The Annual Quality Assurance Report (AQAR) of the IQAC
Part – A
AQAR for the year 2016-17

1. Details of the Institution

1.1 Name of the Institution	Arts and Commerce College, Phondaghat
1.2 Address Line 1	Vidyanagar, Ghonsari Road
Address Line 2	Phondaghat.
Address Line 3	Tal: Kankavli Dist: Sindhudurg
State	Maharashtra
Pin Code	416601
Institution e-mail address	accp1995@yahoo.com
Contact Nos.	02367245060
Name of the Head of the Institution:	Dr. Vasant Sitaram Shekade
Tel. No. with STD Code:	02367245060
Mobile:	9420178352
Name of the IQAC Co-ordinator:	Prof. Vinodsinh Vilasrao Patil
Mobile:	9421235804
IQAC e-mail address:	iqacaccp2015@yahoo.com
1.3 NAAC Track ID	MHCOGN22284
1.4 NAAC Executive Committee No. & Date:	
1.5 Website address:	www.phondaghatcollege.com
Web-link of the AQAR:	www.phondaghatcollege.com/aqar2016-17

1.6 Accreditation Details:

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.16	2016	5yrs
2	2nd Cycle	NA	NA	NA	NA
3	3rd Cycle	NA	NA	NA	NA
4	4th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC: DD/MM/YYYY   20th October 2016

1.8 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 2015-16   submitted to NAAC   on 27/11/2017
  ii. AQAR_____NA_____ (DD/MM/YYYY)
 iii. AQAR_____NA_____ (DD/MM/YYYY)
  iv. AQAR_____NA_____ (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 [√]

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)   [NIL]

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	NIL		
University with Potential for Excellence	NIL	UGC-CPE	NIL
DST Star Scheme	NIL	UGC-CE	NIL
UGC-Special Assistance Programme	NIL	DST-FIST	NIL
UGC-Innovative PG programmes	NIL	Any other *(Specify)*	NIL
UGC-COP Programmes	NIL		

2. IQAC Composition and Activities (Composed since 2016-17)

2.1 No. of Teachers		10
2.2 No. of Administrative/Technical staff		01
2.3 No. of students		00
2.4 No. of Management representatives		03
2.5 No. of Alumni		02
2.6 No. of any other stakeholder and community representatives		02
2.7 No. of Employers/ Industrialists		00
2.8 No. of other External Experts		00
2.9 Total No. of members		18
2.10 No. of IQAC meetings held		01
2.11 No. of meetings with various stakeholders:	No: 00	Faculty: 02
Non Teaching Staff: 00	Alumni: 00	Others: 00
2.12 Has IQAC received any funding from UGC during the year?		No
If yes mention the amount		NIL
2.13 Seminars and Conferences (only quality related)		
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by IQAC		NIL

2.14 Significant Activities and contributions made by IQAC

Actually, IQAC has been formed as per NAAC norms since October 2016, but before that there was an informal committee observing the quality of the college.

(i) Prepares co-curricular committees, academic calendar and conducts internal survey and introspection of academic, co-curricular and extra-curricular activities in the College.

(ii) Conducts the review and recommendations made by the NAAC peer team and keen to implement the recommendations.

(iii) Encourages the Departments of the college to organize seminar, conferences and symposia and renders active cooperation for the organizations of the events.

(iv) Encourages the faculty and students of the college to participate actively in the various research activities including pursuing for research degrees such as Ph.D./ M.Phil.

(v) Conducts periodical review of the documentation in Departments.

(vi) Promotes curricular and extra- curricular activities on the premises and also encourages students to participate in curricular and extra-curricular activities at Inter-collegiate, Inter-university and National Levels

(vii) Helps to sensitize students in ecological and environmental problems.

(viii) Helps the departments of the college to sensitize students about social justice, secularism and gender equality related issues in the society.

(ix) Promotes faculty and departments of the college to connect the society and to utilize the knowledge of the faculty for the social welfare.

(x) Conducts the review of the development of the college and plans for the commencement of new courses and projects in the college.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC (Informal Committee) in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year * (2016-17)

Plan of Action	Achievements
Emphasizing the enhancement of the co-curricular and extra-curricular talent among the students.	An increase in the participation of the students in certain activities to some extent.
Promoting research culture over the campus.	Active participation in the research activities such as projects, by the students and faculty as well.
Providing encouragement to the extra-curricular talent of the students focusing especially the cultural talent of the students.	Students are encouraged to participate in sports and cultural activities of the college, university and competition organised by various other social and cultural organisations.
Focusing on the career building of the students by providing career guidance.	Various programmes organised under the Career Guidance Cell organised small self-employment courses with the help of MEDC
Sensitising students about social justice, secularism and gender equality.	Various programmes and workshops are organised under the heads of departments NSS, SPWDC, DLLE, MVV to sensitize students about social and gender related issues and to inculcate social and moral values among the student.
Infrastructural development keeping pace with the growth of the college.	A significant and continuous infrastructural growth be observed in the college with updating the existing class rooms, library facilities etc.
Beginning NCC unit in the college to introduce the defence and discipline culture to the students.	College has finished formalities for commencement of the new NCC Unit and the sanction of proposal is pending by the authority.
Connecting the college with the society and to utilise the expertise for the social welfare.	Teachers of the college deliver lectures on various social issues, in social gatherings.

2.15 Whether the AQAR was placed in statutory body?   Yes   No

Management	Yes	Syndicate	--	Any other body	--

Provide the details of the action taken

AQAR is placed before the Management body. Regular review of the achievements was taken by the authority. Management also provided assistance for planning along with the provision of monitory support, to construct more classrooms, to increase the use of ICT and apply for Virtual classroom, to apply for new courses.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	No. of existing Programmes	No. of programmes added during the year	No. of self-financing programmes	No. of value added / Career Oriented programmes
PhD	NIL	NIL	NIL	NIL
PG	NIL	NIL	NIL	NIL
UG	**02**	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL

Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ☐ Yes
(On all aspects)

Mode of feedback   :   Online ☐   Manual ☐ Yes   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.

> Yes, Since the college is affiliated to the University of Mumbai, revision and update of syllabi is conducted by the respective Board of Studies of University of Mumbai. However a faculty member of the college is working on the syllabus revision committee appointed by the BOS of the university in subject of Geography.

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	Asso. Professors	Professors	Others
10	08	NIL	NIL	01 Principal 01 Librarian

2.2 No. of permanent faculty with Ph.D. | 05 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year 2016-17

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest	00	Visiting	01	Temporary	04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	20	03
Presented papers	03	12	02
Resource Persons	--	01	01

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

(i) Traditional Teaching methods with use of ICT in Teaching and Learning.
(ii) Use of audio-visual aids.
(iii) Film shows and curriculum related documentaries shows in Marathi, Geography and History Departmets.
(iv) Off Campus teaching learning especially in the Marathi, Geography, Economics and History. Teaching-Learning is conducted on the field level.
(v) Seminar, group discussions and class tests of the students.

2.7 Total No. of actual teaching days during this academic year 2016-17: **197**

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

College practices the evaluation reforms like Tutorials, Unit Tests, etc. Photocopy of answerbook is provided for the students on demand.

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

2.10 Average percentage of attendance of students | **Eighty Per cent (80%)** |

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	42	03	12	15	09	03
BCom	70	00	12	14	05	33

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
1. Review of the Teaching plan at the beginning and completion report at the end of semester from teachers.
2. Student feedback at the midterm and end of semester.
3. Periodical meetings with faculty for application of ICT in Teaching and Learning.
4. Guest lectures for students and faculty members.
5. Periodical tests, tutorials of the students especially students from the final year.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others (NSS Orientation)	--

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	07	01	NIL	NIL
Technical Staff	NIL	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

With the assistance of Research and Development Cell of the college IQAC encourages the faculty to register for M.Phil., Ph.D. and to apply for the Major and Minor Research Projects to the University. Students of the college are also encouraged to participate in various research activities.

Display of notices and brochures on the notice board for students.

Availability of Journals, Periodicals and Reference books in the library.

Active contribution of the students in the Research activities of Geography, Economics and History Departments.

Publication of Annual Magazine 'Viveksindhu' contains literary material of the students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	12	01
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range		Average	Yes	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				
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. | 06 | ii) Without ISBN No. | 00 | Chapters in Edited Books | 00 |

3.8 No. of University Departments receiving funds from

UGC-SAP		CAS		DST-FIST	
DPE				DBT Scheme/funds	

3.9 For colleges

Autonomy	---	DBT Star Scheme	---	CE	---
CPE	---	INSPIRE	---	Any Other ICSSR	---

3.10 Revenue generated through consultancy | ---- |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01		01	
Sponsoring agencies					

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

| Experts | 00 | Chairpersons | 02 | Resource persons | 04 |

3.13 No. of collaborations: NIL

| 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 College | | Total | |

3.16 No. of patents received this year:

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

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

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 Ph. D. Guides | 04 | students registered | 08 |

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): NIL

| JRF | -- | SRF | -- | Project Fellows | -- | Any other | -- |

3.21 No. of students Participated in NSS events:

University level	20	State level	--
National level	01	International level	--

3.22 No. of students participated in NCC events:

University level	NA	State level	NA
National level	NA	International level	NA

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	NA	State level	NA
National level	NA	International level	NA

3.25 No. of Extension activities organized

University Forum		College Forum	
NSS	10	DLLE	06
SPWDC	03	MVV	04

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

> NSS Unit of the college is active contributor of *Swachchha Bharat Abhiyan*. The volunteers of NSS are always frontiers of the Cleanliness Awareness Campaign in the local society. Hundred volunteers of NSS Unit participated in the *Abhiyan*. Save Electricity mission, Annual Camp, AIDS day, NSS Day are celebrated by the volunteers. 75 volunteers participated in residential camp of 7 days in adopted village. 22 volunteers participated in various District and University level workshops and camps. 1160 plants were planted in Sahyadri ranges.
>
> Career Guidance and Employment Cell of the college has organised courses for the college students as well as local eligible youths which oriented the native community as well as students to the career advancement.
>
> SP Women Development Cell of the college organised lecture on *Empowerment of Women, Atrocities on Women at Home and Workplace* in order to create awareness among women.
>
> Maharashtra Vivekvahini has organized various awareness programmes: Anti Superstition Awareness programme, Eco-friendly Festivals, Crackers-free Divali festival, etc.
>
> DLLE has organized training programmes and workshops for the students regarding various activities. A lecture on How to Invest Money by Mayur Shah was organised. Students participated in 'Uddan Festival' at Devgad and secured First Rank in poster making competition. A poster display was organized in college campus through Save Sahyadri Mission.
> The college publishes Annual Magazine 'Viveksindhu' containing poems, short stories, essays in Marathi, Hindi and English written by the students.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.5 Acres	--	--	4.5 Acres
Class rooms	09	--	college	09
Laboratories / Library	45 SqMts	--	College	45 SqMts
Seminar Halls	01	--	College	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	03	19	College	22
Value of the equipment purchased during the year (in Rs.)	--	37350	College	--
Others	--	--	--	--

4.2 Computerization of administration and library

> The administrative work of the college is partially computerized. The examination software is in use to do examination work. Library is not computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2332	227291	318	51514	2650	278805
Reference Books	1287	229308	9	3614	1296	232922
e-Books	--	--	--	--	--	--
Journals	17	6000	10	3000	27	9000
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	16	1014	--	--	16	1014
Others (specify) Books	2435	380438	259	54517	2694	434955

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	10	--	03	--	--	01	09	--
Added	02	--	01	--	--	--	--	--
Total	12	--	04	--	--	01	09	--

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

> i) Faculty, administrative staff and students are promoted to take formal training of ICT. Most of the staff and students have completed the certificate course of MSCIT.

4.6 Amount spent on maintenance in Rs :

Particulars	Amount in Rs.
i) ICT	7850
ii) Campus Infrastructure and facilities	15345
iii) Equipments	27300
iv) Others	3855
Total :	54350

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC holds regular discussions on the students' support and feedback to the college activities. The support services are published in prospectus of the college, as well as notices are displayed time to time. Student Welfare committee also gives suggestions to the faculty over student support services and guides students for retrieving various opportunities of scholarships and career advancements with the assistance of the concerned committees.

5.2 Efforts made by the institution for tracking the progression

> (i) Progression is observed and evaluated in the Staff Council Meetings presided by the Principal frequently.
> (ii) Various committees VIZ Attendance, Examination and Discipline monitor the attendance of the students and make them aware about the importance of attendance in the class room and premises.
> (iii) Promotes students to utilize the library facility optimum.
> (iv) Preparation of the students for Competitive examination through Career Guidance Cell.
> (v) Students are encouraged to participate in social activities and national missions through the programmes and drives organised by NSS, SPWDC, DLLE, Maharashtra Vivekvahini and Extension Services.
> (vi) Interaction with students through Group Guidance Scheme.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
438	---	---	---

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	238	54.34		200	45.66

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
211	48	04	138	01	402	200	57	05	175	01	438

Demand ratio	1:1	Dropout %	27.74%

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

> (i) College runs Career Guidance & Employment Cell, through which students are provided proper coaching for the competitive examinations.
> (ii) The faculty of the college and the external resources guide students for the same. Moreover the lectures are organised frequently.
> (iii) Career Guidance and Employment Cell displays various notices for the students to inform them about various competitive examinations and other employment opportunities.

No. of students beneficiaries	14

5.5 No. of students qualified in these examinations:

NET	---	SET/SLET	---	GATE	---	CAT	---
IAS/IPS etc	---	State PSC	---	UPSC	---	Others	05

5.6 Details of student counselling and career guidance

(i) Students Counselling committee offers the counselling to the students regarding their problems. Students are counselled in and outside of the classrooms whenever necessary.
(iii) Career Guidance and Employment Cell of the college helps students to find right direction to choose the appropriate career for their future.
(iv) SPWDC of the college helps the girl students to come over the gender related issues.
(v) Maharashtra Vivekvahini encourages the students to think critically and behave properly. It also promotes them to conserve environment, gender equality, etc.

No. of students benefitted	All

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

5.8 Details of gender sensitization programmes

Savitribai Phule Women's Development Cell of the college organizes regular meetings of the female students of the college in order to attend the grievances and problems of the fair-sex.

WPWDC organized Prof. Vidya Modi's lecture on 'Women Empowerment and Shri Milan Kamble's speech on Atrocities on Women at Home and Workplace' for the college students.

SPWDC, Maharashtra Vivekvahini, DLLE and NSS Unit of the college organize rallies and workshops for the students of the college to create awareness about gender issues and policies.

5.9 Students Activities

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

State/ University level	--	National level NSS	01	International level	---

No. of students participated in cultural events:

State/ University level	02	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

	No. Of students	Amount in Rs.
Financial support from institution	--	--
Financial support from government	129	918305
Financial support from other sources	---	---
Number of students who received International/ National recognitions	18	14400

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

> **Vision**
> Higher Education for students from rural, hilly and economically backward area.
>
> **Mission**
> To Promote higher education for the students in rural, hilly area and particularly for female students.
>
> To generate a sense of self respect, equality and self-development among them.
>
> **Objectives**
> To aim at character building and personality development of the students through curricular and extra curricular activites.
>
> To create the work culture and dignity of labour among the students through NSS and other extra curricular activities.
>
> To prepare students for competitive examinations.

6.2 Does the Institution has a management Information System

> Yes, the College emphasizes on the effective implementation of RTI and the transparency of administration. The college has entrusted the responsibility to the Head Clerk. Necessary information regarding administration is available on the college prospectus and website.

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

6.3.1 Curriculum Development

> The college follows the directives of the various academic bodies such as BOS of the University. However one faculty member contributes in the curricular developments of the University as members of the Curriculum Development Committee of the University.

6.3.2 Teaching and Learning

> (i) Use of ICT: Use of OHP, LCD Projector, TV, DVD Player etc.
> (ii) Organisation of Seminars in class.
> (iii) Inviting external expertise from the other college, university and various institution.
> (iv) Extra books are given to the students on Gold Card, Borrow card and Identity card.
> (v) Organisation of Study tours and visits at various places.
> (vi) Different approaches are adopted for interactive and effective teaching and learning.

6.3.3 Examination and Evaluation

> Being an affiliated college, the college follows the examination and evaluation patterns as per prescribed by the University of Mumbai. Besides, the college makes certain experiments in evaluation by conducting tutorials, orals, presentation, departmental tests in order to monitor the regular curricular development of the students. The answer-sheets of FY and SY classes are assessed through CAP at college.

6.3.4 Research and Development

1. Teachers are promoted to undertake Major and Minor Research projects from funding agencies such as University and ICSSR.
2. The teachers are encouraged to participate in various seminars, conferences and to present research papers.
3. The faculty is encouraged to register for M.Phil. and Ph.D. and to pursue the same.
4. Specially availability of the reference material (books, journals and e material) from the college through college library for an individual research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

(i) Adequate budget provision for library resources and furniture. Siddhivinayak Book Bank Scheme for all students and BC Book Bank Scheme for BC students . Free access of periodicals and semi-free access of books for students. Ideal Reader Competition to increase reading habit of students. Gold Card Scheme for Special students.
(ii) Well planned canteen building.
(iii) staff room.

6.3.6 Human Resource Management

Different committees are formed for effective utilization of HR for execution of various activities. The work is assigned as per the qualification and ability of the teacher.
The expertise of the Academic Faculty of the college is also available for the social causes. Moreover the faculty of the college is helpful to search the remedies on the social and other problems such as environment, employment and eradication of superstitions of the local society.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment is done as per the norms and guidelines of University of Mumbai, state government of Maharashtra and University Grants Commission.

6.3.8 Industry Interaction / Collaboration

1. Practical works and visits are conducted in Social Science subjects as prescribed.
2. Experts from the Industries and management are invited to guide the students.

6.3.9 Admission of Students

Online Admission process is conducted through the transparent mechanism and as per the norms, rules and regulations laid down by University of Mumbai and Government of Maharashtra. This includes merit and reservation quota basis.
Admission process is coordinated by Admission Committee of the college. Counseling sessions are organized for the parents/guardians and for the new entrants at the first year level students. Students are counseled for the right choice of subjects and briefed on the facilities and the ethos of the college.

6.4 Welfare schemes for

Teaching	Implementation of all government schemes inclusive of insurance, provident fund etc. Grants of Duty Leave, DA/TA for the staff.
Non teaching	Implementation of all government schemes inclusive of insurance, provident fund etc. Grants of Duty Leave, DA/TA for the staff.
Students	Students Aid Fund, Concession in fees for poor and needy students, Students Insurance, Various non govt. Scholarships, Installments in fees, TA/DA to participate in various activities.

6.5 Total corpus fund generated   NA

6.6 Whether annual financial audit has been done   Yes | 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	No	No
Administrative	No	No	No	No

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

For UG Programmes	Yes	**Yes**	No	
For PG Programmes	Yes		No	

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

> Since the college is affiliated to the University of Mumbai, it follows the reforms and majors directed by the University. However, University takes regular review of the syllabi as well as examination patterns and makes reformation accordingly.

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

> NA

6.11 Activities and support from the Alumni Association

> Alumni Association is not formed yet.
> But the Alumni of the college helps in various Social and Cultural activities organized in the college.

6.12 Activities and support from the Parent – Teacher Association

> The Parent Teacher Association is not formed but each teacher has been assigned the responsibility of students from some villages (Group Guidance Scheme).
> The teachers meet the parents of the students at their house to discuss the progress and problems of the students.

6.13 Development programmes for support staff

> NIL

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

(i) Campus beautification by designing garden in the premise.
(ii) Implementation of Green and Clean Campus Programme.
(iii) Use of plastic is restricted in the campus.
(iv) Plantation of trees in ecological view.
(v) Minimum use of paper in administration and teaching. Promotion for e - administration, e learning and ICT in teaching.
(vi) Save Electricity Campaign by switching off the lights during interval time.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Better communication between students and faculty, students and administration has been encouraged during the year which helped to create friendly and conducive atmosphere over the premises of the college. Continuous efforts have been taken for the social orientation of the students and faculty of the college. Through Extension services like NSS, SPWDC, Maharashtra Vivekvahini and DLLE students are encouraged to participate in the social activities. Frequent efforts are taken to create environmental awareness and awareness of Clean India Campaign among the students with the help of various co-curricular and extra-curricular departments.

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

> Continuous S.Y.B.A./B.Com. and T.Y.B.A./B.Com. classes internal evaluation of the students was conducted during the academic year as decided in the beginning of the year. Also students were given proper counselling and guidance for their career in future. College faculty is often enthusiastic to contribute in the research as well as social activities. Students are encouraged to register more participation in extra-curricular and co-curricular activities which helps their thorough development of personality.
> Keeping the pace with the growing need of the college infrastructure and other facilities of the college are constantly upgraded.

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

Best Practices: I

1. **Title of the Practice**: Gold Card Scheme for Library.

2. **Goal**: 1. To develop competition of learning amongst students.
   2. To help rank holders to save the time in the administrative process.
   3. To improve the quality of education.

3. **The Context**: Rank holders are issued Gold Cards for library reading by which they get the following benefits also.

   1. They get easy access to library, reading room and office.
   2. Two books are issued for home reading for maximum two weeks as compared to others students.
   3. They are given option to pay fees in instalments, if needed.
   4. Students holding Gold Cards are our "Privilege Students".

4) **The Practice**:

   a) **Costing:** Free.

   b) **Unique practice:** Such type of facility is not given by any other college.

   c) **Constraint /Limitations:** No constraint / limitation

5) **Evidence of success:** Name of the Students whom the card issued.

S.N	Student Name	Achievement
1	Chavan Navnath C.	First in F.Y.B.A.
2	Jadhav Prasenjit D.	Second in F.Y.B.A.
3	Parab Bhavika M.	First in F.Y.B.Com.
4	Gosavi Ankita A.	Second in F.Y.B.Com.
5	Modi Shubham S.	First in S.Y.B.A.
6	Malvade Siddhi S.	Second in S.Y.B.A.
7	Parte Manish B.	First in S.Y.B.Com.
8	Teli Sameer S.	Second in S.Y.B.Com.
9	Shinde Sayli D.	First in T.Y.B.A.
10	Dharade Sunita P.	Second in T.Y.B.A.
11	Gothankar Bhakti H.	First in T.Y.B.Com.
12	Rane Pooja M.	Second in T.Y.Com.

Rank holders and student who have excelled in the extracurricular activities are given Gold Library Card. The holder of this Gold Card is given two books for home reading for two weeks as compared to others students who are given one book for one week. They have direct access in the library and in the office i.e. they are given the preference while paying the fees, handling the books and any work related to library and the office. By this practice they will not waste their time.

6. Problems Encountered and Resources Required
The college has not encountered any problem with this innovative practice. The college will increase its range from next year.

7. Notes (Optional)
The students can work hard to achieve success at various levels. They get the feeling of prestige, confidence; and study sincerely.

8. Contact Details
Name of the Principal: Dr. V. S. Shekade.
Name of the Institution: Arts and Commerce College, Phondaghat.
City: Phondaghat Pin - 416601
Work Phone: 02367-245060 Website: www.phondaghatcollege.com
Email: accp1995@yahoo.in

Best Practices: II

1. Title of the Practice: Employment and Self employment Cell.

2. Goal: 1. To increase Self employment awareness among the students.
2. To develop the various soft skills among the students.

3. The Context: Students are given opportunity to develop their skills through Maharashtra Entrepreneurship Development Centre, Sindhudurg. The trainers were appointed by MEDC to organize workshops, trainings in the college on weekends, public holidays. They train the students not only theoretically but also practically.

4. The Practice: a) Costing: Training is given to students with the fees as low as possible.
b) Unique practice: This is a unique practice to make the students ready for self employment.

c) Constraint /Limitations: After training, the students face hurdle to raise capital for small scale business.

5. Evidence of success: List of programmes conducted in 2016-17,

Name of the Programme	Number of Beneficiaries
Civil Construction Supervisor Training	33
Beauty Parlour Training	25

6. Problems Encountered and Resources Required

The students are trained but it is difficult for them to start their own small scale business, because of lack of capital. So they have to work as a labour at other small scale business, where they earn very little. There is problem of market for the goods in the vicinity.

7. Notes (Optional)

The training got by the students is useful to start own small scale business or work as labour at other business. Further these skills can be used at domestic level to save money.

8. Contact Details

Name of the Principal: Dr. V. S. Shekade.
Name of the Institution: Arts and Commerce College, Phondaghat.
City: Phondaghat Pin Code: 416601
Accredited Status: Nil
Work Phone: 02367245060 Website: www.phondaghatcollege.com
Email: accp1995@yahoo.in

7.4 Contribution to environmental awareness / protection

Plantation in College Campus- However, attempts are being made to maintain the greeneries of the campus and to preserve the old trees of considerable value that generate fresh air- an action which is highly recommendable for maintaining healthy atmosphere and ecology of an institute, engaged in shaping the minds of the youth with great potentials. The college peon maintains the college surroundings. Trees have been planted all along the boundary wall of the campus.

Plantation in Pubic Forest Area – The public forest department and the college students have planted Teak and other species of trees in the Phondaghat forest area.

Environment Conservation Awareness Rally - An effort is taken by the college and the community to create awareness about the environment and keep it clean. Students and the staff enjoy a clean environment.

Tree Awareness Rally – For creating awareness regarding the plantation of trees College students actively conducted and participated in the rally from College to Bus Stand under the motto "Save Trees, Save Life".
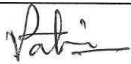
7.5 Whether environmental audit was conducted? Yes [ ] No [No]

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

927 Books have been provided to college for Book Bank Scheme by the Siddhivinayak Mandir Trust, Dadar, Mumbai.

8. Plans of institution for next year

- To Construct new classrooms and reading room.

Signature of the Coordinator, IQAC
Name: Vinodsinh Vilasrao Patil

Signature of the Chairperson, IQAC
Name: Dr. Vasant Sitaram Shekade

***

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
DLLE	-	Department of Lifelong Learning and Extension
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
ICSSR	-	Indian Council of Social Science Research
IQAC	-	Internal Quality Assurance Cell
MPSC	-	Maharashtra Public Service Commission
MVV	-	Maharashtra Vivekvahini
NCC	-	National Cadet Corps
NET	-	National Eligibility Test
NSS	-	National Service Scheme
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing