



ARTS, COMMERCE & SCIENCE COLLEGE, MAREGAON, DIST. YAVATMAL – 445 303
(Accredited by NAAC at ‘B+’ Grade with CGPA 2.51)

MAHARASHTRA STATE

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THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2017-18 OF THE IQAC

PART- A

1.	Details of the Institution													
1.1	Name of the Institution	Arts, Commerce and Science College, Maregaon												
1.2	Address Line 1	Yavatmal Wani Road												
	Address Line 2	Maregaon												
	City/Town	Maregaon												
	State	Maharashtra												
	Pin Code	445303												
	Institution e-mail address	acsmaregaon@gmail.com												
	Contact Nos.	07237-237216 (O) 237216 (R)												
	Name of the Head of the Institution	Dr. Avinash N. Gharde												
	Tel. No. with STD Code:	07237-237216												
	Mobile:	9850365754												
	IQAC e-mail address:	acsqac@gmail.com												
1.3	NAAC Track ID	MHCOGN22038												
1.4	NAAC Executive Committee No. & Date:	EC(SC)/20/A&A/35.1 dated 16-12-2016												
1.5	Website address:	www.acscollegemaregaon.co.in												
	Web-link of the AQAR:	www.acscollegemaregaon.co.in/ AQAR REPORT - 2017-18 Pdf.												
1.6	Accreditation Details													
	<table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity Period</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1st Cycle</td> <td>B+</td> <td>2.51</td> <td>2016</td> <td>5</td> </tr> </tbody> </table>		Sr.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period	1	1 st Cycle	B+	2.51	2016	5
Sr.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period									
1	1 st Cycle	B+	2.51	2016	5									
1.7	Date of Establishment of IQAC :	30-01-2015												
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	<input type="checkbox"/>												
1.10	Institutional Status: University: <input type="checkbox"/> State: <input type="checkbox"/> Central: <input type="checkbox"/> Deemed: <input type="checkbox"/> Private: <input checked="" type="checkbox"/>													

	Affiliated College: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Constituent College: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Autonomous college of UGC: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Regulatory Agency approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Institution (eg. AICTE, BCI,MCI, PCI,NCI) Type of Institution	Co-education <input checked="" type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> Tribal <input checked="" type="checkbox"/>
	Financial Status	Grant-in-aid <input checked="" type="checkbox"/> UGC 2(f) <input checked="" type="checkbox"/> UGC 12B <input checked="" type="checkbox"/> Grant-in-aid + Self Financing <input checked="" type="checkbox"/> Totally Self-financing <input type="checkbox"/>
1.11	Type of Faculty/Programme	Commerce <input type="checkbox"/> Law <input type="checkbox"/> PEI (Phys Edu) <input type="checkbox"/> TEI (Edu) <input type="checkbox"/> Engineering <input type="checkbox"/> Health Science <input type="checkbox"/> Management <input type="checkbox"/> Others Specify: Multi Faculty
1.12	Name of the Affiliating University	Sant Gadge Baba Amravati University
1.13	Special status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR etc	Autonomy by State/Central Govt./University <input type="checkbox"/> University with Potential for Excellence <input type="checkbox"/> DST Star Scheme <input type="checkbox"/> UGC-Special Assistance Programme <input type="checkbox"/> UGC-Innovative PG programmes <input type="checkbox"/> UGC-COP Programmes <input type="checkbox"/> UGC-CPE <input type="checkbox"/> UGC-CE <input type="checkbox"/> DST-FIST <input type="checkbox"/> Any other (Specify) <input type="checkbox"/>
2.	IQAC Composition and Activities	
2.1	No. of Teachers	04
2.2	No. of Administrative/ Technical staff	01
2.3	No. of students	02

2.4	No. of Management representatives	01
2.5	No. of Alumni	01
2.6	No. of any other stakeholder and community representatives	01
2.8	No. of other External Experts	01
2.9	Total No. of members	12
2.10	No. of IQAC meetings held	04
2.11	No. of meetings with various stakeholders:	02
	Faculty	02
	Non-Teaching Staff	01
	Alumni	01
	Others	<input type="checkbox"/>
2.12	Has IQAC received any funding from UGC during the year? If yes, mention the amount	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> --
2.13	Seminars and Conferences (only quality related) (i) No. of Seminar/Conferences/ Workshops/ Symposia organized By the IQAC	Total Nos.: 02 International : 00 National: 00 State: 00 Institution Level: 02
	(ii) Themes	<ul style="list-style-type: none"> • Awareness about increasing NAAC Accreditation grade of institute and new guide lines of the NAAC • ‘ Stock exchange workshop’ • ‘Workshop on cashless transition for students and staff’

2.14	Significant activities and contributions made by IQAC	<ul style="list-style-type: none"> • Designed Institutional Academic Calendar • Conducted workshop on Research Methodology and Preparation of Research Proposal • Conducted Training on Google Apps for staff members. • Conducted ICT Training programme for staff members. • Conducted English Language Training Programme. • Conducted workshop on ‘Cyber Crimes’ • Conducted MS Word and Excel training programme. 																						
2.15	<p>Plan of Action by IQAC/Outcome</p> <p>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</p> <table border="1" data-bbox="424 1077 1495 1861"> <thead> <tr> <th data-bbox="424 1077 879 1133">Plan of Action</th> <th data-bbox="879 1077 1495 1133">Achievements</th> </tr> </thead> <tbody> <tr> <td data-bbox="424 1133 879 1182">To conduct guest lectures</td> <td data-bbox="879 1133 1495 1182">Various departments organized 42 guest lecturers</td> </tr> <tr> <td data-bbox="424 1182 879 1232">Planned to conduct 10 Field visits</td> <td data-bbox="879 1182 1495 1232">Various departments conducted 10 field visits</td> </tr> <tr> <td data-bbox="424 1232 879 1281">To conduct legal awareness camps</td> <td data-bbox="879 1232 1495 1281">Conducted two legal awareness camp</td> </tr> <tr> <td data-bbox="424 1281 879 1386">To organize Alumni interactions</td> <td data-bbox="879 1281 1495 1386">Various departments conducted 14 alumni interactions</td> </tr> <tr> <td data-bbox="424 1386 879 1467">To conduct 03 seminars/workshops/conferences/symposia</td> <td data-bbox="879 1386 1495 1467">Conducted 03 workshops at institutional level</td> </tr> <tr> <td data-bbox="424 1467 879 1565">To reduce dropout ratio</td> <td data-bbox="879 1467 1495 1565">Various departments conducted special classes for backlock students</td> </tr> <tr> <td data-bbox="424 1565 879 1664">To organize Yoga classes</td> <td data-bbox="879 1565 1495 1664">NSS conducted Yoga classes regularly in college premises</td> </tr> <tr> <td data-bbox="424 1664 879 1762">To organize Blood Donation and Health check up camp</td> <td data-bbox="879 1664 1495 1762">NSS conducted Blood Donation and Health check up camp</td> </tr> <tr> <td data-bbox="424 1762 879 1861">To organized motivation camps</td> <td data-bbox="879 1762 1495 1861">Various departments conducted motivational camps for students</td> </tr> <tr> <td colspan="2" data-bbox="424 1861 1495 1912">* <i>Attach the Academic Calendar of the year as Annexure –Attached (Annexure - I)</i></td> </tr> </tbody> </table>		Plan of Action	Achievements	To conduct guest lectures	Various departments organized 42 guest lecturers	Planned to conduct 10 Field visits	Various departments conducted 10 field visits	To conduct legal awareness camps	Conducted two legal awareness camp	To organize Alumni interactions	Various departments conducted 14 alumni interactions	To conduct 03 seminars/workshops/conferences/symposia	Conducted 03 workshops at institutional level	To reduce dropout ratio	Various departments conducted special classes for backlock students	To organize Yoga classes	NSS conducted Yoga classes regularly in college premises	To organize Blood Donation and Health check up camp	NSS conducted Blood Donation and Health check up camp	To organized motivation camps	Various departments conducted motivational camps for students	* <i>Attach the Academic Calendar of the year as Annexure –Attached (Annexure - I)</i>	
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	<p>Whether the AQAR was placed in statutory body</p> <p>Provide the details of the action taken</p>	<p>Yes <input type="checkbox"/></p> <p>Management <input type="checkbox"/></p> <p>Any other body <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Syndicate <input type="checkbox"/></p>
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PART - B

1.	<u>Criterion – I</u>																			
1.1	Details about Academic Programmes																			
	<u>Curricular Aspects</u>																			
	Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes																
	PhD	Nil	Nil	Nil																
	PG	Nil	Nil	Nil																
	UG	03	Nil	Nil																
	PG Diploma	Nil	Nil	Nil																
	Advanced Diploma	Nil	Nil	Nil																
	Diploma	Nil	Nil	Nil																
	Certificate	Nil	Nil	Nil																
	Others	Nil	Nil	Nil																
	Total	03	00	00																
	Interdisciplinary	Nil	Nil	Nil																
	Innovative	Nil	Nil	Nil																
1.2	(i) Flexibility of the Curriculum CBCS/ Core/Elective option /Open options (ii) Pattern of programmes:	<ul style="list-style-type: none"> UG Courses Follows Elective options <table border="1"> <thead> <tr> <th>Pattern</th> <th>Number of programmes</th> </tr> </thead> <tbody> <tr> <td>Semester</td> <td>03 UG programmes</td> </tr> <tr> <td>Trimester</td> <td>-</td> </tr> <tr> <td>Annual</td> <td>-</td> </tr> </tbody> </table>			Pattern	Number of programmes	Semester	03 UG programmes	Trimester	-	Annual	-								
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Annual	-																			
1.3	Feedback from stakeholders* (On all aspects) Mode of feedback : <i>*Please provide an analysis of the feedback in the Annexure</i>	<table> <tr> <td>Alumni</td> <td><input checked="" type="checkbox"/></td> <td>Parents</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Employers</td> <td><input checked="" type="checkbox"/></td> <td>Students</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Online</td> <td><input type="checkbox"/></td> <td>Manual</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Co-operating schools (for PEI)</td> <td colspan="3"><input type="checkbox"/></td> </tr> </table>			Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>	Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>		
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1.4	Whether there is any revision/ update of regulation or syllabi, if yes, mention their salient aspects.	Yes Teachers actively participated in syllabus restructuring workshop, seminars, faculty improvement programme and conferences.																		

		All the departments updated the syllabus. Science departments introduced advancement in the experiments by their novel ideas and research. Language and other departments introduced practical component in their syllabus.																																							
1.5	Any new Department/Centre introduced during the year. If yes, give details	Nil																																							
2.	Criterion – II Teaching, Learning and Evaluation																																								
2.1	Total No. of permanent faculty	<table border="1"> <thead> <tr> <th>Total</th> <th>Asst. Professors</th> <th>Associate Professors</th> <th>Professors</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>22</td> <td>19</td> <td>03</td> <td>--</td> <td>--</td> </tr> </tbody> </table>										Total	Asst. Professors	Associate Professors	Professors	Others	22	19	03	--	--																				
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2.2	No. of permanent faculty with Ph.D.	12																																							
2.3	No. of Faculty Positions Recruited (R) and Vacant (V) during the year	<table border="1"> <thead> <tr> <th colspan="2">Asst. Professors</th> <th colspan="2">Associate Professors</th> <th colspan="2">Professors</th> <th colspan="2">Others</th> <th colspan="2">Total</th> </tr> <tr> <th>R</th> <th>V</th> <th>R</th> <th>V</th> <th>R</th> <th>V</th> <th>R</th> <th>V</th> <th>R</th> <th>V</th> </tr> </thead> <tbody> <tr> <td>07</td> <td>--</td> <td>--</td> <td>--</td> <td>--</td> <td>--</td> <td>--</td> <td>--</td> <td>07</td> <td>--</td> </tr> </tbody> </table>										Asst. Professors		Associate Professors		Professors		Others		Total		R	V	R	V	R	V	R	V	R	V	07	--	--	--	--	--	--	--	07	--
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2.4	No. of Guest and Visiting faculty and Temporary faculty	17																																							
2.5	Faculty participation in conferences and symposia	<table border="1"> <thead> <tr> <th>No. of Faculty</th> <th>International level</th> <th>National level</th> <th>State level</th> </tr> </thead> <tbody> <tr> <td>Attended</td> <td>00</td> <td>13</td> <td>00</td> </tr> <tr> <td>Presented papers</td> <td>00</td> <td>07</td> <td>00</td> </tr> <tr> <td>Resource Persons</td> <td>00</td> <td>01</td> <td>00</td> </tr> </tbody> </table>										No. of Faculty	International level	National level	State level	Attended	00	13	00	Presented papers	00	07	00	Resource Persons	00	01	00														
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2.6	Innovative processes adopted by the institution in Teaching and Learning:	<ul style="list-style-type: none"> • Students Seminar, quiz, map reading skills • PPT presentation by students, Group discussions • Student research project • Introduction of software and cyber crimes • Introduction of novel ideas for advancement of research • Introduction of 'practical class' concept in language Papers • Students centric learning approach • ICT training programme for students 																																	
2.7	Total No. of actual teaching days during this academic year	185																																	
2.8	Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	<ul style="list-style-type: none"> • Double Valuation • Revaluation and Re-totalling • Personal watch on every student • Offline Internal Exam 																																	
2.9	No. of faculty members involved in curriculum restructuring/revision/ syllabus development as member of Study/Faculty/Curriculum Development workshop	22																																	
2.10	Average percentage of attendance of students	87																																	
2.11	Course/Programme wise distribution of pass percentage:																																		
	<table border="1"> <thead> <tr> <th rowspan="2">Title of the Programme</th> <th rowspan="2">Total no. of students appeared</th> <th colspan="5">Division</th> </tr> <tr> <th>Distinction %</th> <th>I %</th> <th>II %</th> <th>III %</th> <th>Pass %</th> </tr> </thead> <tbody> <tr> <td>B.A.</td> <td>131</td> <td>--</td> <td>--</td> <td>22.13</td> <td>6.11</td> <td>28.24</td> </tr> <tr> <td>B.Com.</td> <td>37</td> <td>--</td> <td></td> <td>27.03</td> <td>37.83</td> <td>64.86</td> </tr> <tr> <td>B.Sc.</td> <td>103</td> <td>--</td> <td>31.07</td> <td>16.50</td> <td>--</td> <td>47.57</td> </tr> </tbody> </table>	Title of the Programme	Total no. of students appeared	Division					Distinction %	I %	II %	III %	Pass %	B.A.	131	--	--	22.13	6.11	28.24	B.Com.	37	--		27.03	37.83	64.86	B.Sc.	103	--	31.07	16.50	--	47.57	
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2.12	How does IQAC Contribute/Monitor/Evaluate the Teaching and Learning processes :	<ul style="list-style-type: none"> • Conducting IQAC committee meetings • Conducting staff meetings • Conducting meetings with HOD's • Conducting academic audit regularly • Intraction with students 																																										
2.13	Initiatives undertaken towards faculty development: <table border="1" data-bbox="375 696 1495 1133"> <thead> <tr> <th data-bbox="375 696 975 734">Faculty / Staff Development Programmes</th> <th colspan="3" data-bbox="975 696 1495 734">Number of faculty benefitted</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 734 975 779">Refresher courses</td> <td colspan="3" data-bbox="975 734 1495 779">04</td> </tr> <tr> <td data-bbox="375 779 975 824">UGC – Faculty Improvement Programme</td> <td colspan="3" data-bbox="975 779 1495 824">02</td> </tr> <tr> <td data-bbox="375 824 975 869">HRD programmes</td> <td colspan="3" data-bbox="975 824 1495 869">Nil</td> </tr> <tr> <td data-bbox="375 869 975 913">Orientation programmes</td> <td colspan="3" data-bbox="975 869 1495 913">07</td> </tr> <tr> <td data-bbox="375 913 975 958">Faculty exchange programme</td> <td colspan="3" data-bbox="975 913 1495 958">Nil</td> </tr> <tr> <td data-bbox="375 958 975 1003">Staff training conducted by the university</td> <td colspan="3" data-bbox="975 958 1495 1003">Nil</td> </tr> <tr> <td data-bbox="375 1003 975 1048">Staff training conducted by other institutions</td> <td colspan="3" data-bbox="975 1003 1495 1048">Nil</td> </tr> <tr> <td data-bbox="375 1048 975 1093">Summer / Winter schools, Workshops, etc.</td> <td colspan="3" data-bbox="975 1048 1495 1093">Nil</td> </tr> <tr> <td data-bbox="375 1093 975 1133">Others</td> <td colspan="3" data-bbox="975 1093 1495 1133">Nil</td> </tr> </tbody> </table>				Faculty / Staff Development Programmes	Number of faculty benefitted			Refresher courses	04			UGC – Faculty Improvement Programme	02			HRD programmes	Nil			Orientation programmes	07			Faculty exchange programme	Nil			Staff training conducted by the university	Nil			Staff training conducted by other institutions	Nil			Summer / Winter schools, Workshops, etc.	Nil			Others	Nil		
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3.	Criterion – III Research, Consultancy and Extension																																											
3.1	Initiatives of the IQAC in Sensitizing/ Promoting Research Climate in the institution	<ul style="list-style-type: none"> • Faculty members encouraged for doctrol studies (Ph D) • Faculty members encouraged for applying Funded Research Project • Faculty members encouraged for Ph.D Supervisor recognition • The Departments promoted for getting research centres recognition 																																										

3.2	Details regarding major projects (2017-2018)		Completed	Ongoing	Sanctioned	Submitted
		Number	0	0	0	0
		Outlay in Rs. Lakhs	0	0	0	0
3.3	Details regarding minor projects (2017-18)		Completed	Ongoing	Sanctioned	Submitted
		Number	0	2	0	0
		Outlay in Rs. Lakhs	0	6.78667	0	0
3.4	Details on research publications		International	National	Others	
		Peer Review Journals	16	07	-	
		Non- Peer Review Journals	-	-	--	
		e-Journals	-	-	-	
		Conference proceedings	-	12	-	
3.5	Details on Impact factor of publications:	Range <input type="checkbox"/>	Average <input type="checkbox"/>			
		h-index <input type="checkbox"/>	No. in Scopus <input type="checkbox"/>			
3.6	Research funds sanctioned and received from various funding agencies, industry and other organizations					
		Nature of the Project	Duration Year (2017-18)	Name of the funding Agency	Total grant Sanctioned (In Lakhs)	Received (In Lakhs)
		Major 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. Chapters in Edited Books	(ii) Without ISBN No.	03 <input type="checkbox"/>			

3.8	No. of University Departments receiving funds from	UGC-SAP <input type="checkbox"/>	CAS <input type="checkbox"/>	DST-FIST <input type="checkbox"/>	DPE <input type="checkbox"/>	DBT Scheme/funds <input type="checkbox"/>	
3.9	For Colleges	Autonomy <input type="checkbox"/>	CPE <input type="checkbox"/>	DBT Star Scheme <input type="checkbox"/>	INSPIRE <input type="checkbox"/>	CE <input type="checkbox"/>	Any Other <input type="checkbox"/>
3.10	Revenue generated through consultancy	Nil					
3.11	No. of conferences organized by the Institution						
	Level	International	National	State	University	College	
	Number	-	0	0	0	03	
	Sponsoring agencies	-	-	-	-	Arts, Commerce and Science College, Maregaon	
3.12	No. of faculty served as experts, chairpersons or resource persons					01	
3.13	No. of collaborations	International : Nil National : 00 Any other : 03					
3.14	No. of linkages created during this year	02					
3.15	Total budget for research for current year in lakhs:	From Funding agency: Nil From Management of University/ College: 0.5 Total: 0.5					
	Details (* Year 2017-18)						
		Seminar/Workshop	Lakhs				
		Research Expenses	0.5 Lakhs				
		Total:	0.5 Lakhs				
3.16	No. of patents received this year	Type of Patent		Number			
		National	Applied	-			
			Granted	-			
		International	Applied	-			
			Granted	-			
		Commercialized	Applied	-			
			Granted	-			

2.17	No. of research awards/ recognitions received by faculty and research fellows	Total	Inter national	National	State	University	Dist	College	
		-	-	-	-	-	-	-	
2.18	No. of faculty from the Institution who are Ph. D. Guides and students registered under them					02			
						02			
3.19	No. of Ph.D. awarded by faculty from the Institution					01			
3.20	No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)				JRF	<input type="checkbox"/>	SRF	<input type="checkbox"/>	
					Project Fellows	<input type="checkbox"/>	Any other	<input type="checkbox"/>	
3.21	No. of students Participated in NSS events:								
	University level			<input type="checkbox"/>					
	State level			<input type="checkbox"/>					
	National level			<input type="checkbox"/>					
	International level			<input type="checkbox"/>					
3.23	No. of Awards won in NSS:								
	University level			<input type="checkbox"/>					
	State level			<input type="checkbox"/>					
	National level			<input type="checkbox"/>					
	International level			<input type="checkbox"/>					
3.24	No. of Awards won in NCC:								
	University level			<input type="checkbox"/>					
	State level			<input type="checkbox"/>					
	National level			<input type="checkbox"/>					
	International level			<input type="checkbox"/>					
3.25	No. of Extension activities organized				University forum	-			
					College forum	10			
					NCC	-			
					NSS	15			
					Any other	10			
3.26	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility				<ul style="list-style-type: none"> • Celebration of Science Day • Blood Donation and Health Check - up camp • Celebration of International Women's Day • Tree plantation on the National Environment Day. 				

4.	Criterion – IV Infrastructure and Learning Resources								
4.1	Details of increase in infrastructure facilities:								
	Facilities	Existing	Newly created	Source of Fund	Total				
	Campus area	3 Acers	-	Management	-				
	Class rooms	12	-	Management	-				
	Laboratories	05	-	Management	-				
	Seminar Halls	01	-	Management	-				
	No. of important equipments purchased (\geq 1-0 lakh) during the current year.	31	-	-	-				
	Value of the equipment purchased during the year (Rs. in Lakhs)	0.346949	-	Own	-				
	Others (Rs. in Lakhs)	--	Sports Ground	--	-				
4.2	Computerization of administration and library	<ul style="list-style-type: none"> Administrative office is fully computerized with advance necessary softwares, internet and Wi-Fi facilities Computerization of library with necessary softwares, internet and Wi-Fi facilities Bar coding system followed in the Library INFLIB-NET learning material is available 							
4.3	Library services (2017-18)								
		Existing		Newly added		Total			
		No.	Value	No.	Value	No.	Value		
	Text Books	4863	-	352	-	5129	-		
	Reference Books	145	-	22	-	167	-		
	e-Books	-	-	-	-	-	-		
	Journals	02	-	-	-	-	-		
	e-Journals	-	-	-	-	-	-		
	Digital Database	-	-	-	-	-	-		
	CD & Video	10	-	-	-	-	-		
	Others (Specify)	-	-	-	-	-	-		
4.4	Technology up gradation (overall)								
		Existing Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
	Existing	20	01	10 Mbps	01	01	01	01	-
	Added	-	-	10 Mbps	-	-	-	-	-
	Total	20	01	10 Mbps	01	01	01	01	-

4.5	Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (Networking, e-Governance etc.)	<ul style="list-style-type: none"> • Training on Google Apps for students and teachers • ICT training programme for students and teachers
4.6	Amount spent on maintenance in lakhs (2017 -18): (i) ICT (ii) Campus Infrastructure and facilities (iii) Equipments (iv) Others Total:	1.0 0.75 3.5 0.5 5.75
5.	Criterion – V Student Support and Progression	
5.1	Contribution of IQAC in enhancing awareness about Student Support Services	<ul style="list-style-type: none"> • Conducted programmes on career guidance • Conducted Subject wise special coaching classes for slow learner • Conducted various training programmes for students • Encourage the students to take part in community development activities • Internet facility with Wi-Fi connectivity is made available throughout the campus to support the students in enhancing their knowledge.
5.2	Efforts made by the institution for tracking the progression	<ul style="list-style-type: none"> • Opportunity to conduct seminars for the fast learners • Additional coaching and assignments for below average students • Evaluation of students by conducting unitwise offline test and model exams • Interaction with alumni • Periodic Parent - Teachers meeting • Conducted academic audit

5.3	<p>(a) Total Number of students</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">UG</td> <td style="width: 20%;">PG</td> <td style="width: 20%;">Ph.D</td> <td style="width: 20%;">Others</td> <td style="width: 20%;">Total</td> </tr> <tr> <td>1156</td> <td>-</td> <td>-</td> <td>-</td> <td>1156</td> </tr> </table> <p>(b) No. of students outside the state: <input type="checkbox"/></p> <p>(c) No. of international students : <input type="checkbox"/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Men</td> <td style="width: 25%; border: 1px solid black; text-align: center;"> <table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td style="width: 50%;">No</td><td style="width: 50%;">%</td></tr> <tr><td style="text-align: center;">372</td><td style="text-align: center;">32.18</td></tr> </table> </td> <td style="width: 25%; text-align: center;">Women</td> <td style="width: 25%; border: 1px solid black; text-align: center;"> <table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td style="width: 50%;">No</td><td style="width: 50%;">%</td></tr> <tr><td style="text-align: center;">784</td><td style="text-align: center;">67.82</td></tr> </table> </td> </tr> </table>												UG	PG	Ph.D	Others	Total	1156	-	-	-	1156	Men	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td style="width: 50%;">No</td><td style="width: 50%;">%</td></tr> <tr><td style="text-align: center;">372</td><td style="text-align: center;">32.18</td></tr> </table>	No	%	372	32.18	Women	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td style="width: 50%;">No</td><td style="width: 50%;">%</td></tr> <tr><td style="text-align: center;">784</td><td style="text-align: center;">67.82</td></tr> </table>	No	%	784	67.82													
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5.4	<p>Details of student support mechanism for coaching for competitive examinations (If any)</p> <p>No. of student beneficiaries:</p>	<ul style="list-style-type: none"> Guidance of JAM and civil service exam Orientation about learning opportunities Coaching for UPSC,MPSC and related exams <p style="text-align: center;">260</p>																																													
5.5	<p>No. of students qualified in these examinations</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">NET : <input type="checkbox"/></td> <td style="width: 50%;">SET/SELF : <input type="checkbox"/></td> </tr> <tr> <td>GATE : <input type="checkbox"/></td> <td>CAT/MAT: <input type="checkbox"/></td> </tr> <tr> <td>IAS/IPS etc : <input type="checkbox"/></td> <td>State PSC : <input type="checkbox"/></td> </tr> <tr> <td>UPSC : <input type="checkbox"/></td> <td>Others : <input type="checkbox"/></td> </tr> </table>										NET : <input type="checkbox"/>	SET/SELF : <input type="checkbox"/>	GATE : <input type="checkbox"/>	CAT/MAT: <input type="checkbox"/>	IAS/IPS etc : <input type="checkbox"/>	State PSC : <input type="checkbox"/>	UPSC : <input type="checkbox"/>	Others : <input type="checkbox"/>																												
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5.6	<p>Details of student counselling and career guidance</p> <p>No. of student benefited:</p>	<ul style="list-style-type: none"> To give ideas about study materials of competitive exams Career guidance programme for students Orientation on banking exam and online exams <p style="text-align: center;">200</p>																																													
5.7	<p>Details of campus placement</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th colspan="3">On campus</th> <th>Off campus</th> </tr> <tr> <th style="width: 25%;">Number of Organizations Visited</th> <th style="width: 25%;">Number of Students Participated</th> <th style="width: 25%;">Number of Students Placed</th> <th style="width: 25%;">Number of Students Placed</th> </tr> <tr> <td>01</td> <td>570</td> <td>60</td> <td>20</td> </tr> </table>											On campus			Off campus	Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed	01	570	60	20																								
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5.8	Details of gender sensitization programmes	<ul style="list-style-type: none"> • Awareness through Value Education and Mentorship • Women Development Cell conducted Gender sensitization programme • Conducted women empowerment programme for girl students 	
5.9	Students Activities		
5.9.1	No. of students participated in Sports, Games and other events	State/ University level : <input type="checkbox"/> National : <input type="checkbox"/> International level : <input type="checkbox"/>	
	No. of students participated in cultural events	State/ University level : <input type="checkbox"/> National : <input type="checkbox"/> International level : <input type="checkbox"/>	
5.9.2	No. of medals /awards won by students in Sports, Games and other events	Sports: State/ University level : <input type="checkbox"/> National : <input type="checkbox"/> International level : <input type="checkbox"/> Cultural : State/ University level : <input type="checkbox"/> National : <input type="checkbox"/> International level : <input type="checkbox"/>	
5.10	Scholarships and Financial Support		
	Particulars	Number of students	Amount in lakhs
	Financial support from institution	-	-
	Financial support from government	917	38.78591
	Financial support from other sources	-	-
	Number of students who received International/ National recognitions	-	-
5.11	Student organised / initiatives	Fairs: State/ University level : <input type="checkbox"/> National : <input type="checkbox"/> International level : <input type="checkbox"/>	Exhibition: State/ University level : <input type="checkbox"/> National : <input type="checkbox"/> International level : <input type="checkbox"/>

5.12	No. of social initiatives undertaken by the students	20
5.13	Major grievances of students (if any) redressed	Nil
6.	Criterion – VI Governance, Leadership and Management	
6.1	State the Vision and Mission of the institution	<p>Vision: To develop academic excellence by promoting education, to lead as a precious resource for society and nation</p> <p>Mission:</p> <ul style="list-style-type: none"> • To develop students with higher knowledge, lifelong learning skills and groom them into responsible citizen • Social transformation through Dynamic Education • Enhancing growth opportunities for employability • Focusing on continuous improvement in quality of education
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	<ul style="list-style-type: none"> • Follows the curriculum of Sant Gadge Baba Amravati University • Discuss with internal and external experts from academia for enriching curriculum • Involving stakeholders in the curriculum design • Feedback is given to the BOS of University
6.3.2	Teaching and Learning	<ul style="list-style-type: none"> • Guest lectures by eminent experts • Conducted student's seminar and quiz competition

		<ul style="list-style-type: none"> • ICT enabled teaching • Special coaching for slow learners • Creation of learning environment in the class by giving project and assignment
6.3.3	Examination and Evaluation	<ul style="list-style-type: none"> • Surprise class test and unit test • Terminal exam on time
6.3.4	Research and Development	<ul style="list-style-type: none"> • Encouraging the staff to apply for research projects to funding agencies. • Duty leave for attending conferences/ workshops/ symposia • Encouraging faculty to attend and present papers in state/national/ international conferences and seminars • Teaching faculty are motivated to published research articles on their work in reputed journals
6.3.5	Library, ICT and physical infrastructure / instrumentation	<ul style="list-style-type: none"> • Campus is enabled with Wi-fi facility • Library has INFLIB-NET learning material • Computer lab has sufficient computers with internet facility • Well equipped laboratories and spacious classrooms
6.3.6	Human Resource Management	<ul style="list-style-type: none"> • Conducted Career awareness programme • Arranging various orientation programmes • Organized various novel activities on carrier guidance

6.3.7	Faculty and Staff recruitment	<p>Reservation policy as per the Government of Maharashtra</p> <p>Candidates are selected on the basis of qualification, experience, good academic and research performance</p> <p>Faculty and staff are recruited on the basis of the eligibility criteria</p>		
6.3.8	Industry Interaction / Collaboration	<ul style="list-style-type: none"> • Collaboration with Research Organisation • Collaboration with Bank, hospitals and NGO'S • Conducted placement programme 		
6.3.9	Admission of Students	<ul style="list-style-type: none"> • Admission process as per the norms of parent university and Government of Maharashtra • Admission process is undertaken after declaration of H.S.C. results. • Admission process is published in college prospects 		
6.4	Welfare schemes for	Teaching	Maregaon co-operative society	
		Non- teaching	Maregaon co-operative society	
		Students	Scholarships	
6.5	Total corpus fund generated	Nil		
6.6	Whether annual financial audit has been done	<p style="text-align: center;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		
6.7	Whether Academic and Administrative Audit (AAA) has been done?			
	Audit Type	External		Internal
		Yes/No	Agency	Yes/No Authority
	Academic	Yes	Private	Yes Internal Assessment Committee
	Administrative	Yes	Private	Yes Shetkari Shikshan Sanstha, Maregaon
6.8	Does the University/ Autonomous College declares results within 30 days?			
	For UG Programmes		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	For PG Programmes		Yes <input type="checkbox"/>	No <input type="checkbox"/>

6.9	What efforts are made by the University/Autonomous College for Examination Reforms?	<ul style="list-style-type: none"> • Announcement of exam results within 30 days after the completion of the examination • Revaluation of answer scripts based on request of students • Based on request of students Photocopies of Answer scripts are provided
6.10	What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?	Not applicable
6.11	Activities and support from the Alumni Association	<ul style="list-style-type: none"> • Interacts with students • Motivate and guide the students for entrepreneurship • Delivered guest lectures for students
6.12	Activities and support from the Parent -Teacher Association	<ul style="list-style-type: none"> • The parents interact with teaching faculty and heads of the departments • Parents know progress of their ward's • College offer suggestions for further improvement and development of the students
6.13	Development programmes for support staff	<ul style="list-style-type: none"> • Staff orientation Programme • Skilled development programme to the non - teaching staff
6.14	Initiatives taken by the institution to make the campus eco-friendly	<ul style="list-style-type: none"> • Rain water harvesting • Used of LED bulbs • Energy conservation • Use of renewable energy • Tree plantation
7	Criterion – VII 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	<ul style="list-style-type: none"> • Social involvement of the students by NSS • Improving teaching skills of faculty member by various programmes

		<ul style="list-style-type: none"> • Guest lecture on complete health and balance diet • Workshop on competitive exam preparation • Guest lecture on current affairs • Tree plantation on national environment day • Developed vermi-compost activity by department of zoology • Developed botanical garden by department of botany • Department of chemistry implemented rain water harvesting project • Department of physics carried out soil analysis and e-waste management 																				
7.2	Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year	<table border="1"> <thead> <tr> <th>Activities Planned</th> <th>Activities Executed</th> </tr> </thead> <tbody> <tr> <td>To organize guest lectures</td> <td>42 guest lecturers conducted</td> </tr> <tr> <td>To organize workshops</td> <td>Organized 03 workshops</td> </tr> <tr> <td>To organize Alumni interactions</td> <td>Conducted 30 alumni interactions</td> </tr> <tr> <td>Faculty exchange programme</td> <td>Conducted faculty interchange programme</td> </tr> <tr> <td>Tree plantation (40)</td> <td>30 trees are planted and grown successfully</td> </tr> <tr> <td>To organize Blood Donation camp</td> <td>NSS organized Blood Donation camp</td> </tr> <tr> <td>Wild life week celebration</td> <td>Organized Wild week celebration</td> </tr> <tr> <td>Scientific awareness programme</td> <td>College level scientific awareness programme conducted</td> </tr> <tr> <td>Quiz and seminar competition</td> <td>Conducted quiz and seminar competition for students</td> </tr> </tbody> </table>	Activities Planned	Activities Executed	To organize guest lectures	42 guest lecturers conducted	To organize workshops	Organized 03 workshops	To organize Alumni interactions	Conducted 30 alumni interactions	Faculty exchange programme	Conducted faculty interchange programme	Tree plantation (40)	30 trees are planted and grown successfully	To organize Blood Donation camp	NSS organized Blood Donation camp	Wild life week celebration	Organized Wild week celebration	Scientific awareness programme	College level scientific awareness programme conducted	Quiz and seminar competition	Conducted quiz and seminar competition for students
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7.3	Give two Best Practices of the institution ((<i>please see the format in the NAAC Self-study Manuals</i>) *Provide the details in annexure (annexure need to be numbered as i, ii, iii)	<p>Best practice-I: Carrier Development: Skill Development programme</p> <p>Best practice-II: Stress management programme</p>																				

7.4	Contribution to environmental awareness / protection	<ul style="list-style-type: none"> • Organized awareness programme on water and energy conservations • Training programme on rainwater harvesting • Awareness on e-wastage and food waste
7.5	Whether environmental audit was conducted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.6	<p>Any other relevant information the institution wishes to add (for example SWOT Analysis)</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Strength</p> <ul style="list-style-type: none"> • Adequate Infrastructure • Well equipped and well furnished laboratory • Highly qualified committed and dedicated staff • The various committees and cells of the college make their significant contribution for the academic and administrative progress of the college • Faculty members are actively engaged in research • Wi-Fi connectivity in the campus • Some faculty members are reviewers of some peer journals • Transparency, diversity and inclusiveness in admission process • Pro-active parent management </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Weakness</p> <ul style="list-style-type: none"> • Lack of exposure to English Language • Lack of opportunities for local industrial collaborations • Lack of research lab for quality research • Urban and quality students could not attract due to tribal area • Economically poor background of the students • Most of the Students are slow learners </div> <div style="border: 1px solid black; padding: 5px;"> <p>Opportunities</p> <ul style="list-style-type: none"> • An advanced centre catering to UG education • To make departments more research oriented • Focus on national collaboration and networking with premier institutions and industry for advanced, applied research and academic interaction </div>	

- Scope for collaborative academic and community oriented programme
- To emerge as a science centre in the region

Challenges

- To achieve academic excellence.
- Limitation and constraint in government financial support.
- Develop a culture that emphasizes the responsibility of the students in the learning process.
- Low motivation and aspiration among students.
- To improve communication skill of the students.
- To create more opportunities for placement in civil and other services
- Limited job opportunities for the students

8. Plans of institution for next year

Sr. No	Plan of Action	2018-19
1.	To conduct guest lectures	42
2.	To conduct National seminars	01
3.	To conduct Dental Checkup campaign	01
4.	To conduct Medical Chekup campign	01
5.	To conduct research methodology workshops	02
6.	Field visit	02
7.	Alumni interaction	30
8.	To conduct legal awareness campaign	02
9.	To conduct international seminar	01
10.	To conduct environment protection campaign	02
11.	Study tour	02
12.	Tree plantation	30
13.	To conduct orientation programme	02
14.	Developing novel research in thrust area	
15.	Enhancing collaborative projects	
16.	Faculty exchange programme	
17.	To increase MoUs	
18.	Advancement in teaching and learning process	



Dr. N. R. Pawar
Signature of the Coordinator, IQAC



Dr. Avinash N. Gharde
Signature of the Chairperson, IQAC

ANNEXURES

Abbreviations:

CAT - Common Admission Test

GATE - Graduate Aptitude Test

ICT - Information and Communication Technology

MOU - Memorandum of Understanding

NET - National Eligibility Test

NSS - National Service Scheme

RRB - Red Ribbon Club

SF - Self Financing

SLET - State Level Eligibility Test

TANCET - Tamilnadu Common Entrance Test

TEI - Teacher Education Institution

UPSC - Union Public Service Commission

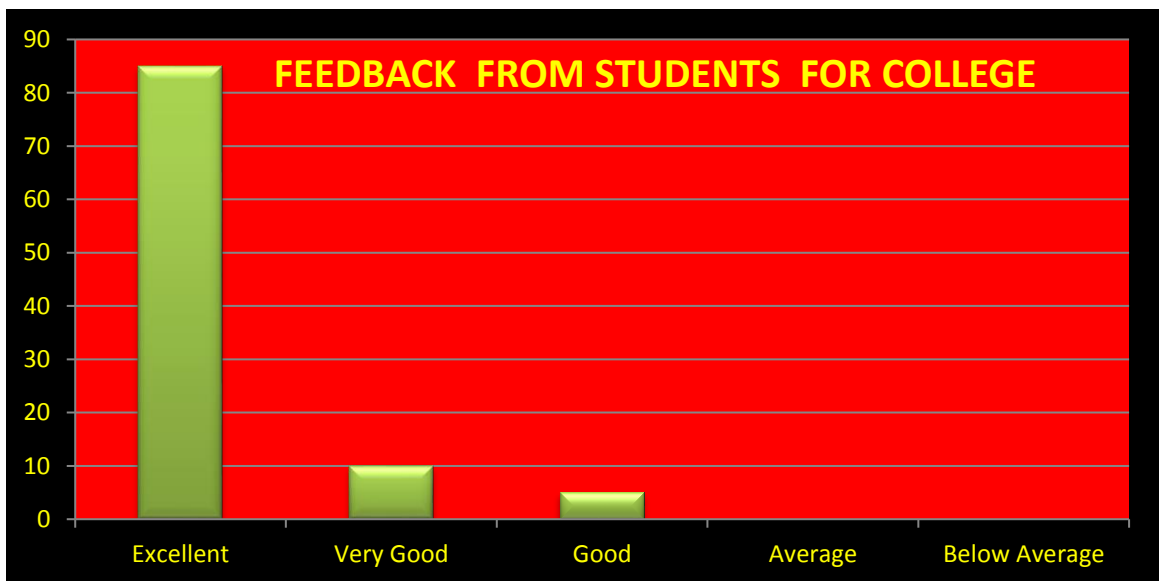
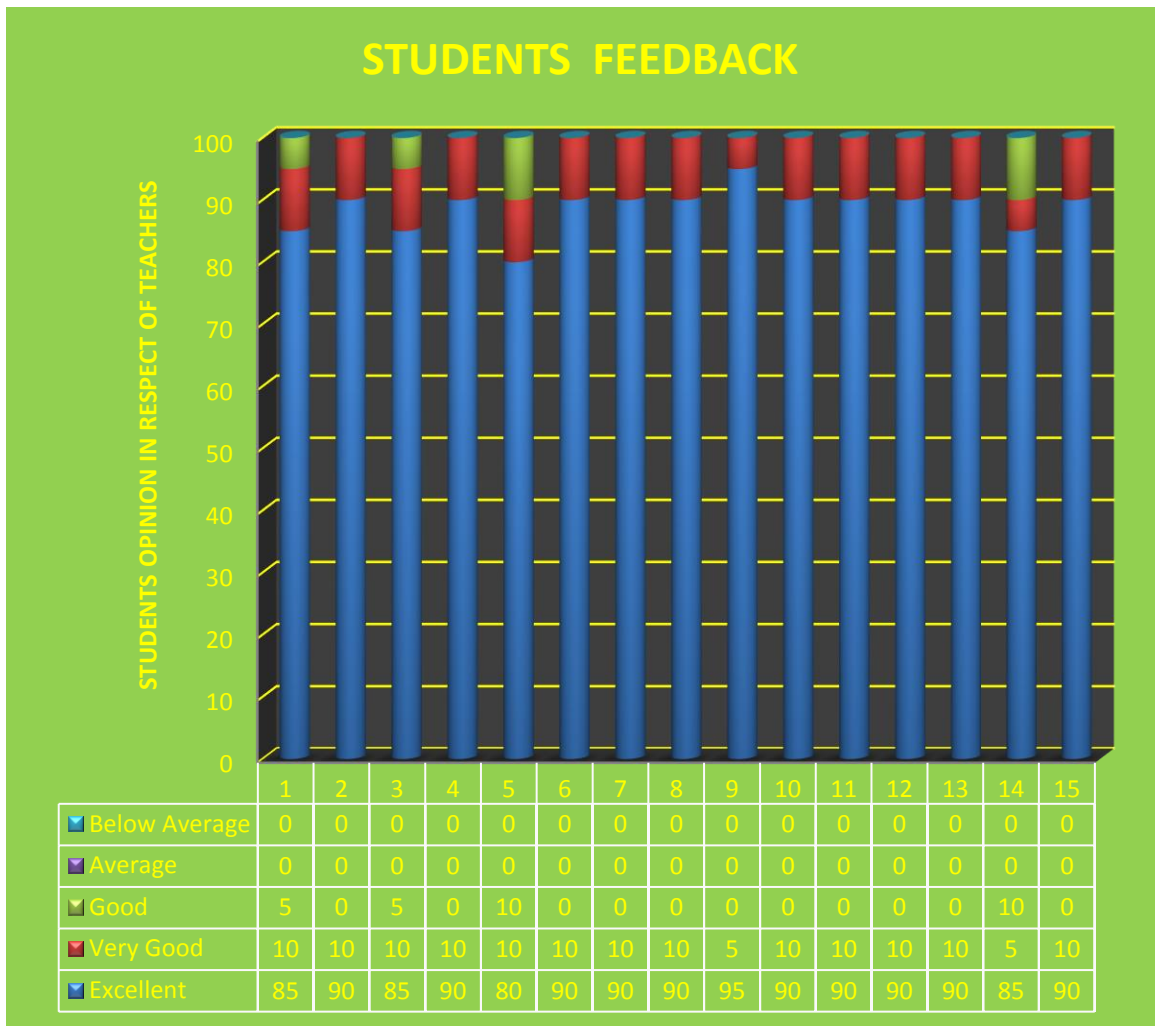
YRC - Youth Red Cross

ARTS, COMMERCE AND SCIENCE COLLEGE, MAREGAON**Academic Year: 2017-18****Analysis of Student Feedback**

The honest opinion of the students in respect of teachers handling lecture classes for the academic year 2017-18 regarding to relevant slots given in the following tables are collected by the feedback committee, analysed it, overall rating in % for all teachers is given in the following tabular form.

Sr. No	Parameters	Excellent	Very Good	Good	Average	Below Average
1.	Communication Skill and Knowledge base of the teacher (as perceived by you)	85	10	5	0	0
2.	Teachers approach towards students and Punctuality in the Class	90	10	0	0	0
3.	Sincerity and Regularity in taking Classes	85	10	5	0	0
4.	Students attendance in the class of teacher who is being evaluated	90	10	0	0	0
5.	Makes alternate arrangement of class in his/her absence	80	10	10	0	0
6.	Uses of teaching aids (OHP/ Blackboard /PPT's)	90	10	0	0	0
7.	Availability of teacher in the laboratory for whole duration of laboratory hours and regular checking of laboratory note books	90	10	0	0	0
8.	Uses of innovative teaching methods	90	10	0	0	0
9.	Completes syllabus of the course in time	95	5	0	0	0
10.	Control mechanism in effectively conducting the class	90	10	0	0	0
11.	Helps students in realizing their strengths and developmental needs and approach towards developing professional skills among students	90	10	0	0	0
12.	Ability to design quizzes /tests/ assignments / examinations and projects to evaluate students understanding of the course	90	10	0	0	0
13.	Approach towards developing professional skills among students and help them in realizing career goals	90	10	0	0	0
14.	Provision of sufficient time for feedback	85	5	10	0	0
15.	Overall rating	90	10	0	0	0

Graphical representation of feedback analysis of students for academic session 2017-18

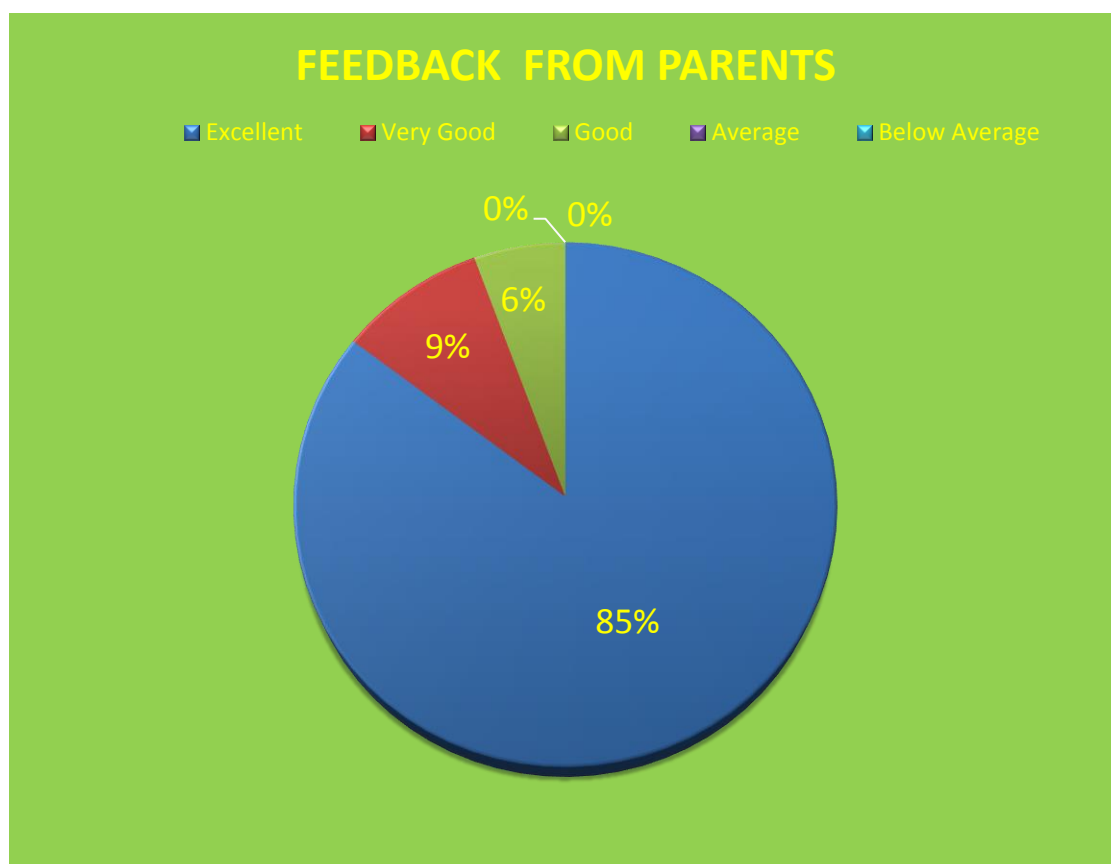


ARTS, COMMERCE AND SCIENCE COLLEGE, MAREGAON

Academic Year: 2017-18

Analysis of Parent Feedback

Sr.No.	Parameters	Excellent	Very Good	Good	Average	Below Average
1.	The admission process in the College	85	5	5	0	0
2.	The Academic Calendar of the college is well designed	80	10	10	0	0
3.	Quality of teaching offered by the college	90	10	0	0	0
4.	Examination system adopted by the college	80	10	10	0	0
5.	Discipline maintained by the college	80	10	10	0	0
6.	Technical knowledge and communication skills acquired by your ward after the admission to our college	90	5	5	0	0
7.	Extracurricular activities run by the college	85	5	10	0	0
8.	Sports facilities in the college	85	10	5	0	0
9.	Student's counseling and guidance	80	10	10	0	0
10.	Library facilities	80	10	10	0	0
11.	Examination results are declared timely	90	10	0	0	0
12.	The college Employees are cooperative	95	5	0	0	0
13.	Infrastructure and maintenance of college premises	90	10	0	0	0
14.	Canteen facility	80	10	10	0	0
15.	View on Parents Feedback	85	10	5	0	0
16.	Overall rating	90	10	0	0	0

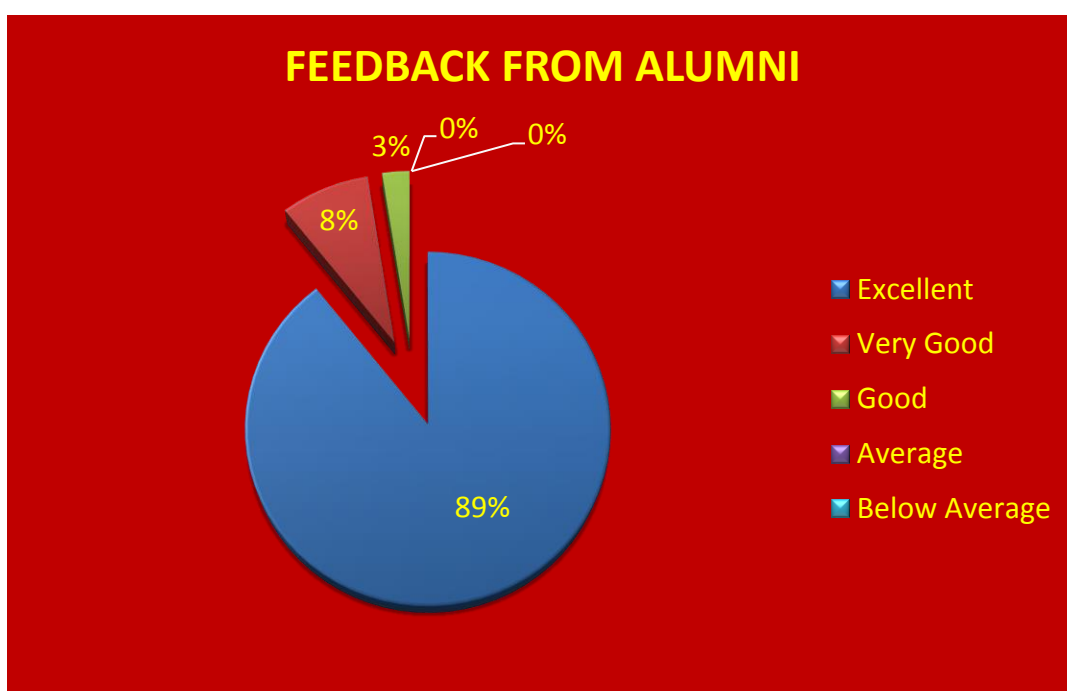


ARTS, COMMERCE AND SCIENCE COLLEGE, MAREGAON

Academic Year: 2017-18

Analysis of Alumni Feedback

Sr. No	Parameters	Excellent	Very Good	Good	Average	Below Average
1.	The learning I had in the college is useful in my life	95	05	00	00	00
2.	The developments in the college in recent years are appreciative	90	10	00	00	00
3.	The alumni have a role to play in academically strengthening the college further	85	10	05	00	00
4.	The college administration should take initiative to efficiently enroll and strengthen the alumni-association	85	10	05	00	00
5.	Are you willing to contribute to the development of the college	95	05	00	00	00
6.	Infrastructure and Lab facilities	85	10	05	00	00
7.	Library	85	10	05	00	00
8.	Environment	90	10	00	00	00
9.	Fee structure	100	00	00	00	00
10.	How do you rate the learning experience in terms of their relevance to the real life application	85	10	05	00	00
11.	Is the education imparted at college useful and relevant in your present job	85	10	05	00	00
12.	What is the caliber of students passing out of this college	85	10	05	00	00
13.	View on Alumni Feedback	95	05	00	00	00
14.	Overall rating	90	10	00	00	00



B.A./B.Sc./B.Com.

The following revised Academic Calendar for the year 2017-18 in respect of B.A./B.Sc./ B.Com. Degree courses is hereby notified

College Opening 19 June 2017

Working & Teaching Days in Month

Sr. No.	Month	Total Days	Sunday	Public Holiday	Total Working Days	Total Teaching Days
1	June 2017	12	01	01	10	-
2	July 2017	31	05	-	26	26
3	Aug. 2017	31	04	03	24	24
4	Sept. 2017	30	04	02	24	24
5	Oct. 2017	15	03	01	11	11
6	Nov. 2017	26	04	-	22	22
7	Dec. 2017	31	05	02	24	24
8	Jan. 2018	31	04	01	26	26
9	Feb. 2018	28	04	02	22	22
10	March 2018	31	05	02	24	11
11	April 2018	29	05	02	22	-
Total		295	44	16	235	190
Total Working Days		235 Days	39.16 Week			
Admission Process		10 Days	1.66 Week			
Teaching Days		190 Days	31.66 Week			
Exams		21 Days	3.5 Week			
Other Events		14 Days	2.33Week			
Vacation		Winter	16 October 2017 To 04 November 2017			
		Summer	30 April 2018 To 09 June 2018			

ACADEMIC CALENDAR 2018-19**B.A./B.Sc./B.Com.**

The following revised Academic Calendar for the year 2018-19 in respect of B.A./B.Sc./ B.Com. Degree courses is hereby notified

College Opening 14 June 2018

Working & Teaching Days in Month

Sr. No.	Month	Total Days	Sunday	Public Holiday	Total Working Days	Total Teaching Days
1	June 2018	16	02	01	13	-
2	July 2018	31	05	-	26	26
3	Aug. 2018	31	04	03	24	24
4	Sept. 2018	30	05	02	23	23
5	Oct. 2018	31	04	02	25	22
6	Nov. 2018	10	02	-	08	05
7	Dec. 2018	31	05	01	25	25
8	Jan. 2019	31	04	01	26	26
9	Feb. 2019	28	04	01	23	23
10	March 2019	31	05	02	23	11
11	April 2019	29	04	03	22	-
Total		299	44	16	238	185
Total Working Days		238 Days	39.67 Week			
Admission Process		10 Days	1.66 Week			
Teaching Days		185 Days	30.83 Week			
Exams		18 Days	3.0 Week			
Other Events		25 Days	4.16 Week			
Vacation		Winter	5 November 2018 To 24 November 2018			
		Summer	30 April 2019 To 08 June 2019			

BEST PRACTICES

Best Practice No.1:

Title of the Practice: Carrier Development: Skill Development programme

Goal:

Skill development is important for desired carrier development of the students. The goal of the programme is to train the students for soft and communication skills such as group discussion, quiz on syllabus topic, English reading, pronunciation, writing and speaking. The aim of Carrier Development: Skill Development programme is to empower them for becoming most social and compete for job opportunity.

The Context:

The Skill is the part of any teaching programme and makes the students most social and employable besides the acquisition of the degree. The initiative was taken up for curriculum designed with the actual requirements and equipped with necessary skills. Learning is required for 70% development, interactions with others help for 20% development, this includes participating in communities, being a mentor and leadership. The remaining 10% of development should be come from training during classes, seminars, workshops and conferences. Once students indentify the skills they develop to achieve their goals.

The Practice:

The teachers from the Department of English designed programme and carried out with the help of teachers from all faculties. No fee collected from the students for the same and teachers put special efforts without remuneration besides the regular work. The students are selected through a simple test. The selected students are made aware of the Carrier Development: Skill Development. Theory and practical classes are conducted regularly. The study materials made available for students.

Reading, pronunciation and English speaking are achieved by classroom listening, pronunciation of vowels, finding errors, class room reading and text reading, to speak English exercise, to look at pictures and developed conversation and to write conversation. Writing skill is achieved letter writing, report writing, note writing and news report writing.

Group discussion, video presentation of group discussion and group activities are organized regularly. Telephonic conversations, mock interview, seminar, making profile, preparing for presentation, time management, searching study materials are organized.

All the activities related with skill development and career management. It is a continuous process and helpful to think on philosophy and set of habits that will enable to achieve career goals and develop career resiliency.

Successful career management is accomplished through regular habits of building relationship by sharing knowledge and novel ideas and engaging in career development conversations.

The impact of the programme is immense. A large number of students intend to join the programme and want to get the benefit of this voluntary initiative from the teachers.

Resource Required:

Resource persons having knowledge of English as well as skills, CDs, DVs, Books, etc.

Best Practice No.2:

Title of the Practice: Stress management programme

Goal:

Stress management is a wide spectrum of techniques and aimed at controlling a person's level of stress. Stress produces numerous physical and mental symptoms which vary according to each individual's situational factors. These can include physical health decline as well as depression. The process of stress management is named as one of the keys to a happy and successful life in modern society. The aim of stress management programme is to provide a number of ways to controlled stress and manage anxiety and maintain overall well-being

The Context:

The school and college environment is most competitive and students have aim for getting higher score in examination. This can lead to chronic stress. The students in the college are from different cultures, this also shown to have some major effects on stress coping problems. Many students have spill over stress from their study and working environment. Number of ways today tries to alleviate stress on the students. An eye opening statistic showed that nearly 54% of students suffer from anxiety while studding.

The Practice:

The teachers from the Department of Commerce designed programme and carried out with the help of teachers from all faculties. No fee collected from the students for the same and teachers put special efforts without remuneration besides the regular work. Students affected by stress are selected through a simple test. The selected students are made aware of the stress management and classes are conducted regularly. The perceived stress scale is a widely used subjective tool for measuring stress levels. It consists of 10 questions, and asks students. How stressed they felt are summed from total score and interaction with students.

Students are made aware about three steps: primary, secondary, tertiary. Primary deals with eliminating the stressors altogether. Secondary deals with detecting stress and figuring out ways to cope with it and improving stress management skills. Finally, tertiary deals with recovery and rehabbing the stress altogether. These three steps are usually the most effective way to deal with overall stress.

Developing social support is effective way to avoid stress. Conducted stress relief activities like quiz, singing competition, students board activities, seminars, workshops, some physical activities, Yoga, etc positive outcomes are developed in the students.

Resource Required: Resource persons, CDs, DVs, Books, etc.