Vivekanand Shikshan Sanstha's

Vivekanand Arts, Sardar Dalipsingh Commerce & Science College, Aurangabad

Annual Quality Assurance Report

(2017-18)

Vivekanand Arts, Sardar Dalipsingh Commerce & Science College, Aurangabad. 431001 (M.S.)

(www.vivekanandcollege.edu.in)

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Vivekanand Arts, Sardar Dalipsingh Commerce & Science College, Aurangabad

1.2 Address Line 1

> Samarth Nagar

City/Town

> Aurangabad

State

> Maharashtra

Pin Code

> 431001

Institution e-mail address

> principal@vivekanandcollege.edu.in

Contact Nos.

> 02402365874

Name of the Head of the Institution:

> Dr. Shirsath S.T.

Tel. No. with STD Code:

> 02402365900

Mobile:

> 9422209420

Name of the IQAC Co-ordinator:

> Dr. Adhyapak M.S.

Mobile:

9823820454

IQAC e-mail address:

naac@vivekanandcollege.edu.in

1.3 NAAC Track ID

EC/56/RAR/86, 16/09/2011

1.4 NAAC Executive Committee No. & Date:

EC/56/RAR/86, date: 16/09/2011

1.5 Website address:

www.vivekanandcollege.edu.in

Web-link of the AQAR:

www.vivekanandcollege.edu.in/IQAC

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	80.70 (out of 100)	2004	16/02/2004-15/02/2009
2	2nd Cycle	A	3.36	2011	16/092011-15/09/2016

1.7 Date of Establishment of IQAC:

02/08/2004

1.8 AQAR for the year

2017-18

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

   i. AQAR 2011-12 submitted to NAAC on 07-11-2012
  ii. AQAR 2012-13 submitted to NAAC on 21-04-2018
 iii. AQAR 2013-14 submitted to NAAC on 21-04-2018
 iv. AQAR 2014-15 submitted to NAAC on 21-04-2018
  v. AQAR 2015-16 submitted to NAAC on 21-04-2018
 vi. AQAR 2016-17 submitted to NAAC on 21-04-2018

1.10 Institutional Status

University   State [NA] 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)*   Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

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	03		

2. IQAC Composition and Activities

2.1 No. of Teachers   12

2.2 No. of Administrative/Technical staff   03

2.3 No. of students   00

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

     Community representatives   01

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts   01

2.9 Total No. of members   17

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No.   02   Faculty   01

     Non-Teaching Staff Students   --   Alumni   01   Others   --

2.12 Has IQAC received any funding from UGC during the year?   Yes [--]   No [√]

If yes, mention the amount [NA]

2.13 Seminars and Conferences (only quality related)

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

Total No. [01] International [--] National [--] State [--] Institution Level [01]

(ii) Themes [IPR: a special reference to patenting]

2.14 Significant Activities and contributions made by IQAC

> 1. Feedback on teaching was collected from students.
>
> 2. Interdepartmental Group Discussion for the faculty were arranged.
>
> 3. Grievances of students were taken and communicated to the concerned authority.

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
To form various annual committees	The annual committees were formed.
To prepare Plan of Actions for Teacher and HOD	Plan of Actions for Teacher and HOD were prepared.
To prepare Academic Calendar	The Academic Calendar was prepared.
To arrange Unit Tests and Tutorials	Unit Tests and Tutorials were arranged.
To promote research activities	Expert lecture on use of e-resources in Research arranged.
To arrange student GD, Student seminar	Student GD and Student seminars were arranged.
To conduct feedback on teaching from student	Feedback on teaching from students was collected.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes | √ | No | |

Management | √ | Syndicate | | any other body | |

Provide the details of the action taken

> The Annual quality assurance report was confirmed.

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	09	02	-	-
PG	17	-	17	-
UG	05	-	02	-
PG Diploma	02	-	02	-
Advanced Diploma	00	-	-	--
Diploma	02	-	-	01
Certificate	02	-	01	02
Others	-	-	-	-
Total	39	02	22	05

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: Elective option, CBCS for PG programmes

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All UG and PG
Trimester	Nil
Annual	Nil

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

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

1.4 Whether there is any revision/update of regulation or syllabi | -- |

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
49	31	16	02	--

2.2 No. of permanent faculty with Ph.D. | 38 |

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	--	--	--	--	59	--	59	19

2.4 No. of Guest and Visiting faculty and Temporary faculty | -- | -- | 59 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07	32	11
Presented papers	06	29	02
Resource Persons	00	04	00

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

Student Seminar, Student Group Discussion, Study Tours, Use of PPT

2.7 Total No. of actual teaching days
     during this academic year | 184 |

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

Examination and Evaluation reforms comes under University Jurisdiction

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development | 04 | 00 | 00 |
     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students | 76 |

2.11 Course/Programme wise distribution of pass percentage:

Sr. No.	Title of Programme	Total no. of students appeared	Division				
			Distinction	I	II	III	Pass %
1	B.A.	246	00	27	76	53	63.41
2	B.Sc.	157	00	27	12	08	29.93
3	B.com	165	24	39	36	47	88.48
4	B.C.S	122	00	58	06	09	59.83
5	B.B.A.	90	00	66	09	03	86.66
6	M.Sc. Comp. Science	36	01	19	01	00	58.33
7	M.A. Marathi	20	00	11	09	00	100.0
8	M.A. Hindi	16	02	08	03	00	81.25
9	M.A. Psychology	16	01	08	05	00	87.50
10	M.A. Economics	74	00	31	35	00	89.19
11	M.A. History	48	01	22	10	03	75.00
12	M.A. Pub. Admin.	34	07	14	05	04	88.23
13	M.A. Pol. Science	70	01	17	34	02	77.14
14	M.A. Sociology	67	04	29	14	04	76.11
15	M.Com	80	03	30	17	00	62.50
16	M.Sc. Chemistry	29	00	08	04	00	41.37
18	M.Sc. Mathematics	26	00	07	05	02	53.84
17	M.Sc. Biotechnology	15	00	04	01	00	33.33
18	M.S. Microbiology	17	02	02	00	00	23.52
19	M.A. English	31	00	06	07	00	48.00

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

 IQAC asks the faculty members to prepare annual teaching plan, obtains feedback reports on teaching from students and directs the teachers to take corrective actions, if any.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	No. of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others (Short Term Course)	03

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	97	05	--	-
Technical Staff	04	04	--	-

Criterion – III

3. Research, Consultancy and Extension

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

> IQAC has formed Research Promotion Committee, through which, list of research funding agencies were communicated to the faculty; also, it guides for submission of proposals for research projects.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	03	06	--
Outlay in Rs.	415000	73000	1758000	--

3.4   Details on research publications

	International	National	Others
Peer Review Journals	12	07	00
Non-Peer Review Journals	00	03	02
e-Journals	01	01	00
Conference proceedings	02	12	00

3.5 Details on Impact factor of publications:

Range 0.3-0.9   Average 0.6   h-index 14   Nos. in SCOPUS 01

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations (in Rupees):

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects (04)	(1) 02 Years (2) 02 Years (3) 01 Year (4) 01 Year	(1) UGC (2) UGC (3) DBT (4) DBT	(1) 265000 (2) 85000 (3) 800000 (4) 800000	(1) 232500 (2) 72500 (3) 600000 (4) 600000
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College (03)	(1) 01 Year (2) 01 Year (3) 01 Year	(1) Dr. B.A.M.U. (2) Dr. B.A.M.U. (3) Dr. B.A.M.U.	(1) 25000 (2) 25000 (3) 23000	(1) 12500 (2) 12500 (3) 11500
Students research projects *(other than compulsory by the University)*				
Any other (Specify)	--	--	--	--
Total	--	--	2023000	1541500

3.7 No. of books published   i) With ISBN No. [01]   Chapters in Edited Books [--]

ii) Without ISBN No. [--]

3.8 No. of University Departments receiving funds from

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

DPE [   ]   DBT Scheme/funds [   ]

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

INSPIRE [--]   CE [--]   Any Other [01]

(Community College Scheme)

3.10 Revenue generated through consultancy   [Rs. 1800]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	01	--
Sponsoring agencies	--	--	--	Vivekanand College	--

3.12 No. of faculty served as experts, chairpersons or resource persons [04]

3.13 No. of collaborations: International [--]   National [--]   Any other [--]

3.14 No. of linkages created during this year   01

3.15 Total budget for research for current year (in Rupees):

From funding agency   1950000   From Management of University/College   73000

Total   2023000

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	01
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

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

Total	International	National	State	University	Dist	College
01	--	01	--	--	--	--

(Dr. D. J. Vanmare: Best poster presentation award in national conference)

3.18 No. of faculty from the Institution
   who are Ph. D. Guides   22
   and students registered under them   54

3.19 No. of Ph.D. awarded by faculty from the Institution   08

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

JRF   02   SRF   01   Project Fellows   --   Any other   --

3.21 No. of students Participated in NSS events:

University level   08   State level   02

National level   01   International level   --

3.22 No. of students participated in NCC events:

University level   --   State level   40

National level   04   International level   --

3.23 No. of Awards won in NSS:

University level   01   State level   01

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 [07]   NSS [10]   Any other [--]

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

1. One Day workshop (district level) on Disaster management

2. Blood donation camp: 50 blood bags donated to Government blood bank

3. Tree plantation at Sajapur Karodi village

4. Water conservation awareness mission in Aurangabad city

5. Medical (eye check up) camp at Sajapur Karodi village

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	4 acres	--	--	4 acres
Class rooms	35	--	--	35
Laboratories	23		--	23
Seminar Halls	01	--	--	01
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	09	01 (FTIR)	--	10
Value of the equipment purchased during the year (in Rupees)	--	1617375	UGC	1617375
Others	--	--	--	--

4.2 Computerization of administration and library

The office administration is computerized with the software- CMS-8. The Central Library is automated. Issue- return of the books, bar coding is completed. The library administration runs on the software SOUL 2.0.

4.3 Library services:

Particular	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	17416	13317756	200	313486	17616	13631242
Reference Books	60375	(Text + Ref)	583	(Text + Ref)	60958	(Text + Ref)
e-Books (N-LIST)	3135000	--	--	5000	3135000	5000
e-Journals(N-LIST)	6000	--	--	(e- Books + J)	6000	(e- B + J)
Journals	62	65000	--	--	62	65000
Digital Database	02	11500 (DELNET)	--	--	02	11500
CD & DVD	748	--	--	--	748	--
Theses	210	--	--	--	210	--
Remote access (KRC, Dr. B.A.M.U.)	--	--	01	10000	01	10000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	124	06	02	01KRC	--	02	19	
Added	13	--	--	--	--	--	--	--
Total	137	06	02	01KRC	--	02	19	--

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

> Computer and internet access has been provided to all departments. For students, a separate computer and internet access is made available in the Central Library.

4.6 Amount spent on maintenance (in Rupees):
  i)   ICT   509176

  ii) Campus Infrastructure and facilities   4013887

  iii) Equipments   250599

  iv) Others   312221

              Total: 5085883

Criterion – V
5. Student Support and Progression
5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Various add-on courses are made available for students.
>
> Language laboratory is functional in the department of English.
>
> Psychological Counselling cell helps in solving the issues of needy students.

5.2 Efforts made by the institution for tracking the progression

> Teachers are directed to track and record the students admitted to higher studies, i.e., PG and PhD.
> The Placement cell guides and helps the students for their further progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3295	1249	54	--

(b) No. of students outside the state

01

(c) No. of international students

19

Men

No	%
2743	59.06

Women

No	%
1801	40.94

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2281	1025	308	1580	02	5194	1947	935	280	1382	00	4544

Demand ratio: Demand ratio: The College has adopted direct admissions policy to majority of the courses.
Dropout %: 41.67

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

No. of students beneficiaries

45

5.5 No. of students qualified in these examinations

NET
01
SET/SLET
02
GATE
--
CAT
--

IAS/IPS etc
--
State PSC
--
UPSC
--
Others
--

5.6 Details of student counselling and career guidance

> 1. Infosys Skill Development Training (13th June 2017 to 12th July 2017)
>
> 2. Quick Heal: "Cyber Security Awareness"- (Earn & Learn) Internship Program
>
> 3. Online course on "Cyber Security Awareness"
>
> 4. Mahindra Finance Awareness programme for students

No. of students benefitted

274

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
07	345	179	02

5.8 Details of gender sensitization programmes

Class wise awareness program was conducted by Internal Complaints Committee for the students of BA, B Com and BSc. The committee also conducted PLEDGE program for all faculty members and students on Jan 5, 2018.

5.9 Students Activities

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

State/ University level 125   National level 16   International level --

No. of students participated in cultural events

State/ University level 35   National level --   International level --

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

Sports: State/ University level 11   National level --   International level --

Cultural: State/ University level 12   National level --   International level --

5.10 Scholarships and Financial Support

	No. of students	Amount (Rs.)
Financial support from institution	50	72914
Financial support from government	1554	10937076
Financial support from other sources 1. Quick Heal- earn and learn scheme 2. Mahindra Finance Merit scholarship	19 50	133000 500000
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: 07

5.13 Major grievances of students (if any) redressed: 02

Criterion – VI
6. Governance, Leadership and Management
6.1 State the Vision and Mission of the institution

Vision

Education from roots to fruits

Mission

1. To transform students to noble human being

2. To motivate student for self reliance

3. To impart advanced learning programmes to make student excel in the modern world

Objectives

1. To provide quality education for student with minimum cost

2. To promote education for the upliftment of unprivileged rural youth

3. To develop youth into ideal citizen of our nation

4. To enrich the student with range o f personal and cognitive skills

5. Value inculcation and citizenship development

6. Tapping and channelizing potentialities

6.2 Does the Institution has a management Information System

The College administration runs on the software CMS (College Management System).

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

6.3.1 Curriculum Development

Curriculum development mainly comes under the university jurisdiction; to add in it, College seeks feedback on curriculum from students and teachers for helping effective development in curriculum. Also, few faculty members are working on board of Studies of affiliating University. Curriculum enrichment activities in the form of additional lectures other than the curriculum but relevant to it, have been practiced.

6.3.2 Teaching and Learning

Activities like Student group discussion, seminars, study tours, use of ICT in teaching have been incorporated in college planning.

6.3.3 Examination and Evaluation

> Examination and evaluation comes under affiliating university jurisdiction; in addition to this, the College has introduced unit tests in all subjects.

6.3.4 Research and Development

> Central Research facility, network resource centre and SPSS software are made available to the faculty.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Library is made computerized; adequate ICT infrastructure is provided, like portable DLPs, language laboratory, commerce computer laboratory, etc.

6.3.6 Human Resource Management

> Adequate human resource has been managed during specific periods and specific fields, such as admission process in the month of June-July; and also, university examinations at the end of each semester.

6.3.7 Faculty and Staff recruitment

> The required faculty for both, undergraduate and postgraduate courses was recruited as per the guidelines of state government.

6.3.8 Industry Interaction / Collaboration

> The college has framed External linkages committee, through which, and in association with relevant faculty, linkages with industries have been established.

6.3.9 Admission of Students

> Admission and counselling committee has been constituted faculty wise in the beginning of the year which counsels students about suitable course and subjects. Also, the admissions are given as per the university and state government guidelines.

6.4 Welfare schemes for

Teaching	Credit cooperative society is facilitated for teaching staff for their financial needs
Non teaching	Above facility is also made available for non-teaching staff.
Students	Government scholarships and Student Aid Fund

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) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	AQMCS Pvt. Ltd	Yes	College ISO committee
Administrative	Yes	AQMCS Pvt. Ltd	Yes	College ISO committee

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes | NA | No | NA |

For PG Programmes   Yes | NA | No | NA |

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA (The College comes under affiliated college category)

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

Suitable support from members of Alumni Association has been sought; interaction with alumni has been mostly in informal way.

6.12 Activities and support from the Parent – Teacher Association

In the parent meet, suggestions on improvements in the college functioning were obtained through College Parent- Teacher Association.

6.13 Development programmes for support staff

--

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

New Bio-gas plant constructed which runs on biological waste generated in the campus to fulfil fuel energy requirement of the college to some extent.

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.

> Central Library gives Excellent Reader Award and Book-friend award to the best library user students.
>
> A student unit of Microbiologist Society, India has been established in the College.

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

> Action Taken Report (ATR) based on the plan of action:
>
> In the beginning of the academic year, month wise Plan of Action for faculty and HOD was prepared. Annual committees were formed for smooth conduction of various co-curricular and extracurricular activities. Unit tests, Tutorials, Student Group Discussion and Student seminars were arranged.
>
> Feedback on teaching from students was collected.

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

> 1. Pre-knowledge test for first year UG students
>
> 2. Interdepartmental group discussion for faculty

Provide the details in annexure

7.4 Contribution to environmental awareness / protection

> The Nature Club of the College had organized Environment Awareness poster exhibition for students on Feb 28, 2018.

7.5 Whether environmental audit was conducted?   Yes | -- | No | √ |

7.6 Any other relevant information the institution wishes to add

- Department of Biotechnology had given consultancy to establish Biogas plants at various locations.

- Mr. Aniruddha Jadhav and Dr. Nitin Adhapure of Biotechnology department had delivered expert talk on Spirulina cultivation and Biogas plant establishment respectively in NSS camp at Gevrai Kuber organized by Govt. Institute of Science, Aurangabad.

- Dr. Smt. Patil AV of Psychology department had served as- Chairperson in National Level Conference on Rational Emotive Behaviour Therapy, organized by Dr. Babasaheb Ambedkar Marathwada Univesity on 3 February 2018; Expert in National Level Conference of Psychology i.e. Marathi Manas Shastra Parishad on 31st January 2018 delivered expert talk on Mental health of youth in NSS Camp.

- Department of Biotechnology had arranged study-tour at Appropriate Rural Technology Institute (ARTI), Phaltan (11-12/10/2017).

- Placement cell had arranged Faculty Development Program (FDP): "C Language As per Industry Standards" (26-27 Aug, 2017).

- Expert lectures arranged in various departments:

  Chemistry: Dr. Mundhe A. S., Asso. Prof., Millind College of science, Aurangabad

  Biotechnology: Dr. Ravindra Kale, Post Doctoral Fellow, Department of Biological Sciences, Louisiana State University, L.A., USA (08-02-2018)

  Economics: (1) Dr. Madhav Gaikwad, S. B. College, Aurangabad (16 February, 2018)

  (2) Dr. Anil Jadhav, SEBI, 17 February, 2018

  Commerce: (1) Vijay Rathi, CA, Awareness & Impact of GST on Business (29 Sep, 2017)

  (2) Amreen Fatima, Carrere Guidance (06 Oct, 2017)

  (3) Parag Rane, CMA, Career in CMA (18 Jan, 2018)

  IQAC: Dr. Dharmraj Veer, Director, KNC, Dr. B.A.M. U., 25 April, 2018.

8. Plans of institution for next year

> To form various annual committees
>
> To prepare Plan of Actions for Teacher and HOD
>
> To prepare Academic Calendar
>
> To arrange Unit Tests and Tutorials
>
> To promote research activities
>
> To arrange student G.D., Student seminar
>
> To conduct feedback on teaching from student

Name: Dr. Adhyapak M.S.   Name: Dr. Shirsath S.T.

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

Annexure I

Academic Calendar (2017-18)

Date	Activity
15/06/2017	First Term Opening Day
15/06/2017	Beginning of Admission Process
16/06/2017	Preparation of Annual Teaching Plan
22/06/2017	Commencement of Teaching & Learning
July/2017	Pre-knowledge Test (Content Test) (HOD)
Aug/2017	G.D. for students
Sep/2017	First Unit Test and Tutorial
Sep/2017	Student seminar
Sep/2017	Feedback on teaching by students (IQAC)
Oct/2017	Interdepartmental G.D. for faculty (HOD)
14/10/2017	Last Working Day of First Term
06/11/2017	Second Term Opening Day
06/11/1017 - 30/11/2017	Term end exam
02/12/2017	Commencement of Teaching & Learning
Jan/2018	Second Unit Test and Tutorial
Feb/2018	Interdepartmental G.D. for faculty (HOD)
15/03/2018-10/04/2018	University Exam
01/05/2018	Last Working Day of Second Term
02/05/2018-14/06/2018	Summer Vacation
15/06/2018	Opening Day of academic year 2018-19

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Annexure II
Best Practice 1
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Title of the Practice

Pre-knowledge test for newly admitted students

Objectives of the Practice

To evaluate knowledge of the students at course entry level

The Context

The students admitted to UG course, i.e., first year of the course, may or may not have required basic knowledge of a particular subject. Also, the class could have a mixed type of students, i.e., some could be advanced learners, some could be slow learners and some, average learners. This information is necessary for the concerned teachers, so that, they can then teach accordingly. To get such information, pre-knowledge test was arranged in the College.

The Practice

Subject wise question papers (having objective multiple choice questions) were prepared, based upon basic knowledge of that particular subject. The question papers were distributed among the students of first year class of B.A., B.Com. and B.Sc. The students were allowed to write the answers in specific time period. Later, after evaluation, analysis of the results was done.

Evidence of Success

From the analysis of the results, we got information about range of student's subject knowledge levels, which found helpful for the department and the teachers during teaching practices.

Problems encountered and resources required

This assessment system may not be applicable to the students who come from other disciplines. No significant resources are required to run this practice.

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Annexure III

Best Practice 2
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Title of the Practice

Interdepartmental group discussion for faculty

Objectives of the Practice

To exchange knowledge among the faculty

To encourage interdisciplinary research

The Context

Generally, teachers make advancement in their knowledge related to their subject only. They take little efforts to gain the same of other subjects. This creates gap between two subjects having some relevance.

The Practice

To overcome above lacuna, the activity, interdepartmental group discussion for faculty was arranged. For this, the teachers were asked to make pairs of departments having some relevance in their subjects; like, Botany and Biotechnology, Public administration and Political science, etc. Teachers were asked to discuss and exchange their knowledge within group of subject pairs.

Evidence of Success

Practically, it is difficult to measure the exact degree of success in a short period, but this activity would help not only to upgrade their knowledge of other subjects having some relevance but also would helpful to bring interdisciplinary approach in their research.

Problems encountered and resources required

Some subjects have no direct relevance with other subjects. Resources for updating of subject knowledge are the requirements to conduct this activity.