

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;

- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC 2015-16

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

AQAR for the year (for example 2013-14)

2015-16

I. Details of the Institution

1.1 Name of the Institution

College of Arts, Commerce & Science, Patpanhale

1.2 Address Line 1

A/p - Shringartali

Address Line 2

Tal - Guhagar

City/Town

Ratnagiri

State

Maharashtra

Pin Code

417 724

Institution e-mail address

scp523@yahoo.in

Contact Nos.

02359 - 244528

Name of the Head of the Institution:

Prin. Dr. Yadnyavalkya Krishnaji Thombare

Tel. No. with STD Code:

02359 - 244528

Mobile:

08424862822

Name of the IQAC Co-ordinator:

Prof. Lankesh Murlidhar Gajbhiye

Mobile:

09421186418

IQAC e-mail address:

scpiqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

EC/63/RAR/04 dated March 23, 2013

OR

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/63/RAR/04 dated March 23, 2013

1.5 Website address:

www.patpanhalecollege.in

Web-link of the AQAR:

<http://www.patpanhalecollege.in/NAAC/AQAR-2015-16.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	1 st Cycle	C+	62.64	2004	5 Years
2	2 nd Cycle	B	2.36	2013	5 Years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

30/04/2004

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

- i. AQAR _____ 22/10/2013 _____ (DD/MM/YYYY)4
- ii. AQAR _____ 30/07/2014 _____ (DD/MM/YYYY)
- iii. AQAR _____ 20/08/2016 _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 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 ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

YCMOU (UG) Study Centre

1.11 Name of the Affiliating University (for the Colleges)

University of Mumbai

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

Autonomy by State/Central Govt. / University ☐ ☐

University with Potential for Excellence ☐

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	--
2.4 No. of Management representatives	02
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	--
2.7 No. of Employers/ Industrialists	--
2.8 No. of other External Experts	--
2.9 Total No. of members	10
2.10 No. of IQAC meetings held	02

2.11 No. of meetings with various stakeholders:	No.	12	Faculty	09
Non-Teaching Staff	03	Students	Alumni	-
			Others	--

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

If yes, mention the amount

--

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	-	International	-	National	-	State	-	Institution Level	-
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(ii) Themes

-

2.14 Significant Activities and contributions made by IQAC

1. Held IQAC & Staff Meetings regularly.
2. Recommended for academic & allied improvements in the functions of the college.
3. Achieved co-ordination among different functions of the college.
4. Recommended for purchasing more computer and equipments for smooth functioning.
5. Held parent teacher meetings regularly.
6. Efforts are made to apply for UGC grants.
7. Different activities are conducted in the college for overall development of students.
8. Efforts are made to enrich the college library by purchasing more & more books.
9. Enriched the ICT facilities in the college.
10. Faculty members have been deputed to complete training programmes.
11. Academic calendars & programmes were prepared and implemented.
12. Organised NSS residential and Special District Level camp for sustainable development of society.

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
<ol style="list-style-type: none">1. To depute the faculty members for completing refresher courses.2. To conduct annual residential and special District Level Camp of NSS.3. To purchase required number of books for the college library.4. To encourage & train the students for participation in sports competitions to be conducted elsewhere.5. To hold parents-teacher, teaching and non-teaching staff meeting as and when needed.6. To encourage the faculty members for registering for Ph.D. studies.7. To apply for grants from the UGC for development of the college.	<ol style="list-style-type: none">1. Three faculty members have completed refresher courses during 2015-16.2. A 7 days annual residential camp and one Special district Level camp conducted successfully in Parchuri and in Naradkherki villages.3. A total of 303 books have been purchased for the college library.4. A total of 10 students participated in different level sport competitions.5. A total of 2 parent-teacher, 19 teaching staff & 10 non-teaching staff meetings were held.6. One teacher has either registered or in the final phase of registration for Ph.D. studies.7. One faculty member has completed Orientation course during 2015-16.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Approval is given for different activities undertaken.

Part – B Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	02	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	02	-	-	-
Total	04	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	-
Annual	02

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.

1. Yes, Syllabi are changed to impart the updated knowledge & prepare them for competitive exams.
2. Syllabi of 04 subjects have been changed.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	08	0	01	-

2.2 No. of permanent faculty with Ph.D.

02

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
--	01	--	--	--	--	--	--	--	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

--

04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	10	--
Presented papers	03	10	--
Resource Persons	--	--	--

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

1. Extra lectures engaged for those classes wherever the need for the same is felt.
2. Implemented the revised syllabi of different classes.
3. Tours & excursions were organised to widen the knowledge base of the students.

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

180

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

1. On line downloading of question papers for TYBA and TYBCom examinations is implemented.
2. There is a provision for getting photocopy of answer papers. But no requisitions are received from the students.

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

--	--	--
----	----	----

2.10 Average percentage of attendance of students

89

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.Com. (Mar-16)	74	1	70	3	0	98.65
B.A. (Mar-16)	34	1	23	10	1	100

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

1. By holding regular meeting of staff, students, LMC, different cells and associations etc.
2. Evaluation through APIs and CCTVs.
3. Day today monitoring of academic and allied activities.
4. Checked library visits of students and teachers.
5. Best leader scheme initiated.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	02
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
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	03	--	--	--
Technical Staff	05	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- 1) Encouraging the staff members to register for Ph.D. and M.Phil degrees.
- 2) Encouragement given to staff to publish the articles in research papers.
- 3) Three staff members have been deputed to participate in short duration refresher courses.
- 4) Motivation given to staff members for pursuing minor / major research projects.
- 5) Promoted students to undertake various fieldworks.
- 6) One staff member has completed Refresher course & One staff member has completed Orientation course.

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	--	01	01	--
Outlay in Rs. Lakhs	--	30,000	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	10	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	03	10	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	01	University	30,000	30,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	30,000	-

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

organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	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

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

- Special District Level Camp of 100 volunteers organized at Naradkherki successfully.

•

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	3900	--		3900
Class rooms	08	--		08
Laboratories	--	--		--
Seminar Halls	01	--		01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--		--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--		--
Others	--	--		--

4.2 Computerization of administration and library

1. Most of the Examination work is done through computers.
2. Library work is partially computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5236	6,60,725.00	76	9,180.00	5312	6,69,905.00
Reference Books	2218	3,91,197.00	176	48,338.00	2394	4,39,535.00
e-Books	--	--	--	--	--	--
Journals	54	51,104.00	15	11,260.00	69	62,364.00
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	33	29,780.00	0	0	33	29,780.00
Others (specify)	856	1,86,301.00	51	7,617.00	907	1,93,918.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	09	--	02	01	--	--	--	--
Added	--	--	05	--	--	--	--	--
Total	09	--	07	01	--	--	--	--

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

Internet access training for scholarship holders arranged.

4.6 Amount spent on maintenance in lakhs :

i) ICT	37,125
ii) Campus Infrastructure and facilities	--
iii) Equipments	14,200
iv) Others	--
Total :	51,325

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- 1) Organised Principal's address before the students.
- 2) Organised two parent-teacher meetings.
- 3) Published & distributed prospectus of the college at the time of admission.
- 4) Published pamphlets & distributed among the junior colleges of the vicinity.
- 5) Issued notices to the students about the facilities being given in the college.
- 6) Displayed newspaper cuttings in the library.
- 7) Career Guidance Cell gave information about competitive examinations.
- 8) Zonal visits were made to the various villages in the vicinity.
- 9) Displayed information about hob opportunities on the notice board.
- 10) Displayed information about competitive examinations on the notice board.
- 11) Thought for the day is written daily.
- 12) Day-to-day counselling is done.

5.2 Efforts made by the institution for tracking the progression

- 1) Meetings were held to evaluate the progress of the students.
- 2) Efforts are made to study the financial condition of the students.
- 3) Financial support was given to the needy students.
- 4) Organised various NSS activities for evaluating the progress of the students.
- 5) Earn while you Learn scheme is continued.
- 6) General Book Bank Scheme is functioning.
- 7) Established different Cells and Associations for tracking the progress of the students.
- 8) Encouraged students to participate in different sports and cultural competitions.
- 9) Conducted extra lectures for different classes to uplift the slow and advanced learners.
- 10) Emphasis is given on the personal counselling of the students.
- 11) Best reader scheme is being continued in the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
464	--	--	--

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	230	49.57		234	50.43

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
162	51	00	243	00	456	128	54	01	281	--	464

Demand ratio 1 : 1 Dropout % 25.16

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

1. Information about competitive examination is displayed on the Notice Board.
2. Newspaper cuttings about the competitive examinations are displayed in the library.
3. Organised various guest lectures for Competitive examination preparation.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

5.6 Details of student counselling and career guidance

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
--	--	--	--

5.8 Details of gender sensitization programmes

- 1) Organised programme to celebrate Savitribai Phule Jayanti.
- 2) Organised Seminar of women empowerment through Women Development Cell.
- 3) Organised Women entrepreneurship workshop on Human Rights Day.

5.9 Students Activities

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

State/ University level ☒ National level ☐ International level ☐

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	20	19,250.00
Financial support from government	302	12,65,335.00
Financial support from other sources	20	16,000.00
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p style="text-align: center;">Vision</p> <p style="text-align: center;">Enlightment through Education</p> <p style="text-align: center;">Mission</p> <p style="text-align: center;">To prepare the students for their life as good citizens.</p>

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

<ol style="list-style-type: none">1. Curriculum is developed by the University.2. Concerned teachers participated in curriculum development related workshops.

6.3.2 Teaching and Learning

<ol style="list-style-type: none">1. Study tours are organised.2. Used audio-visual aids.3. Internet facilities are used.

6.3.3 Examination and Evaluation

<ol style="list-style-type: none">1. Conducted Preliminary examinations to improve University examination result of TYBA and TYBCom classes2. Prepared students for competitive exams.

6.3.4 Research and Development

Motivated students and staff for undertaking research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Installed CCTV cameras.
2. Optimum utilization of existing infrastructure and other resources.

6.3.6 Human Resource Management

Moulding the staff for academic excellence.

6.3.7 Faculty and Staff recruitment

1. Appointment is made on merit basis.
2. Publication of advertisement in national and local newspaper.

6.3.8 Industry Interaction / Collaboration

Inducting small entrepreneurs on the IQAC of the college.

6.3.9 Admission of Students

1. Attracting students for admission belonging poor and downtrodden classes.
2. Provision of admission to all the aspiring students.

6.4 Welfare schemes for

Teaching	--
Non teaching	--
Students	1) Students Aid Fund (University Level) 2) Students Aid Fund (College Level) 3) ANGK Scholarships. 4) Earn while you learn Scheme.

6.5 Total corpus fund generated

--

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	--	--
Administrative	Yes	Govt. Of Maharashtra	Yes	C.A.

6.8 Does the University/ Autonomous College declares 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?

1. Introduction of semester (CBSGS) system.
2. Introduction Digital Examination Paper delivery system.

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

--

6.11 Activities and support from the Alumni Association

Participation in Sports and NSS activities.

6.12 Activities and support from the Parent – Teacher Association

Organised PTA meetings and efforts were made to improve the result.

6.13 Development programmes for support staff

Deputed the staff to participate in training programmes.

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

1. Removal of plastic waste from the college campus by the NSS volunteers.
2. Regular cleaning programmes were undertaken by the NSS volunteers.

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.

1. Introduced study tours for all the departments.
2. Open Annual Social Gathering conducted in the college campus.
3. Exhibited documentaries relating to curriculum.
4. Organized health and other programmes.

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

1. One faculty member has completed refresher course another member completed Orientation course during the academic year 2015-16.
2. A seven days Annual Residential camp of NSS unit of College was organized successfully in Parchuri village, Tal - Guhagar, Dist - Ratnagiri.
3. A seven days Special District Level Residential camp of NSS unit of district Ratnagiri was organized successfully in Naradkherki remote village, Tal - Guhagar, Dist - Ratnagiri.
4. A total of 10 students participated in different sports competitions.
5. A total of 10 students participated in different cultural competitions.
6. Two parent - teacher meetings were held during the year 2015-16.
7. One teachers have either registered for Ph.D. degrees studies.
8. A formal proposal has been submitted to the UGC for the grants.

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

1. A book exhibition was held on 26th Nov. 2015 to create awareness about Indian Constitution.

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

7.4 Contribution to environmental awareness / protection

1. To cope up the problem of water scarcity during summer, the NSS units have constructed 5 bandharas in the vicinity.
2. The college NSS unit observed Swachha Bharat Abhiyan in the college, college premises, market places to contribute environmental awareness.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

SWOT - Information :

- Strength :
- 1) The college is the first in the Guhagar Taluka to educate first generation students including girls.
 - 2) Supportive and encouraging management under a dynamic chairman.
 - 3) Dynamic leadership of the principal.
 - 4) There is no interference in the working of the college by anyone in any way to any extent.
- Weaknesses :
- 1) Limited range of academic programme options.
- Opportunities :
- 1) There is a scope for introduction of more number of job oriented courses.
 - 2) Availability of committed faculty and enthusiastic students.
- Threats :
- 1) The Institution is working under highly competitive environment For its own existence and to serve the society.

8. Plans of institution for next year

1. To organize a national level seminar for interdisciplinary subjects.
2. To depute the faculty members for completing refresher courses.
3. To purchase required number of books for the college library.
4. To encourage and train the students to participate in sports competitions.
5. To encourage and train the students to participate in cultural competitions.
6. To purchase new equipments and maintain them for smooth office working.
7. To hold teaching, non-teaching, parent-teacher and other meetings regularly.
8. To maintain work diaries for streamlining the academic and other related activities.

ACADEMIC CALENDAR 2016-2017

DATES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	T.D.		
JUNE 2016					SUN	T1	T2	T3	T4	T5	T6	SUN	T7	T8	T9	T10	T11	T12	SUN	T13	T14	T15	T16	T17	T18	SUN	T19	T20	T21	T22		22		
JULY	T23	T24	SUN	T25	T26	H eid	T27	T28	T29	SUN	T30	T31	T32	T33	T34	T35	SUN	T36	T37	T38	T39	T40	T41	SUN	T42	T43	T44	T45	T46	T47	SUN	25		
AUGUST	T48	T49	T50	T51	T52	T53	SUN	T54	T55	T56	T57	T58	T59	SUN	H ID	T60	H Pabli	T61	T62	T63	SUN	T64	T65	T66	T67	T68	T69	SUN	T70	T71	T72	25		
SEPTEMBER	T73	T74	T75	SUN							SUN	H eid	T76	T77	T78	T79	T80	SUN	T81	T82	T83	T84	T85	T86	SUN	T87	T88	T89	T90	T91		19		
OCTOBER	T92	SUN	T93	T94	T95	T96	T97	T98	SUN	T99	H DASRA					SUN							SUN									8		
NOVEMBER													SUN	H G N JAVANTI	T100	T101	T102	T103	T104	SUN	T105	T106	T107	T108	T109	T110	SUN	T111	T112	T113		4		
DECEMBER	T114	T115	T116	SUN	T117	T118	T119	T120	T121	T122	SUN	H eid	T123	T124	T125	T126	T127	SUN	T128	T129	T130	T131	T132	T133								20		
JAN 2017	SUN	T134	T135	T136	T137	T138	T139	SUN	T140	T141	T142	T143	T144	T145	SUN	T146	T147	T148	T149	T150	T151	SUN	T152	T153	T154	H RD	T155	T156	SUN	T157	T158	25		
FEBRUARY	T159	T160	T161	T162	SUN	T163	T164	T165	T166	T167	T168	SUN	T169	T170	T171	T172	T173	T174	SUN S J	T175	T176	T177	T178	H MS	T179	SUN	T180	T181				23		
MARCH	T182	T183	T184	T185	SUN							SUN							SUN													4		
APRIL		SUN							SUN							SUN							SUN											
MAY 2017																																		
							SUN																											

MID TERM BREAK

DIWALI VACATION

WINTER BREAK

SEMESTER EXAM I & III

SEMESTER EXAM II & IV

06/09/2016 TO 12/09/2016

26/10/2016 TO 14/11/2016

25/12/2016 TO 01/01/2017

13/10/2016 TO 25/10/2016

06/03/2017 TO 17/03/2017

NSS CAMP

SPORTS

CULTURAL

20/10/2016 to 26/10/2016

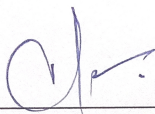
02-01-2017 to 07-01-2017

T = Teaching Day
H = Holiday




Principal, Papanhale Tal. Guhagar Dist. Ratnagiri 415724 (MAHA)

Name : Prof. Lankesh Murlidhar Gajbhiye

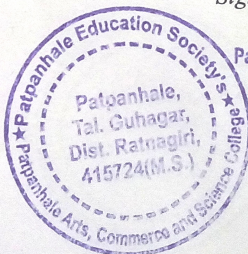


Signature of the Coordinator, IQAC

Name Prin. Dr. Yadnyavalkya Krishnaji Thombare



Signature of the Chairperson, IQAC



Principal
Patpannale Arts Commerce & Science College,
Shringartali, Tal. Guhagar
Dist. Ratnagiri 415724 (Maharashtra)

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
