

Mahatma Gandhi Shikshan Mandal's
Arts, Science & Commerce College Chopda
Dist. Jalgaon Maharashtra

NAAC Reaccredited "B" Grade (CGPA 2.50)

Phone : 0256-220140, Fax : 0256-220946

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ANNUAL QUALITY ASSURANCE REPORT
2016-17

INTERNAL QUALITY ASSURANCE
CELL (IQAC)

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 respective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2016 to June 30, 2017)

Part- A

1. Details of the Institution

1.1.	Name of the Institution	Mahatma Gandhi Shikshan Mandal's Arts, Science and Commerce College
1.2.	Address Line 1	Yawal Road
	Address Line 2	Chopda Dist.jalgaon
	City/Town	Chopda
	State	Maharashtra
	Pin Code	425107
	Institute Email	mgtsm_asc@yahoo.com
	Address Contact No.	02586-220140
	Name of the Head of the Institution	Dr. D. A. Surywanshi
	Tel.No. with STD Code	02586220174
	Mobile	9422793280
	Name of the IQAC Co-coordinator	Dr. V. T. Patil
	Mobile	9403482577
	IQAC e mail address	mgtsm_asc@yahoo.com

1.3.	NAAC Track ID (For a ex MHC0GN 18879)	MHC0GN 10786
1.4.	NAAC Executive Committee No. & Date (For example EC/32/A&A/143 Dated 3-5-2014. This EC no iss available in the right corner-bottom of your institution's Accreditation Certificate)	EC/66/RAR/048
1.5.	Website address	www.mgsmasccollegechopda.org

1.6. Accreditation Details

Sr.No	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
01	1 st	B+	2.75	2004	2009
02	2 nd	B	2.50	2013	21 Feb.2014 to 21 Feb.2019

1.7. Date of Establishment of IQAC : DD/MM/YY

1.8. AQAR for the year (for ex.2010-11)

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

- i. AQAR 2013-2014 submitted to NAAC on 11/11/2014
- ii. AQAR 2014-2015 submitted to NAAC on 11/10/2015
- iii. AQAR 2015-2016 submitted to NAAC on 11/10/2016
- iv. AQAR 2016-2017 submitted to NAAC on 16/10/2017

1.10. Institutional Status

University: State Central Deemed Private

Affiliated Colleges: Yes No

Constituent College: Yes No

Autonomous college of UGC: Yes No

Regulatory Agency approved Institution:
(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 12(B)

Grant-in-aid+ self-financing Totally Self-financing

1.11.Type of Faculty /Programme:

Arts Science Commerce Law

PEI(Phy Edu) -- TEI (Edu) --- Engineering -- Health Science –

Other (specify) :

1.12. Name of the Affiliating University
(for the colleges)

1.13. Special status conferred by Central/State Government:UGC/CSIR/DST/DBT/ICMT etc

Autonomy by State/Central Govt./University

University with Potential for Excellence UGC-CPE

DST Stat Scheme UGC-CE

UGC Special Assistance Programme: DST-FIST

UGC-Innovative PG Programme: Any other (specify)

UGC-COP Programme:

2. IQAC Composition and Activities

2.1.	No.of teachers	08		
2.2.	No.of Administrative/Technical staff	05		
2.3.	No.of students	02		
2.4	No.of Management representatives	02		
2.5.	No.of Alumni	02		
2.6.	No.of any other stake holder and community representatives	04		
2.7.	No.of Employers/Industrialists	01		
2.8.	No.of other External Experts	02		
2.9.	Total No.of members	26		
2.10.	No.of IQAC meetings held	05		
2.11.	No.of meetings with various stakeholders	02	Faculty	03
	Non-Teaching staff students	02	Alumni	01
			Other	--

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

If, Yes mention the amount

3 Lacks

2.13. Seminars and Conferences (only quality related)

(i) No. of Seminars /Conference/Workshop/Symposia organized by the IQAC

Total Nos

01

International

--

National

--

State

--

Institution level

(ii) Themes

How to prepare third cycle SSR

2.14. Significant Activities and contribution made by IQAC

- Strengthening of the research culture through research projects (MRP,VCRMS) and publication
- Motivated faculty for organizing college/university/state /national/international Seminar/Symposia/Workshop Quiz and Poster competitions
- Encourage Students for participation in Avishkar, a scientific feast for students
- Preparation of proposals for best college(University level) etc

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
• Strengthening of Science Laboratories	* Strengthening of Science Laboratories by purchasing sophisticated equipments
• upgradation of ICT infrastructure	* upgradation of ICT infrastructure
• Motivation of faculty to submit Major, Minor and VCRMS Research Projects	* Most of the faculties got MRP and VCRMS (* <i>One Non teaching staff got VCRMS</i>)
• Encouraged Students for participation in Avishkar-A Scientific Feast	09 Students, 05 Faculty and 01 Non-teaching faculty participation for Avishkar
• New PG Courses: -MSc-Mathematics	---

- Attach the Academic Calendar for the year as Annexure (please see Annexure I)

2.15. Whether the AQAR was placed is statutory body :

Yes

No

Management

--

Syndicate

--

Any other body

--

Provide the details of the action taken

--

Criterion – I
Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	06		-	-
PG	11	-	11	-
UG	21	-	06	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	01	-	01	-
Certificate	03	-	02	03
Others	-	-	-	-
Total	42	--	20	03

Please see Annexure II

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	32
Trimester	-
Annual	-

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: Please see Annexure III**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects

- For all programs affiliated to university, syllabus revision cycle is of three years.
- UGC Model curriculum, society needs, feedback from all stakeholders, changing national & global trends are the key factors for revision.
- Project work is made compulsory in most the programmes syllabus.
- The syllabus of the add-on courses are revised at regular intervals.

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

Criterion – II
Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Asst. Professors	Associate Professors	Professors	Others	Total
20	11	02	--	33

2.2 No. of permanent faculty with Ph.D. 13

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	87	0	87	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temporary
01	--	87

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	10	0
Presented papers	11	20	03
Resource Persons	02	01	0

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

Innovative process adopted	Impact observed
<ul style="list-style-type: none"> • Faculties make effective use of LCD Projector, Laptops for effective teaching purpose & the development of comprehensibility among students. • For better functioning: Smart Classroom, Interactive methods, Language lab & social sciences laboratories used for teachings. • Project activity, field work, study tour, practical, Poster and oratory Competitions & Group discussions are organized for students. • Internet facility is provided for each department so that study material can be made available to the students. • Faculty members are encouraged to attend Seminars/Syllabus framing workshops, Orientation, Refresher programs to update them. • Organized workshops on operational audio-visual appliances, scientific instruments, PPT Impact of such innovative practices for students learning is observed. • Audio-video Plays are displayed to the students of Marathi, English and Hindi literature. 	<ul style="list-style-type: none"> • Helps students for effective & clear understanding/learning and depth of knowledge. • Develops confidence level by group discussion method. • Field /Industrial visits provide opportunity to students, actual firsthand information about the field studies, Industrial processes, ecology & environment. • ICT techniques help to develop further interest in subject understanding and keep in touch with the world. • Project work enhances the understanding of subject knowledge. • Video watching develops acting skills, pronunciations, communication ability and understanding of the subjects.

2.7 Total No. of actual teaching days during this academic year: 190

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

Bar Coding, Photocopy, Online MCQ, Evaluation by Tests, Tutorials

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

05

85%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	222	18%	37%	02%	--	57%
B.Com.	146	25%	28%	05%	--	58%
B.Sc.	228	42%	24%	0.4%	01%	67%
M.Sc. Zoology	14	--	43%	36%	--	79%
M.Sc. Micro.	07	14%	29%	--	--	43%
M. Sc. Chemistry	22	05%	18%	05%	--	28%
M.Sc. Computer Science	15	53%	27%	--	--	80%
M.A. (Marathi, Economics, Politics and Geography)	50	06%	50%	20%	10%	86%
M.COM.	33	15%	38%	27%	06%	86%
BCA	16	56%	22%	16%	06%	100%
MCA/MBM	05	40%	20%	20%	20%	100%

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

- Teachers are motivated to use ICT Tools in Teaching Learning Process.
- Teaching Plans are prepared for each Semester & Follow up of the same is taken by IQAC
- Student's feedback is taken at the end of programmes and initiatives taken to overcome the problems, If any.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>

Refresher courses	05
UGC – Faculty Improvement Programme	--
HRD Programmes	--
Orientation Programmes	01
Faculty exchange Programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	03
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	42	18	--	16
Technical Staff	07	--	--	02

Criterion – III

Research, Consultancy and Extension

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

- College has constituted Research Committee to facilitate, promote & monitor the research climate in the college.
- Applied for PG Lab Recognitions, P.G. Teachers and Ph.D. guideship
- Motivated teachers to prepare Minor & Major research project proposals
- Organized visits to research institutions.
- Suggested authorities to strengthen research facilities Interdisciplinary Research collaboration Research.
- Organized lectures by experts on various research areas and advanced topics.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	--	--
Outlay in Rs. Lakhs	--	2.7	--	--

3.3 Details regarding minor projects and Vice Chancellor Research Motivation Scheme (VCRMS)

	Completed	Ongoing	Sanctioned	Submitted
Number	03	05	01	--
Outlay in Rs. Lakhs	6.38	3.65	2.4	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	17	--
Non-Peer Review Journals	--	05	--
e-Journals	--	--	--
Conference proceedings	03	05	--

3.5 Details on Impact factor of publications:

Range Average

h-index

Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	2 Years	UGC	2,70000	2,42,500
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total			2,70,000	2,42,500

3.7 No. of books published i) With ISBN No. 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/workshop organized by the Institution

Level	International	National	State	University	College
Number	--	02	01	02	--
Sponsoring agencies	--	BCUD NMU Jalgaon	Self	Self	---

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

--

3.13 No. of collaborations =

International

--

National

Any other

--

3.14 No. of linkages created during this year

--

3.15 Total budget for research for current year in lakhs:

From funding agency

2.7

From Management of University/College

Total

2.7

3.16 No. of patents received this year

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

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

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

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

No. of Guide	No. of Registered Students
07	22

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS: ---

University level State level

National level International level

3.24 No. of Awards won in NCC: ---

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

Responsibility

- Blood Donation , (NCC)
- Tree Plantation (NCC)
- Literacy awareness Rally
- International Yoga Day
- Yuvatisabha

Criterion – IV

Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	139616.55 Sq.mt	--	--	01
Class rooms	26	--	--	26
Laboratories	28	--	Self	28
Seminar Halls	01 (139.81 Sq.mt.) 02 (3360 Sq.mt.)	--	Self	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

All the departments of the college including the administration office, account office, exam cell, student support center and IQAC have been fully computerized. The process of the admissions is On-line. Internet facilities have been installed in all the administrative offices and the academic departments and the Library, Sports, NSS, NCC, Students Welfare and other facilities. Marks of the CCE are sent on-line to the university and the results are displayed on the website of the university.

Delnet and Inflibnet facilities have been subscribed in the library to be used by professors and the research scholars. The campus has also been made Wi-Fi.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27385	2511823	1485	215670	28870	2727493
Reference Books	28961	3859010	56	57733	29017	3916743
e-Books	97000	5000	1000	N-List Free Download	98000	5725
Journals	15	30100	01	2400	16	31500
e-Journals	3900	6000	---	---	3900	6000
Digital Database	---	---	---	---	---	---
CD & Video	300		31 CD & 200 Video	Free Download	531	---
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	199	86	All Computer	--	--	16	91	06
Added	02	--	--	--	--	--	02	--
Total	201	--	--	--	--	--	--	--

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

All the departments of the college are fully computerized and most of the teachers and the staff members have free access to the use of computers. All the administrative work including admissions, scholarships etc. is done on-line.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs. 0.8
ii) Campus Infrastructure and facilities	--
iii) Equipment's	--
iv) Others	--
Total :	Rs. 0.8

Criterion – V

Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Prospectus consists of detailed information about student service support .
- Newly enrolled students get additional information in the inaugural address of Principal.
- Student welfare center supports the students in participating and organizing various activities and events
- Organization of night library study programme for students
- Encouraged students for Competitive examinations, Health education, Earn and learn scheme for poor students etc.

5.2 Efforts made by the institution for tracking the progression

- Interaction with the students through various activities like Science quiz, poster competition and sports
- At departmental level, examination results are analysed and evaluated.
- Extra lectures are taken for the slow learners.
- Informal feedback from students by suggestion box.
- Implementation on suggestion of students. Eg. Setting the time table

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2209	358	11	2578

(b) No. of students outside the state --

(c) No. of international students --

Men

No	%
1238	48

Women

No	%
1340	52

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
732	153	126	1499	0	2510	691	172	153	1562	0	2578

Demand ratio 98%

Dropout 2%

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

- The college bent upon making itself a source of ideal and effective administrators and civil servants. So, it plays a lot of attention the competitive exams and their preparations. There are different units which work for passing percent of competitors such as:
- Chanakya Spardha pariksha Kendra: we have well equipped competitive cell. It charges the minimum charges as the fees for the membership.
- A full-fledged competitive examination guidance center with separate library and reading room.
- The centre holds about 2000 books for ready referencing and ready reckoning of the students
- The co-ordinator and Principal of college arrange expert lectures of the stalwarts in the field for the members of the center free of cost
- Gandhi VicharPariksha is one of the best activities of the center which is taken by hundreds of students every year.
- The central library of the college offers a lot of books on competitive examinations with largest reading hall:one for girls and one for boys

No. of students beneficiaries

--

5.5 No. of students qualified in these examinations

NET

--

SET/SLET

01

GATE

--

CAT

--

IAS/IPS etc

--

State PSC

--

UPSC

--

Others

--

5.6 Details of student counseling and career guidance

- Career guidance and counseling center of the college provides counseling to students and community regarding family problems, personal problems, stress management, career guidance etc. Also the teaching faculty offers personal and career guidance to the students from time to time through formal and informal modes.

No. of students benefitted

--

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	06

5.8 Details of gender sensitization programmes

- A specially constituted committee titled “YuvatiSabha” organizes several gender sensitizing programmes such as Anti-dowry Campaign, Save Girl child, Women Empowerment.
- Awareness about the health especially for girls swayamsiddhaabhiyan means Judo karate training for self-defense etc. every year.
- Different guest lectures are organised under yuvtisabha in one day personality development workshop for girls.
- Guest lecture of successful woman is organized on world woman’s day and also take the different competitions to give exposure to hidden talent of girl students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

No. of students participated in other events

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	30	67,230
Financial support from government	2541	Under process
Financial support from other sources	51	1,86,500
Number of students who received International/ National recognitions	--	--

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision and mission statements of the college are given below:

Vision: To impart quality education.

Mission: To achieve an all-around development of the students, we aim at encouraging creativity, self-employment, social service, and aesthetic sense, conscientiousness along with need of environment, sports and cultural proficiency and ideal citizenship so as to enable them to preserve the healthy democracy in the country.

The vision and mission statements are in keeping with intellectual potential and needs of this region. Most students seeking higher education in this college are from rural areas and from economically weaker section of the society. The college is catering to their needs. As a result, higher education has become accessible to deprived section of society.

Institution's distinctive characteristics: Mission of Institute amply works on the high quality education provided through wide range of disciplines, which provides opportunities to employments, Develops an educational environment for the total development of student.

6.2 Does the Institution have a management Information System?

What is the role of top management, Principal and faculty in design and implementation of its quality policy and plans?

- Executive council
- Governing council
- Board of Trustees
- Local Management Committee
- Purchase committee
- Building and construction committee
- Hostel management committee
- And other various committees to smoothen the administration

Top management plays the crucial role in the administration of the college. The principal is the Joint Secretary of the management. Important points are circulated from Hon. Principal and other elements of the top management. They are discussed and finalized by the top management. Due importance of aims, visions, goals, missions and objectives, stated in the constitutions of the institutions are considered. Hon. Principal implements the finalized decisions with the help of teaching and non-teaching staff.

6.3.1: Curriculum Development

Effective implementation of the curriculum is focused on the objectives of the institution and it is achieved through following strategies:

- 1) At the beginning of every academic year, faculty members, under the guidance of IQAC, develop schemes of action that provide opportunities for students to achieve the stated objectives of the programmes.
- 2) Each department organizes a formal meeting to plan and execute teaching methodologies for effective teaching.
- 3) The staff meeting is called at the beginning of the academic year, each teacher prepares teaching plans, and accordingly students are informed about conduct of theory and practical classes.
- 4) At the beginning of academic year, bridging lectures are organised to enlighten the students with introduction to new curricula as a part of acclimatization. Similarly, with the final year students interactions are made to focus their attention for future plans in relation to higher studies or employment.
- 5) Organization of co-curricular activities including national conferences/seminars, debates and discussions, assignments and project work, fieldwork and industrial visits, Certificate courses, Personality development and activities of NCC and NSS.

6.3.2 Teaching and Learning

All the teachers are asked to prepare teaching plans & quality notes of various concepts to be taught in the lectures.

Lectures are inspected by Principal, Vice-Principals and Head of the department. The university results are analyzed by the respective departments and office.

The data is presented and scrutinized by the members of management of the institution. Feedback forms on teaching and learning from different sections are sought and analyzed by the stakeholders of the institutions.

The pedagogic performances of the teachers are confidentially studied with merits and demerits point of view. Hon. Principal considers the observation and students' report for evaluating the performance of faculties.

The keys for better performance are privately communicated to the teachers by the principal.

6.3.3 Examination and Evaluation

The Institute strictly follows the rules and regulations about the examination and evaluation prescribed by Affiliating University and the examination committee at college level.

6.3.4 Research and Development

- 1) Visit to a Training Program in Research Institution
- 2) Collaborative work
- 3) Laboratories Reorganization & updating
- 4) Faculty members are motivated to carry out & publish their research work.
- 5) Field visits & excursion tours

6.3.5 Library, ICT and physical infrastructure / instrumentation

ICT facilities and other tools:

ICT facilities	Details of the facilities
OPAC	(Online Public Access Catalogue is an Automated Catalogue system stored in machine readable form and accessed online by the library clientele via Visual Display Unit). Software is a user's friendly. This service is very useful in the era of information exposition. There are unknown user access correct information through software and computer.
Electronics Resources Management Package For e-journal	We purchased the N-list program developed by INFLIBNET Ahmadabad. By this program users access near about 3900 e-journals and 90,000 e-books.
Library Website	Information about library is available on college website : www.mgsmasccollegechopda.org
In house / remote access	The library facility is in house. Downloaded 300 lectures on various subjects.700 e-books for public Access. Remote access to INFLIBNET.
Library Automation	The library is fully automated with VruddhiSoftare.
Total Number of Computers for public access	Three [03]
Total Number of printers for public access	Two
Internet Band width/ Speed	4 Mbps.
Institutional Repository
Content Management System for e-learning	Google and other search engine-list, N-List.
Participate in Resource Sharing	INFLIBNET – N-List and sharing with Smt. S.S. Patil Polytechnic College Chopda ,Smt.S.S.Patil Pharmacy College Chopda, Dr. Dadasaheb Suresh G. Patil Nursing College Chopda. Pankaj College, Chopda

6.3.6 Human Resource Management

The institute utilizes human resource by vertical and horizontal method for the development;

- Skilled faculty members are deputed in different committees according to their potential.
- Based on work load, qualified staff is recruited as per the guidelines provided by the university, UGC and government.
- Considering the need of time, the management of institution makes available the skilled faculty on adhoc basis.
- Mass-welfare programs like Blood donation, tree plantation, awareness rally, social survey etc. by students' participation.
- Students are sent for various competitions by selecting them through the vigorous college level competitions like debating, interview, group discussion, quiz contest and oratory.

6.3.7 Faculty and Staff recruitment

Well qualified & required staff is recruited as per sanctioned by rules and regulations of the UGC, University and Government of Maharashtra. Teachers are promoted on the basis of API Scores in various stages.

6.3.8 Industry Interaction / Collaboration

- Prof. Dr. P. S. Lohar, Dept. of Zoology had MoU's with Pattani Inland Research & Departmental center ,Department of Fisheries, and ministry of agriculture cooperatives,Govt.of Thailand Pattani-94160,Thailand 29/09/2011 for research activities and publications.Research collaboration with R & D of work hard Research centre,Aurangabad.
- The Dept. of Zoology has MoU's with Bio Era life Sciences Pvt.Ltd.Pune.

6.3.9 Admission of Students

- Admission counseling committee is constituted every year. It guides students for proper course selection.
- Online admission procedure is made available for students from the last year
- Research laboratories are recognized & updated regularly to attract PhD students.

The college adopts all the State Government, University and Constitutional rules. Admission is open to all eligible students for undergraduate courses. The admissions to post graduate courses of science faculty are given as per the Central Admission Process adopted by North Maharashtra University, Jalgaon.

For Ph.D. programmes, the students have to qualify entrance examination (PET) and successful completion of Pre-Ph.D. course as per the University norms. Student after consult with the guide develops a research proposal and synopsis and has to appear for presentation before RRC of the University.

6.4 Welfare schemes for

Teaching	Staff credit society, Medical reimbursement facility, Felicitation of teachers for special achievements.
Non-teaching	Group insurance, Medical reimbursement facility, Felicitation of non-teaching staff for special achievements.
Students	Book Bank facility, Earn & Learn scheme, Alumni, Medical checkup, Prizes for outstanding performance.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done:

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	N.M.U	Yes	IQAC
Administrative	Yes	J.D. Jalgaon	Yes	IQAC

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

For UG Programmes Yes No

For PG Programmes Yes No

*Results are declared **within 45 days after the end of the examinations.**

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

Formerly there was annual evaluation system for various courses and classes. The performance of the student is to be judged on percentage. Recently, university has reformed evaluation process and has introduced semester pattern. Students are assigned the internal marks on college assessment (CA) & external marks on university assessment (UA) programme. Grades are assigned on the basis of marks obtained in various ranges defined by the university.

Credit and Grade Point Assessment (CGPA) system is implemented by the university. This system considers continual contact between the teachers and the students, students' behavior and attendance are properly observed by the teachers.

The institution abides by all the rules and regulations of evaluation processes spelt by the UGC and university from time to time.

As affiliation system with university, we are good followers, there is a little scope for college to introduce its own evaluation system, however the personal impression of the faculty about student have some weightage when class tests or seminar is evaluated by faculty. College has its own evaluation system as follows:

1. Special assessment test before internal and university semester examination.
2. Evaluation through the seminars, projects, posters, home assignments, aptitude tests in poetry.
3. Online objective pattern test, open book examination.
4. Participation in extra-curricular activities.

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

University has provision for autonomy to the institution.

6.11 Activities and support from the Alumni Association

Alumni's meet held on 20-03-2017
50 Ex-students were present
The students' feedbacks are taken and healthy discussion is done for the progress of the institute

6.12 Activities and support from the Parent – Teacher Association

Parent-Teachers meet is held on 20-03-2017
Plans are prepared for the students' all round development.
Discussion is done on the achievements of the students.
Parents' opinions are considered for the progress of the students.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teachers meet is held on 20-03-2017
Plans are prepared for the students' all round development.
Discussion is done on the achievements of the students.
Parents' opinions are considered for the progress of the students.

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

- Rain water Harvesting
- Banyan Nursery
- Botanical Garden
- Flora & Fauna protection by Tree plantation
- No Vehicle day for Pollution Prevention awareness

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.

- The college organized mock NAAC peer team visit to all the departments of the college to assess the progress.
- Updated versions of Teacher Daily Record Diary have been issued to synchronize documentation of work done and assess the progress made

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

1. Introduced 03 Certificate Career Oriented Courses, 01 Diploma courses and one Advanced Diploma course
2. Strengthened Science laboratories by purchasing sophisticated equipment's
3. Upgraded ICT infrastructure
4. Organized the National Level Conferences
5. Organized Online quiz Competition
6. Organized mock NAAC peer team visit

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

1. Green Campus Healthy Campus.
2. Budding Researchers Scheme

****Provide the details in annexure (annexure need to be numbered as i, ii): Please See Annexure IV***

7.4 Contribution to environmental awareness / protection

1. Tree plantation in the campus was organized, Lectures on biodiversity, Global warming and Climate change and environment conservation were organized by eminent faculty of the institution.
2. Elocution competition on Environmental issues was organized.

7.5 Whether environmental audit was conducted?

No

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

Strengths:

1. Yearly Alumni meeting, Efforts for reduction of CO₂ emission in the campus.
2. Academic programmes like Music subject for B. A. Students.
3. Introduced new academic programme Defence Studies.

Weaknesses:

1. Limited Consultancy Services.

Challenges:

1. Placement opportunities must be enhanced

Opportunities:

1. Expansion of ICT based knowledge management
2. Collaboration and exchange programmes with national and international institutions



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Dr. D. A. Suryawanshi
Chairman, IQAC

ANNEXURE-I
Academic Calendar for 2016-17

Month	Week	Activities
May.2016	1 st Week 2 nd week 3 rd week 4 th week	<ul style="list-style-type: none"> • Admission committee meeting • Printing of Brochures and Prospectus • Summer Vacation
June.2016	1 st week 2 nd week 3 rd week 4 th week	<ul style="list-style-type: none"> • Counseling for students faculty wise • Admission process for UG • Term Meeting • Preparation of time tables and teaching plans of all departments • Preparation of workload • Dead stock verification • Result analysis • IQAC meeting about discussion on road map
July.2016	1 st week 2 nd week 3 rd week 4 th week	<ul style="list-style-type: none"> • Organizing departmental meeting • Holding welcome functions for students • Selection of NSS/NCC students • Admission for PG Classes • Proposal of earn and learn scheme • Students Association
August.2016	1 st week 2 nd week 3 rd week 4 th week	<ul style="list-style-type: none"> • Independence Day celebration on 15th August • Group Discussion on Economic issues • Students Council Election. • Beginning of PG classes
September.2016	1 st week 2 nd week 3 rd week 4 th week	<ul style="list-style-type: none"> • Teachers Day Function 5th September • Celebration of International literacy Day-8th September • Health checkup for all students • Internal exam held by all departments in the last week and group Discussion. • Seminars and guest lecturers to be held by various departments. • Celebration of NSS/day-24th September • IQAC meeting
October.2016	1 st week 2 nd week 3 rd week 4 th week	<ul style="list-style-type: none"> • Gandhi Jayanti Celebration 2nd October • Elocution Competition • 1st Term examination to be held by University • Alumni meeting/Parent's meeting • Term and meeting • Workshop /Guest lecture/Seminar

Month	Week	Activities
November.2016	1 st week 2 nd week 3 rd week 4 th week	<ul style="list-style-type: none"> • Diwali Vacations • Departmental meetings for commencement of Second Term • Preparation of Time Table for Second term
December.2016	1 st week 2 nd week 3 rd week 4 th week	<ul style="list-style-type: none"> • Blood donation camp on Anniversary of Ex-education minister Akkasaheb Sharadchandrika Suresh Patil • Study tour, Industrial Visit and excursion of various departments. • NCC/NSS winter Camp. • IQAC meeting about documentation various programme
January.2017	1 st week 2 nd week 3 rd week 4 th week	<ul style="list-style-type: none"> • Study tour, Industrial Visit and excursion of various departments. • College/State level seminar • Annual college Gathering • Annual Prize distribution • Yuwati sabha
February.2017	1 st week 2 nd week 3 rd week 4 th week	<ul style="list-style-type: none"> • State level online quiz organized by department of Computer Science • Internal exams in the second week by all departments • Marathi Rajbhasha day celebration • National Science day celebration 28th February • Poster presentation ,seminar and quiz contest
March.2017	1 st week 2 nd week 3 rd week 4 th week	<ul style="list-style-type: none"> • Farewell party to final Year students • World Women Day celebration 8th March • Practical examination being • University Examination being • IQAC meeting • Budget Discussion
April.2017	1 st week 2 nd week 3 rd week 4 th week	<ul style="list-style-type: none"> • University Examination • Planning Committee meeting for next academic year • Assignment of work load and advertisement for new posts • Meeting on college Magazine, Sharbhang

Annexure-II
UG and PG Programs

UG:-Arts	1) Marathi 2) English 3) Political Science 4) Geography 5) Economics 6) Hindi 7) History 8) Psychology 9) Music- (Self-Financed)
UG: Science	1) Physics 2) Chemistry 3) Electronics 4) Zoology 5) Botany 6) Mathematics 7) Computer Science 8) Microbiology 9) Biotechnology (7 to 9 self-financed)
UG: Commerce	1) Commerce 2) BBA 3) BCA (2 & 3 Self-Financed)
PG: Arts	1) Marathi 2) English 3) Political Science 4) Geography 5) Economics (All are self-financed)
PG: Science	1) Chemistry 2) Zoology 3) Computer Science 4) Microbiology 5) Electronics 6) Physics (All are self-financed)
PG: Commerce	1) M.Com 2) MBM (Both are self-financed)
Ph.D:	1) Marathi 2) Chemistry 3) Electronics 4) Zoology 5) Botany 6) Mathematics 7) Biotechnology
Certificate Courses:	1) Taxation 2) e-Commerce 3) Functional English
Diploma:	1) Functional English
Advanced Diploma :	1) Functional English
YCMOU:	1) B.A., 2) B.Com

Annexure III

Feedback Analysis

Alumni feedback

- Our alumnae are working in several reputed organizations and are rarely visiting to the college due to their busy schedule. They have suggested to organize some programs for interactions with the current students. We are committed to organize such programs via virtual lectures or video conferencing so that they can have interactions with the students and our student can be benefited with expertise.

Parent's feedback

- Parents suggested to improve security in the college premises so that the students should nurture in secured environment. College administration took positive step towards the discipline and security of the students. The dedicated discipline committee has been appointed and actively working to improve the security and discipline in the college premises.
- Further the suggestions from the parents have been taken in consideration to provide research instruments to learn the advance things in the subject that students are learning in their curriculum. Our administration and teaching staff are working to enhance the research instruments in the laboratory via various funding agencies for research projects.

Student's feedback

Institute analyzed student's feedback and found the grading on the basis of following statement:

1- Below Average, 2- Average, 3- Good, 4- Very Good, 5- Excellent.

- Among all the teachers approximate 80 % teachers got the grad between 4 to 5.
- 20 % teachers got the grade between 3 to 4.
- The teachers who scored the grade between 3 to 4 had training programs for the enhancement of teaching skills.

Annexure-IV

Best Practice-i

1. Title of the Practice: **Green Campus- Healthy Campus**

2. Goal:

- a. To keep the Campus green and clean
- b. To grow more trees with variety
- c. To help biodiversity conservation
- d. To protect aesthetic values of students and staff of our institution
- e. To stimulate eco consciousness among students

3 Contexts:

MGSM's Arts, Science and Commerce College, Chopda is situated in the lap of Satpuda mountain range. Satpuda forest is one of hotspot for floral and faunal biodiversity. Our institution is committed to maintain the health and biodiversity of the campus that eventually protect our environment.

4 The Practice:

We plant various types of plants with the help of NSS, NCC, Teaching, non-teaching staff and other students of the college. These plants are made available from forest and private nurseries at the onset of monsoon every year. These are successfully maintained by providing fertilizers and irrigation facility. We conduct the program of "Shramdan" every Friday by NSS volunteers for the maintenance of our campus

5 Evidence of the Success:

President of our institute received *Vrikshamitra Award* for development of green campus by Govt. of Maharashtra.

6. Problem encountered and Resources Required:

No serious problems were faced

7. Contact details:

Name of the Principal: Dr. D. A. Surywanshi

Name of the Institution: - MGSM's Arts, Science and Commerce College,
Chopda, Dist. Jalgaon Pin Code: 425107

Accredited Status: Grade: B

Work Phone: 02586-220140

Web site: www.mgsmasccollegechopda.org

Email: mgtsm_asc@yahoo.com

Best Practices- ii

1. **Title of the Practice:** - Budding Researchers Scheme.
2. **Goal:**
 - To develop interest of research among the students, Teaching and Non-teaching Staff.
 - To make the bridge between curricular and research.
3. **Context:** - The research is the cutting edge demand and its science and technology field contribute to the development of new research field for the society. A research culture mode is integrated into the practice of the curriculum through workshop and seminars .
4. **The Practice:**-All Teaching and Non-teaching staff, Students are engaged in research activities. Several research projects are ongoing and all teachers participating in various conferences, workshops and presented their research article. Students participate in Avishkar competition every year as per the circular of university.
5. **Evidence of the Success:-**
 - 70 to 75 % Teaching and Non-teaching staff received Research grants from UGC,
 - VCRMS for Minor and Major research project.
 - Student participation in University level Avishkar Competition and various Competitions.
 - Participation of Faculty members in National and International Conferences.
 - Publication of Research Paper in National and International Journal.
 - Student Participation in University level Research Competition at Dhulia.
6. **Problem encountered and Resources required:-**
 - Lack of Financial assistance
7. **Contact Details:-**

Name of the Principal: - Dr. D. A. Suryawanshi

Name of the Institution: - MGSM's Arts, Science and Commerce
College, Chopda, Dist.Jalgaon Pin-425107.

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