The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

Arts and Science College, Pulgaon

1.2 Address Line 1

Super Express Highway,

Address Line 2

City/Town

Nachangaon-Pulgaon

State

Maharashtra

Pin Code

442 302

Institution e-mail address

pulgaon.asc@gmail.com

Contact Nos.

9370273902/9890766908

Name of the Head of the Institution:

Dr. V. V. Hadge

Tel. No. with STD Code:

07158 282774

Mobile:

9890766908

Name of the IQAC Co-ordinator:

Prof. S. N. Wathore

Mobile: 9371957169

IQAC e-mail address: ascpiqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   12544

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)

EC/62/A&A/174
Dated 05/01/2013

1.5 Website address: www.ascpulgaon.org

Web-link of the AQAR: www.ascpulgon.org/AQAR2013-14.doc

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	1st Cycle	B	2.36	2012-13	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   28/02/2013

1.8 **AQAR for the year** *(for example 2010-11)*   2013-14

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 _____N/A_____ (DD/MM/YYYY)
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

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)   .   M.Phil(Marathi)

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

Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur

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*)	Additional Assistance to the colleges already covered under Section 12(B) of UGC during XI plan.
UGC-COP Programmes	Yes		

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

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

01

2.8 No. of other External Experts

01

2.9 Total No. of members

12

2.10 No. of IQAC meetings held   05

2.11 No. of meetings with various stakeholders: No.   05   Faculty   02

          Non-Teaching Staff /Students   03   Alumni   01   Others   01

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

          If yes, mention the amount   Rs.3,00,000/

2.13 Seminars and Conferences (only quality related)

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

   Total Nos.   2   International   ☐   National   ☐   State   ☐   Institution Level   2

   (ii) Themes   Preparation of SSR and AQAR as Per New Guidelines.

2.14 Significant Activities and contributions made by IQAC

   1. Examination reforms initiated.
   2. Faculties are motivated for the research projects and Ph.D.
   3. Appropriate strategies implemented to minimise the drop-out rate in university examination.
   4. Departments motivated to initiate the MoU and Collaboration with different segment of society and industry.
   5. Faculties motivated to visit the other institutions with excellence. (Devgad and Waifal) to strengthen the academic and administrative quality of institution.
   6. Faculties motivated to prepare and initiate Foundation Certificate Courses as per socio-economical need.
   7. IQAC team proposed a plan for improvement of teaching quality.
   8. College motivated non teaching staff to participate in training program.
   9. Faculties motivated to inculcate the knowledge and use of ICT in teaching and learning.
   9. Science department motivated to initiate 1 or 2 weeks workshop for science students.
   10. Students are also motivated to use computer and internet.
   11. Regular students, alumni and parents are motivated to exchange the experience and ideas through E-mail or facebook.
   12. Faculties motivated to search & initiate Innovative Idea in Teaching-Learning Process.
   13. Department of Games and Sport & Cultural Activities motivates students to increase their participation in various University, State and National events.

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
1. Formation of IQAC	Formed on dated 28-02-2013
2. Digital profile of students as a pilot project for BSc and B.Com	Pilot project is successfully implemented
3. Free admission for SC/ST/NT-VJ/SBC/OBC students	IQAC recommendations are implemented by institution.
4. Preparation of Academic calendar and its circulation among faculty member	Prepared, distributed among the faculty and Displayed on notice board.
5. To print teachers diary and diary for teaching plan and daily notes and provide to faculty.	Printed diaries was provided to staff, checked and evaluated by HoD and Principal regularly.
6. Digital classroom- suggestion from IQAC to Management	Initiated yet to expand and strengthen.
7. Motivate faculties to use ICT in teaching learning process	Maximum faculties used ICT based teaching learning process.
8. Motivate faculties for Ph.D. registration.	Maximum faculty have obtained their Ph.D., some have already Registered and few are in process. The Institute have 05 Ph.D. guides out of 10 Ph.D. faculty.
9. Collaboration with NGOs, GOs and Departmental, and other institution	Collaboration with Rural Hospital Pulgaon, Andhashradha Nirmulan Samiti, Eklavya Competitive Exam is continued in this year. Collaboration with Gharphalkar B.Pd college and Datta Meghe Foundation, Wardha is initiated recently. New collaborations are in process.
10. Submission of seminar proposal to UGC	Maximum faculties submitted their seminar proposal to UGC. Sanctioned five National and State level seminars have been organised in the year 2012-13 and four seminars in the year 2013-14. While 05 Proposals of National Seminars are sanctioned recently, which will be organised in the year 2014-15.
11. Submission of Minor research projects	Maximum faculties have submitted their MRP proposals to UGC. Recently08 Minor Research Projects are sanctioned by UGC.
12. Proposal for B.Voc program to UGC	Proposal has been approved by UGC.
13. Proposal for College with Potential for Excellence	Proposal submitted to UGC.
14. To motivate Faculty to publish their research articles in reputed journal, News Papers, books and seminar proceedings.	Number of faculties are published their research article in seminar proceedings and few are in reputed journal.
15. To minimize dropout rate	Measures are initiated to minimize drop rate through counseling of students.
16. Documentation and record maintenance for IQAC	Work of documentation and record maintenance is properly done.
17.A program related to Local Agricultural need.	Soil Testing equipments and instruments received at the end of session, through these instruments a program of soil testing will be commence from next session.

➢ *Academic Calendar of the year is attached 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 AQAR was submitted to Management for approval. The suggestions were integrated and incorporated in AQAR. The final AQAR was approved and appreciated by the Management.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	02	--	02	--
UG	03	--	01	--
PG Diploma	--			
Advanced Diploma				
Diploma	01	03		03
Certificate		03		03
Others	--	--		
Total	06	06	03	06
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	03
Trimester	--
Annual	03

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.

> Rashtrasant Tukadoji Maharaj Nagpur University Nagpur has introduced Credit Based Semester pattern for all PG courses and in Science stream for UG courses from the session 2012-2013 & 2013-14 respectively. Besides, all the syllabi updated by the University.

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
24	23		01(Principal)	

2.2 No. Of permanent faculty with Ph.D.

> 10

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
23	04	--	--	01	--	--	--	24	04

2.4 No. Of Guest and Visiting faculty and Temporary faculty

> 04   12   27

2.5 Faculty participation in conferences and symposia/workshop:

No. Of Faculty	International level	National level	State level
Attended	04	26	19
Presented papers	01	14	03
Resource Persons	--	--	--

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

- ICT based teaching (you-tube videos/PPTs/Movies/ Documentaries).
- Field visit for better illustration of subject matter.
- Practical based approaches.
- Model based demonstration.
- Guest lectures are organised.
- Student to student educational interaction.
- Play-act based teaching in literature.
- Panel Discussion on current topics.

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)

> Bar Coding, Double Valuation, and Photocopy is implemented by the University. In addition, Open Book Examination, Multiple Choice Questions (Quiz Competition), solving the Questions at the home are implemented in the College.

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

--	--	05

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise
Distribution of pass percentage:

Title of the Programme	Total no. Of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Final	151	--	1.99	47	19.21	68.21
B. Sc Final	39	--	12.82	53.84	2.56	69.23
B. Com Final	13	--	30.76	53.84	--	84.60
MA	19	--	--	10.52	26.31	36.84
MCM	07	--	57.14	14.28	--	71.42

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

- Teacher diary and daily notes diaries are provided to faculties as per IQAC suggestions which are evaluated by HoD and Principal.
- Surprise visit of IQAC coordinator /principal to class room.
- Inter-departmental practical evaluation in science stream.
- Academic Calendar is provided by IQAC.
- Teaching Plans have been submitted by respective departments to IQAC
- Motivate maximum teachers to use ICT-based teaching & learning process.
- Students are motivated to prepare and present Research Papers related to topics.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	02
Faculty exchange programme	02
Staff training conducted by the university	20
Staff training conducted by other institutions	26
Summer / Winter schools, Workshops, etc.	--
Others	09

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	03	01	--	01
Technical Staff	08	04	--	04

Criterion – III

3. Research, Consultancy and Extension

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

- As per NAAC committee recommendations, Institutional Research Committee is formed by IQAC.
- Research policy documents are framed by Institutional Research Committee.
- All Departments of institution are sensitised for preparation and submission of valuable Minor Research Proposal to UGC similarly to other funding agency (including GOs and NGOs).
- The teachers are motivated to pursue research projects using available resources and infrastructures provided by management.
- Students are motivated to prepare Research Papers related to topics.

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	--	--	08	11
Outlay in Rs. Lakhs	--	--	18,13,000/-	--

3.4   Details on research publications

	International	National	Others
Peer Review Journals		04	--
Non-Peer Review Journals	--	--	--
e-Journals	03	--	--
Conference proceedings	01	16	06

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [✓]   Nos. In SCOPUS [07]

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	2013-14	UGC	18,13,000	14,55,500
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. Books Edited   09   Chapters in Edited Books   ---

ii) Without ISBN No.   [ ]

3.8 No. Of University Departments receiving funds from

UGC-SAP   --   CAS   --   DST-FIST   --

DPE   --   DBT Scheme/funds   [ ]

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

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

3.10 Revenue generated through consultancy   --

3.11 No. Of conferences organized by the Institution

Level	International	National	State	University	College
Number		06	03		02
Sponsoring agencies		UGC	UGC		Management

3.12 No. Of faculty served as experts, chairpersons or resource persons   07

3.13 No. Of collaborations   International   --   National   --   Any other   05

3.14 No. Of linkages created during this year   07

3.15 Total budget for research for current year in Lakhs:

From funding agency   18,13,000   From Management of University/College   10,000

Total   18,23,000

3.16 No. Of patents received this year

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

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

Total	International	National	State	University	Dist	College
		01				

3.18 No. Of faculty from the Institution
who are Ph. D. Guides   05
and students registered under them   03

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 02

NCC --   NSS 02   Any other

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

- Pulse Polio Program with Rural Hospital, Pulgaon
- Women Empowerment
- Self Employment Camp for 10 days in collaboration with Datta Meghe Foundation, Wardha.
- Female Foeticide awareness program in Nachangaon and Sorta Village.
- Gender Sensitisation Program.
- Plastic Free college premises.

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	2 acres	--	Management	
Class rooms	10400 sq.ft.	--	Management	
Laboratories	11000 sq.ft.	--	Management	
Seminar Halls	1250 sq.ft.	--	Management	
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	37	49	Various schemes of UGC	86
Value of the equipment purchased during the year (Rs. In Lakhs)	24,53,563	14,47,545	Various schemes of UGC	39,01,108
Others	--	--	--	--

4.2 Computerization of administration and library

> Computerisations of Library have done. INFLIBNET and N-LIST software are available for faculty and students with internet facility.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3166	837739	321	129605	3487	967344
Reference Books	264	198259	13	8461	277	206720
e-Books	N-List	10000	N-List	5000	N-List	15000
Journals	35	483927	37	7130	37	491057
e-Journals	N-List	10000	N-List	5000	N-List	15000
Digital Database	Yes	Yes	Yes	Yes	Yes	Yes
CD & Video	126	Nil	7	Nil	133	Nil
Others (specify)	8466	1427019	279	68094	8745	1495113

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	50	25	35	35	02	06	11	08
Added	41	25	35	--	--	05	06	05
Total	91	50	70	35	02	11	17	13

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

- The students and faculty have undergone training such as Net-working and MS office during summer vacation (Short term course).
- Faculty undergone training for INFLIBNET and N-LIST for research papers and academics.
- Student and faculty have undergone for e-learning.
- College have organised training camp of e-admission, e-scholarship and e-tribal for administrative staff.

4.6 Amount spent on maintenance in lakhs:

i) ICT   53914

ii) Campus Infrastructure and facilities   2,16,736

iii) Equipments   2,70,950

iv) Others   8,90,985

Total: 14,32,585

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Free Admission to SC/ST/ VJ/NT/SBS/OBC students.
- Special Counselling Committee at the time of admission process to guide students.
- Ten to fifteen students have been adopted by each Teacher for academic improvement.
- Students Grievance cell for students problems.
- College initiated a pilot project to prepare digital profile of students of B. Sc Part-I and B.com Part-I.
- Free computer classes of MS-Office and Internet Access for students during summer vacation.
- Open access system in library for regular students, alumni, outsider students.
- Remedial coaching classes provided to students.
- Competitive coaching classes conducted by experienced & expert faculty.
- COPS are carried out for students.
- Departmental & inter departmental seminars were successfully organised for students on curricular and extracurricular topics.
- The college provides canteen facility in the campus. The students can buy a hygienic snack at subsidised rate in the canteen.
- Books are provided by faculty to scholar students.
- Some students are personally adopted by the faculty.

5.2 Efforts made by the institution for tracking the progression

- Institute motivates and inspires its stakeholders to know progression plan and its implication of student support.
- Management of Institute provides Special Budget for student support and progression.
- Institute takes regular follow-up of student support and progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1067	179	--	33

(b) No. Of students outside the state

01

(c) No. Of international students

--

Men

No	%
601	46.98

Women

No	%
678	53.01

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
128	491	197	437	--	1253	97	473	197	512	--	1279

Demand ratio   1:1.57   Dropout   51.30 %

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

- Regular coaching classes for competitive examination.
- Guest lecturers have successfully arranged for students appearing for competitive examination.
- Special guidance provided to qualified competitive examinee.

No. Of students beneficiaries   72

5.5 No. Of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	01	UPSC	--	Others	06

5.6 Details of student counselling and career guidance

- Committee for career guidance formed.
- The institution has an awareness program for students.
- The New Arts, Commerce and Science College, Wardha is the sister institution which conducts regular interviews and other activities by inviting various agencies and companies and we used to send our student in those programs.
- The institution & Datta Meghe Foundation, Wardha organised collaborative Self Employment camp for 10 days (for students of institution and villagers).

No. Of students benefitted   106

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
--	--	--	08 (SBI)

* Parent Institute i.e. Mahila Vikas Sanstha has established permanent Placement Cell and we use to send our students as and when required.

5.8 Details of gender sensitization programmes

- Gender Sensitising Committee is formed in the institution.
- Street plays and various competitions have organised by NSS students.
- World Women's Day is celebrated regularly every year by the institute.
- The Institution has participated in a survey conducted by the UGC on Draft Questionnaire on Ensuring Safety for Women on University and College Campuses and report is submitted.

5.9 Students Activities

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

State/ University level | 60 | National level | 02 | International level | --

    No. Of students participated in cultural events

State/ University level | 13 | National level | -- | International level | --

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

Sports: State/ University level | 03 | National level | -- | International level | --

Cultural: State/ University level | 01 | National level | -- | International level | --

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	29	204010
Financial support from government	1163	19,08600
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

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

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

5.12   No. Of social initiatives undertaken by the students | 03

5.13 Major grievances of students (if any) redressed: There are no major grievances.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> ❖ **Institutional Vision:** The Institution firmly believes in its motto 'Vidya Param Daivatam' (विद्या परम् दैवतम्). The institution has its own vision to impart quality education to students of all strata of society, which emphasizes on –
> - An institute engaged in uplifting the society it serves,
> - An institute which offers affordable quality education to all classes of student,
> - An institute that continuously improves the quality of its academic activities and support programme,
> - An institute that implements the best of academic practices to satisfy every member associated with it.
>
> ❖ **Institution Mission:**
>
> - The institution aims to achieve and endorse excellence in every area of its teaching and developing its position as world Class College to enrich international, national and regional communities through the skills of its graduates.
> - Attract student on the highest calibre from *Vidarbha* region and also from rest of Maharashtra.
> - Remain as leader in the creation, synthesis and spread of knowledge beneficial to the current and forthcoming generations.
> - Optimize the uses of resources and infrastructure in an integrated fashion to improvise, enhance and strength the student's faculties.
> - Improve the efficiency and effectiveness of the management and administrative services that support the mission of the institute.
> - To achieve pre-eminence in creating, persevering and applying knowledge and academic values to enrich the lives of student and to transform them into leaders and citizens who challenge the present and illuminate the future.
> - To create environmental awareness to save and conserve nature.
> - To empower girls student by providing them opportunities of higher education to make them employable and hence financially and socially self reliance in order to guarantee equality of the sexes.

6.2 Does the Institution has a management Information System

> - The institution never felt the need of a formal MIS.

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

6.3.1 Curriculum Development

> - The concerned University develops its Curriculum with the help of authorities through concrete interaction between different segments of the society and faculties. Recent trends in education are studied and applied in the syllabus. Care is taken to see that the syllabus is need based and beneficial to the students.
> - Faculty are motivated to attend workshops and seminars on curriculum development.
> - The feedbacks are the greatest source for updating the syllabus and bringing changes in the syllabus. The institution sends the suggestion to the various members of Board of Studies and University for its incorporation in the syllabus.

6.3.2 Teaching and Learning

The students are made to keep pace with recent developments in their disciplines through various resources such as the college library has subscription to number of leading daily newspapers, magazines, e-journal (Hard copy) and other informative publications.

The College has fully developed Central Computer Laboratory and networking system and these facilities are easily available to students as well as faculties.

The faculties are also encouraged to keep updating their knowledge for recent development. They are given enough opportunities to enhance their knowledge and sharpen their skill. The knowledge of students and faculties is updated through organization and attending the various seminars, conferences and workshops.

The institution conducts tutorials for certain subjects. Subjects which require practical knowledge are given tutorials as well as hands on training. Tutorials for language proficiency are also held at this institute. In fact, it is included in the curriculum of the Rashtrasant Tukadoji Maharaj Nagpur University and strictly followed by the institution. Lecture method, Interactive Method, Project Based Learning, Computer Assisted Learning, Experiential Learning, Seminars regularly practiced by faculty.

Learning is focused on students' activities and task. All the activities conducted by the college i.e. classroom, extracurricular are mainly student centric. The institution employed strategies like group discussion, debate and quiz contest, interaction for effective learning, regular classes of competitive exams, speaking and personality development classes. The college has very active student participation in such programmes. Skills and management resources are shared and managed efficiently. The students are made aware that the skills they gained will be life-long and in future require sharpening.
The Maximum numbers of faculties have adopted ICT-enabled Teaching-learning techniques.

6.3.3 Examination and Evaluation

- The affiliating university i.e. Rashtrasant Tukadoji Maharaj Nagpur University has introduced Central Assessment System and it is implemented by the college. Whenever new evaluative reforms are informed by the concerned University the institution promptly implements such reforms.
- Various evaluation methods are available in the campus. These are communicated to the students through regular meetings between the faculties and students. These are also published in the prospectus of the college and pamphlets and also conveyed in the mission document of the institution. Regular tests and exams are conducted and results shown to the all concerned including to the parents of the students in Parent-Teacher Association meeting.
- The Open book access system is followed by institute in college terminal examinations and tests from 2013-14.
- The Departmental tests including surprise test have adopted to evaluate students knowledge.
- Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur has initiated major examination changes such as Digital Bar Code and OMR System from this session.

6.3.4   Research and Development

- Institution has initiated the research activity by forming Institutional Research Committee. This research committee includes one external subject expert as per UGC Guidelines.
- Institution motivated the faculty to peruse Research project from different funding agency (UGC/DBT/ DST/ICMR etc).
- The students are also motivated to prepare and present Research Papers on the concern topics in Seminars and Conferences.
- The maximum Faculties have submitted research project as Minar or Major in UGC.
- Faculty are motivated to organise and attend a State/ National/ International seminar for up- gradation of knowledge because of this policy our college organised 09 National and State level seminar since 2012.
- Faculty are motivated to publish Research Paper in reputed journals/Magazines/News Papers.
- Two faculties have been approved as Ph. D guide by RTM Nagpur University, Nagpur in this year.

6.3.5   Library, ICT and physical infrastructure / instrumentation

- E-source (e.g. INFLIBNET/N-LIST) for students and faculty are broadening in library as learning resource.
- The Maximum numbers of faculties have adopted ICT-enabled teaching & learning techniques.
- Few faculties have undergone ICT-enabled teaching & learning technique training during institutional visit at Devgad.
- New instruments have purchase during 2013-14 for different laboratory of respective subject.
- 41 New computers purchased during this session.
- 70 computers are connected with network facility during this session.

6.3.6   Human Resource Management

- Faculties actively participate in different academic activities and research activity.
- Numbers of Faculties are involved in social activity.
- Automation of accounting & Library learning resources have broadened by using different softwares (RTM. digital university.ac.in/maitc.college analysis/ e-Mahascholarship.gov.in & e-tribal Mahascholarship.gov.in)
- Few administrative staff has undergone administrative training.

6.3.7   Faculty and Staff recruitment

Institution has appointed six new faculties in different subjects (Zoology, Biochemistry, Physics, Mathematics, Microbiology, and English).
Institution has appointed four new non-teaching staff.

6.3.8   Industry Interaction / Collaboration

The institution has interaction with Vidharbha Fertilizers, Pulgaon for cleaning of garbage & plantation in industry premises; in return industry provides us fertilizer for college garden free of cost.

6.3.9 Admission of Students

- Admission process is transparent which is based on first come first serve basis.
- Digital admission process is adopted by the Institution.
- After declaration of 12th standard results advertisement is published in local daily, pamphlet, Banners, Flex board, cable network and circulate its own prospectus.
- All information regarding to Admission process is online.
- Students are considered for admissions through interviews and counselling.

6.4 Welfare schemes for

Teaching	Annual Medical Check-up/Provident fund account/group insurance for staff members/accommodation facility/ housing loan facility
Non teaching	Annual Medical Check-up/Provident fund account/group insurance for staff members/accommodation facility/ housing loan facility
Students	Free admission, Fees are wave, adaptation of students, Regular health check-up for student & snack is provided to student on no loss no profit basis.

6.5 Total corpus fund generated

Management i.e. Mahila Vikas Sanstha, Wardha has generated Rs. 1,00,00,000/- (Rs. One Crore) and it spent as and when required specially for building construction and equipments purchasing.

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	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?

N/A

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

N/A

6.11 Activities and support from the Alumni Association

- College garden is furnished by alumni association.
- Books are donated to socio-economical backward student by alumni.
- Cash prizes are declared to best students from different activities from 2014.
- Alumni and institution actively conducted interaction with students to share experience, awareness and placement of his/her working field.

6.12 Activities and support from the Parent – Teacher Association

Best student award is given by Parent–Teacher Association from 2014.

Recognised Parent & institution actively organises interaction with students to share experience, awareness and placement as well as its own ideas of his/her working field.

6.13 Development programmes for support staff

Institution motivates the faculty and non-teaching staff to attend various training programs.
Regular medical checkup and health maintenance program (Yoga & Pranayam) conducted in the institution.
Annual Medical Check-up/Provident fund account/group insurance for staff members/accommodation facility/ housing loan facility.

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

- The college has motto "**Go Green with health**".
- Institution has to adopt following measure for eco-friendly campus such as save paper, save water, save electricity, save trees and we adopted **"Pani Adwa Pani Jirwa"** (Conservation of water) and plastic free campus.
- The college has green campus and nearby area by plantation. Plantlets are donated by Forest Department, Yavatmal, Maharashtra.

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.

- Digital profile of the students is maintained as a pilot project from last year only for B.Sc. and B. Com first year (i.e. E-mail ID).
- The institution has initiated examination reforms such as open book for college examination. For unit test examination pre-intimation of questions were given by teachers.
- Papers are solved by student at home & these solved papers are evaluated by teachers.

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

S.No.	Action plan	Action taken
1	Formation of IQAC	IQAC formed on 28/02/2013 Inaugurated by the hands of Dr Sudhir Patil, Ex- Vc, SGBAU, Amravati Dr. S.E Pawar, Scientist BARC, Mumbai Dr.H. F. Daginawala, Head, CIIMS, Nagpur Dr.K.H. Makde, Ex HOD, Botany, PGTD, RTM Nagpur University, Nagpur Dr. Bhupesh Chikte, Dean Social Science, RTM Nagpur university Dr. R.G. Bhoyar, President, Mahila Vikas Sanstha, Wardha Dr. V. V. Hadge, Principal, ASC, Pulgaon Dr. S. R. Hatewar NAAC Coordinator, ASC, Pulgaon Mr. S.N. Wathore, IQAC Coordinator, ASC, Pulgaon
2	Digital profile of students as a pilot project for BSc and B.Com	Digital profile of students as a pilot project for B.Sc and B.Com has initiated.
3	Free admission to SC/ST/NT-VJ/SBC/OBC students	As per institutional policy, free admission is provided to mentioned categories.
4	Preparation of Academic calendar and its circulation among faculty member	Academic calendar is prepared in advance and circulated among faculty members.
5	To print and provide teachers diary and daily notes diary for faculty	Teacher diary and daily notes diary printed and provided to faculty.
6	Digital classroom- suggestion from IQAC to Management	Two digital classrooms are established as per the management decision.
7	Motivate to use ICT in teaching learning process	Maximum use of ICT by the faculties in teaching learning process has been initiated
8	Motivate for Ph.D registration	Maximum faculties have obtained their Ph. D ,Some have already registered and few are in process. FIP proposal was sent by one faculty, two faculties have approved as Ph. D guide during this session.
9	Collaboration with NGOs, GO and Departmental, and other institution	Collaboration with Rural Hospital Pulgaon, Andhashradha Nirmulan Samiti, Eklavya Competitive Exam is continued in this year. Collaboration with Gharphalkar B.Pd college and Datta Meghe Foundation, Wardha is initiated recently. New collaborations are in process.
10	Submission of seminar proposal to UGC	Maximum faculties have submitted their seminar proposals to UGC. Sanctioned five seminars are organised in the year 2012-13 & four seminars in the year 2013-14 respectively. Four seminars have been sanctioned by the UGC for 2014-15.

11	Submission of Minor research projects	Maximum faculties have submitted their MRP proposal to UGC. 8 Minor Research Proposals have been approved by the UGC. Others are awaited.
12	Proposal for B.Voc programme to UGC	Proposal has been approved by UGC.
13	Proposal for College with Potential for Excellence	Proposal is submitted to UGC .
14	To motivate Faculty to publish their research articles in reputed journals and books and seminar proceedings	Faculties are motivated. Numbers of faculties have published their research articles in seminar proceedings and few are in reputed journals.
15	To minimize dropout rate	Measures have been initiated by the institution to minimize dropout rate through counselling of students, extra-classes, remedial coaching classes, 15 days workshop on "Scientific English" was organized for B. Sc part I students.
16.	Documentation and record maintenance for IQAC	Work of documentation and record maintenance is properly done.
17.	A program related to Local Agricultural need.	Soil testing program initiated in form of purchase of related equipments and instruments in nearby villages.

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

- Pulse Polio survey with Rural Hospital, Pulgaon.
- College Examination reforms (Open book system)

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

7.4 Contribution to environmental awareness / protection

- Plastic free campus campaign.
- Tree plantation in college campus and nearby area.
- Nirmalya collection (Floral waste) during Ganpati and Durga Festival. Vermi culture from this Nirmalya will be initiated.
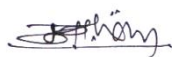
7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

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

❖ Strength :-
   1) Maximum numbers of girl students are admitted in the institution.
   2) Most of the students belong to backward classes and from nearby villages.
   3) Availability of multiple choice subjects in Science and Arts stream.
   4) Campus is surrounded by pollution free and eco-friendly environment.
   5) Open access system for students and visitors is available in library along with internet facility.
   6) Wi-Fi enabled campus.
   7) Well developed infrastructure which includes well equipped classroom and Laboratory.
   8) Institution has organised 09 National and State level seminars.

❖ Weakness:-
   1) Measures have been initiated by the institution to minimise dropout rate.
   2) Initiative is taken for Research activities.
   3) Short of major collaborations and consultancy for revenue generation.
   4) Lack of communication skills among maximum students.
   5) Short of Research & book publications.

❖ Opportunity:-
   1) COP and short term courses are required to fulfil regional needs.
   2) Initiate maximum research activity at institute.

❖ Threats:
   1) Admission from rural students must be increased

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

❖ The following are the plans.
   • Smart class rooms to be prepared and initiated.
   • Establishment of Digital Language Laboratory.
   • Digital reforms for BA first year.
   • More research activity to be promoted
   • Faculty to be encouraged to pursue higher education (Ph.D and post doc)
   • More Research Projects other than UGC to be initiated.
   • To introduce Short Term Courses in maximum subjects.
   • Collaborations with NGOs, GOs and other institutes. Vyasan Mukti Centre, Deoli and Andhashardha Nirmulan Samiti.
   • To minimise the dropout rate.
   • B.Voc Proposal has been approved by the UGC and institution will commence it from the next academic session.
   • Four UGC sponsored National Seminars sanctioned which are to be organised in the next academic session.
   • Workshop will be organised by interdisciplinary sciences.
   • Campus placement camp to be organised in the institution for our students.
   • To organise Books Reading camp for students due to lack of reading habits.
   • The artificial habitat for sparrow and other birds with food and water to be initiated in the college premises.

Coordinator
IQAC
Arts & Science College, Pulgaon.

PRINCIPAL
ARTS & SCIENCE COLLEGE
PULGAON, DIST. WARDHA

Name   *(Prof. SUNIL N. WATHORE)*   *Name*   *(DR.V. V. HADGE)*

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

Arts & Science College, Nachangaon-Pulgaon.
Academic Calendar
(For courses conducted as per annual pattern and semester pattern)
--- 2013-2014 ---

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University notification in this regard for the academic year 2013-2014 is as follows.
First Term (Odd semesters)   : 17/06/2013 to 31/10/2013
Winter vacation   : 01/11/2013 to 01/12/2013
Second Term (Even semesters)   : 02/12/2013 to 30/04/2014
Summer vacation   : 01/05/2014 to 16/06/2014

Month-wise Calendar

June

- 1st Staff meeting on 1st day of First term (17 June, 2013)
- Re-opening of the college after summer vacation and First term starts.
- Formation of various committees for monitoring the activities throughout the year. (18th June, 2013)
- Admission to UG, PG degree & Diploma / Advanced Diploma.
- Commencement of FY degree classes.

July

- Orientation classes of FY degree classes.
- Commencement of SY and TY degree classes.
- Commencement of PG classes
- Orientation program for NSS volunteers.
- World population day (11 July) will be organized by NSS department.

August

- 9th August "Kranti Din" will be celebrated.
- Opening of Placement and Counseling Cell
- 11th August "World Youth Day" will be celebrated in collaboration with Rural Hospital Pulgaon.
- Celebration on National Independence Day.
- National Sports Day will be celebrated by Department of Physical Education. (29 August)

September

- Inauguration of Subject- wise Study Forums.
- Celebration of Teacher's Day (5 Sept.)
- Intercollegiate Essay Competition will be organized
- World Literacy Day will be celebrated (8th Sept.)
- Conduction of Anti-Ragging Program in collaboration with Taluka Vidhi Seva Samiti Pulgaon (Bar Association).
- Conduction of 1st UNIT TEST
- NSS foundation Day will be organized (24 Sept.)
- A 'Parents Meet' will be organized by Parent – Teacher Association.
- Alumni Meet will be organized by Alumni Association.
- International Superstition Eradication Day will be celebrated by Science faculty.

October

- Celebration of Mahatma Gandhi birth Anniversary (2nd Oct.)
- Blood Donation Camp will be held in collaboration with Rural Hospital Pulgaon.
- Commencement of University Winter Examination (Regular Odd Semester 10th Oct.)
- Conduction of Personality Development Program.
- Geet Gayan Competition Competition (13th Oct.)
- Conduction of 1st Terminal Examination. (Annual pattern 16th Oct. onwards)
- First Term ends on 31st Oct. 2013.

November

- Second Term starts from 2nd Nov. 2013
- Declaration of Result of I st terminal examination (Annual pattern)
- Program on 26/11 day will be organized
- Constitution Day will be organized by Department of Political Science. (26 Nov.)

December

- Awareness program for World AIDS Day (1st Dec.) will be organized in collaboration with Rural Hospital, Pulgaon
- Commemorative function on Dr. Babasaheb Ambedkar organized on 6th Dec.
- Conduction of II Unit test
- 2nd Staff meeting on last week of the Month.

January

- National Tourism Day will be organized by department of Geography (9th Jan)
- Intercollegiate Debate Competition will be organized on occasion of National youth Day 12 Jan (Swami Vivekananda Birth Anniversary)
- Sports and Cultural Week will be organized
- Annual Physical check up Camp for students and staff will be organized on occasion of Physical Education Day by department of Physical Education.
- Republic day celebration.
- Annual NSS camp in remote rural area will be organized.
- Various Departments will organize their study tours and Industrial visits.
- Academic, Cultural and Sports prize distribution on occasion of Republic Day celebration
- Commemorative program on 'Martyr Day' will be held (30th Jan)

February

- Conduction of IInd terminal examination (Annual pattern 16th Feb onwards)
- Commencement of university practical examinations
- National Science Day will be celebrated by Science faculty(28th Feb)
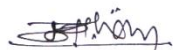
March

- Continuation of University practical examination   and summer examinations starts (Annual pattern 5th March)
- 3rd Staff meeting on last week of the Month.

April

- Seminars for Teachers under faculty improvement program
- Commencement of university summer examinations (Regular Even/ Failure Odd semester 16th April)
- College level Training program for Non-teaching Staff
- Second Term ends.

May

- Summer Vacation starts.

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Arts & Science College, Pulgaon.

(Prof . S.N. Wathore)
Co-ordinator IQAC

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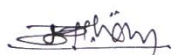# Arts & Science College, Nachangaon-Pulgaon.

ANNALYSIS OF FEEDBACK FROM VARIOUS STAKEHOLDERS
(STUDENT, PARENT AND ALLUMNI)

-– 2013-2014 -–

(THESE FEEDBACK ANNALYSIS INCLUDE SERVICES PROVIDED TO STUDENT SUCH AS LIBRARY SERVICE/COUNDUCTED COURSE/OFFICE SERVICE/APPRAISAL OF COLLEGE/TEACHERS EVALUATION/SPORTS AND GAMES-EXTRA CURRICULAR ACTIVITIES/PARENT FEEDBACK AND ALUMNI)

SCALE – 1-1.99 = POOR, 2-3.99=GOOD, 4-5.99=VERY GOOD AND 6-7.99=EXCELLENT

SL.NO.	FEEDBACK FOR THE ACTIVITY	OVERALL RATING	REMARKS
01	APPRAISAL OF COLLEGE	5.9	VERY GOOD
02	TEACHERS EVALUATION	5.6	VERY GOOD
03	COUNDUCTED COURSE	6.4	EXCELLENT
04	OFFICE SERVICE	4.7	VERY GOOD
05	LIBRARY SERVICE	6.9	EXCELLENT
06	SPORTS AND GAMES-EXTRA CURRICULAR ACTIVITIES	5.7	VERY GOOD
07	ALUMNI FEEDBACK	5.5	VERY GOOD
08	PARENT FEEDBACK	4.9	VERY GOOD

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