cashless economic system for financial transaction.
THE PROCESS	<ul style="list-style-type: none">• We have organized a training workshop on cashless transaction in our institute for the Faculty and students. Well trained students were then sent to community to meet the aim. They created awareness among people and encouraged the people to use digital transactions. Various options of digital transactions were presented by our students like Mobile banking, E – Banking, utilization of credit or debit cards etc. Faculty members also created awareness among the people about using smart phones for digital transaction, internet facilities, confidential codes and passwords by oral presentation, demo and showing videos released by government authorities.
IMPACT OF THE PRACTICE	<ul style="list-style-type: none">• Almost all the units of our institute became literate about cashless transaction and acting the same. All the financial transactions are cashless (e.g. Admission process, salary and non-salary grants, remuneration, scholarships etc.) We save our valuable time which we were spending earlier in complicated and time consuming banking processes. Society also became aware and started use of digital transaction. <p>Beside this.....</p>
RESOURCES REQUIRED	<ul style="list-style-type: none">• Smart phones with different transaction application (like BHIM app), Internet connection, LCD projector, CD's released by government for cashless transaction.
CONTACT DETAILS	<p>Principal, Dr. B. N. Pawar Arts, Commerce & Science College, Palus City:- Palus , Pin Code:- 416310 Ph. 02346 226226</p>

Palus Shikshan Prasarak Mandal's

ARTS, COMMERCE AND SCIENCE COLLEGE PALUS DIST SANGLI

PERSEPCTIVE PLAN (2017-18)

Sr. No.	Objectives	Activities
I CURRICULAR ASPECTS		
1	Curricular Design and Development of UG and PG courses.	<ul style="list-style-type: none"> • To organize and attend workshops for CBCS Curriculum introduced by University. • To suggest corrections and required changes. • To participate in seminars and workshops on design of CBCS curriculum. • To start Mathematics at B. Sc. III level.
2	Short Term Courses	<ul style="list-style-type: none"> • To discuss and modify changes in COC courses syllabus • Counselling of students to participate in skill-based COC courses. • To short value added courses.
3	Feed Back Mechanism	<ul style="list-style-type: none"> • To obtain feedback on CBCS syllabus through workshops form teachers and stakeholders. • To develop feedback mechanism about CBCS programme from students
4	Workshop /seminars/conferences	<ul style="list-style-type: none"> • To organize workshop for new revised CBSC syllabus in various subject in association with BOS Dept. Shivaji University, Kolhapur. • To organize lead college activities for students. • To suggest modification in the syllabus to BOS. • To arrange workshop or short course on research study and teaching skills.
5	Best Practices	<ul style="list-style-type: none"> • To encourage faculty members in designing of CBCS syllabus. • To arrange Expert lectures for students and faculty members.

II TEACHING, LEARNING AND EVALUATION

1	Admission Process	<ul style="list-style-type: none"> • Online admission process • To display schedule of admission on the website of institute • To send proposals for new divisions to the University as per requirement of students. • To prepare prospectus with rule and regulations and Fee structure. • To ensure publicity at the time of admission. • To form admission committee for all the classes and core admission committee for guidance off students. • To prepare merit list wherever required according to rules and regulations of the government.
2	Teaching –learning	<ul style="list-style-type: none"> • To provide open access • To provide books extra books o students through departmental Library. • To prepare Academic calendar • Prepare teaching plans • Display of Wall Paper • To avail study material for the students • Maximum use of ICT for teaching • Remedial teaching for slow learners • Involvement of students in workshops • To prepare teaching plan and maintain academic diary. • To develop independent learning through activities like debating and essay competitions. • To nurture critical thinking, creativity and scientific temper among the students (Dnyandeep, Avishkar, Quiz competition).
3	Evaluation	<ul style="list-style-type: none"> • Diagnostic tests • Bridge Course • Field visits • Orals • Group Discussion • Home assignment / project • Mid- term tests / topic wise test • Seminars • To prepare class-wise result analysis

4	Teacher quality	<ul style="list-style-type: none"> • To encourage faculty for research activities and to attend, and organize seminars, conferences and workshops. • To sanction study leave to attend Orientation, Refresher and Short term courses. • To support for research and academic publications. • To organize health camps and academic workshops for faculty and students through Staff Academy.
5	Catering diverse Need	<ul style="list-style-type: none"> • Personality development programmes • Remedial coaching • Counselling • Use of ICT • Programmes through Competitive Examination Centre • Organization of Avishkar Competition • Soft Skill development programmes
6	Best practices	<ul style="list-style-type: none"> • Question paper depository • Distribution of students as a slow learner and advanced learners • Teachers training workshop /Programme • Motivation to attend orientation Programme • No ATKT campaign • Students feed back • To avail digital class rooms
III RESEARCH CONSULTANCY EXTENSION		
1	Promotion of research and publication	<ul style="list-style-type: none"> • To motivate teaching faculty to write critical books, for M.Phil and Ph.D. degrees, Minor and Major research projects, to write research articles for national and international journals, to participate in various conferences, seminars and workshop and present paper. • Extension of research laboratories • Purchase of new equipments and instruments used for research work • To organize workshop on preparation of proposal for research projects (MRP). • To procure reference books and journals. • To equip college campus with Wi-Fi-system
2	Consultancy	<ul style="list-style-type: none"> • Academic, agricultural and industrial consultancy • To create awareness of health and hygiene among society • To make MoU with various Institutions and Industries
3	Extension Activities	<ul style="list-style-type: none"> • Environment healthy and <i>hygiene_awareness</i> • Eradication of bad traditions

		<ul style="list-style-type: none"> • Tree plantation • Save Baby Campaign • Protest Rallies • Activities for dumb, deaf and blind • To implement the Programme launched by state and central govt. of India • Blood Donation Camps
4	Collaborations	<ul style="list-style-type: none"> • To maintain MOU with MIDC palus. • To assign MOU with GOs and NGOs • Collaboration with university laboratories for research work
5	Best Practices	<ul style="list-style-type: none"> • Workshop on Minor and Major Research Projects for faculty. • Non-vehicle Day on 3rd Saturday of each month. • One day Swatchhata Abhiyan for each month. • Involvement of College students in clean India Campaign. • Assistance to poor and needy people in the Society • NCC: B & C Certificate Exam
IV INFRASTRUCTURE AND LEARNING RESOURCES		
1	Physical facilities	<ul style="list-style-type: none"> • Use of CC TV cameras • Utilization of newly constructed labs. for Chemistry, Zoology, and Botany • Lab for Statistics and Mathematics • Spacious library building and reading room • Spacious rooms for Girls, and NSS Office • To provide computers with internet facility
2	Maintenance of infrastructure	<ul style="list-style-type: none"> • Campus development Committee • Appointment of Watchman and gardener • To inspect of repair the infrastructural facilities. • To make maintenance of computer lab • Electrification • Parking facilities • To make audit of Energy, Environment and Water
3	Library as learning resource	<ul style="list-style-type: none"> • To start new journals and periodicals • To develop and update the library software • To provide additional facility of computer • To avail easy accesses of internet to students and teachers • Reading room facility • Purchase of new books

		<ul style="list-style-type: none"> • To provide additional books for last year students. • To provide internet facility for students and faculty. • Spacious Library Building
4	ICT as learning resources	<ul style="list-style-type: none"> • Organize ICT workshops for faculty and students • Use of ICT class rooms • To provide ICT learning recourses for teachers • Automation of library • Administrative office automation • Free internet facility • E-Journals, use of Video cliffs, PPT for teaching • Use of Language Lab. • WhatsApp group of faculty and departmental students, E-mail communication.
5	Other facilities	<ul style="list-style-type: none"> • Computer lab for all students • New building for competitive exam center • Purchase of new sports material • To make avail Night Study Room facility for students. • Notice boards for all departments.
6	Best practices	<ul style="list-style-type: none"> • Availability of ICT class rooms • Free internet facility for students in the library • Use of competitive exam centre • Availability of separate reading room for students • Lecture of each faculty for students of Competitive Exam. • Open Entry to students in Library
V STUDENT SUPPORT AND PROGRESSION		
1	Student progression	<ul style="list-style-type: none"> • Organize District level Youth Festival of University and motivate students to participate in it. • Organize Avishkar (research activity) • Soft Skill development Program for students • Competitions: Elocution, Essay, Quiz, and other personality development programmes etc.
2	Student support	<ul style="list-style-type: none"> • Provide incentives for scholars, cultural and sport students • Develop Earn and Learn Scheme • To provide internet facility to maximum students • To strengthen competitive Exam centre • Remedial teaching for slow learners • Student aid fund

		<ul style="list-style-type: none"> • Scholarship • Workshop on women health and hygiene • Insurance for students
3	Student activities	<ul style="list-style-type: none"> • Trekking • Sports • Cultural –fancy day, street play, skit, One-act-play, folk dance, singing etc. • Add-Mad-show • Market Day • Paper and poster presentation • Research –Avishkar • Personality development activities • Field and industrial visits • Study tour and blood donation camp • PPL activity, Quiz computation • Tree plantation • Magazine and wall papers • Swachhata Abhiyan • Participation in Extension activities
4	Best practices	<ul style="list-style-type: none"> • Vittiya Saksharata Abhiyan • Common reading of books written by eminent personalities • Visit to Exhibition • Prize Distribution Ceremony • Film Festival • To motivate and encourage students for various activities conducted by college. E.g. PPL, Market Day, Industrial visits, etc. • Workshops for cultural students
VI. GOVERNANCE, LEADERSHIP AND MANAGEMENT		
1	Institutional vision and leadership	<ul style="list-style-type: none"> • To start personality development courses • To start research centres • Avail other sport facilities • IQAC meets • HOD Meetings • LMC meetings • Monthly meeting of Principal with faculty • Open discussion of faculty with management • Actively participation of faculty in college activities • Provide new, spacious amenities, laboratory building and study

		room
2	Organizational arrangement	<ul style="list-style-type: none"> • Decentralization of work through various Committees • Decide strategy for the development of faculty and non-teaching • Welfare scheme for faculty and staff • To motivate non-teaching faculty to participate in Workshops, seminars and conferences, and present their papers or share their views. • Workshop for leadership and soft skills development among the teachers and students.
3	Strategy Development and deployment	<ul style="list-style-type: none"> • IQAC, LMC and CDC meets • Periodically assessment of teachers' through academic diary • Review of activities done by committee and department • Meetings with HODs • Completion of teaching plan
4	Human resource management	<ul style="list-style-type: none"> • Decision making policy by Authority • Recruitment of temporary posts as per requirements. • Maintain dairy • Monthly meeting • Teaching and non teaching faculty and staff respectively appointed as per University and Maharashtra state Govt. rules. • Biometric attendance of faculty and staff • Maintain muster for teaching and non-teaching faculty.
5	Financial management and resource mobilization	<ul style="list-style-type: none"> • Prepare annual budget and implementation • Allocation of assistance as per rules and heads. • UGC grant utilization as per UGC norms by planning board • Fees as per University Norms • Finance by Management as per requirement
6	Best practices	<ul style="list-style-type: none"> • Decentralization of work through committees and its meets • Feedback from students • Meetings with committee coordinators • WhatsApp groups of staff and Institution members • E-mail communication • Use of ICT for administration
VII. INNOVATIVE PRACTICES		
1	Inclusive Practices	<ul style="list-style-type: none"> • Local management committee meeting • Free and fair environment among faculty and institution • Involvement of faculty in the activities of Institution • Motivation to faculty and students for extension activities

		<ul style="list-style-type: none">• Meeting with Students
2	Stake Holder Relationship	<ul style="list-style-type: none">• PTA meetings• Alumina meetings• Staff Meetings• IQAC meetings