Annual Quality Assurance Report 2016-17

Submitted to

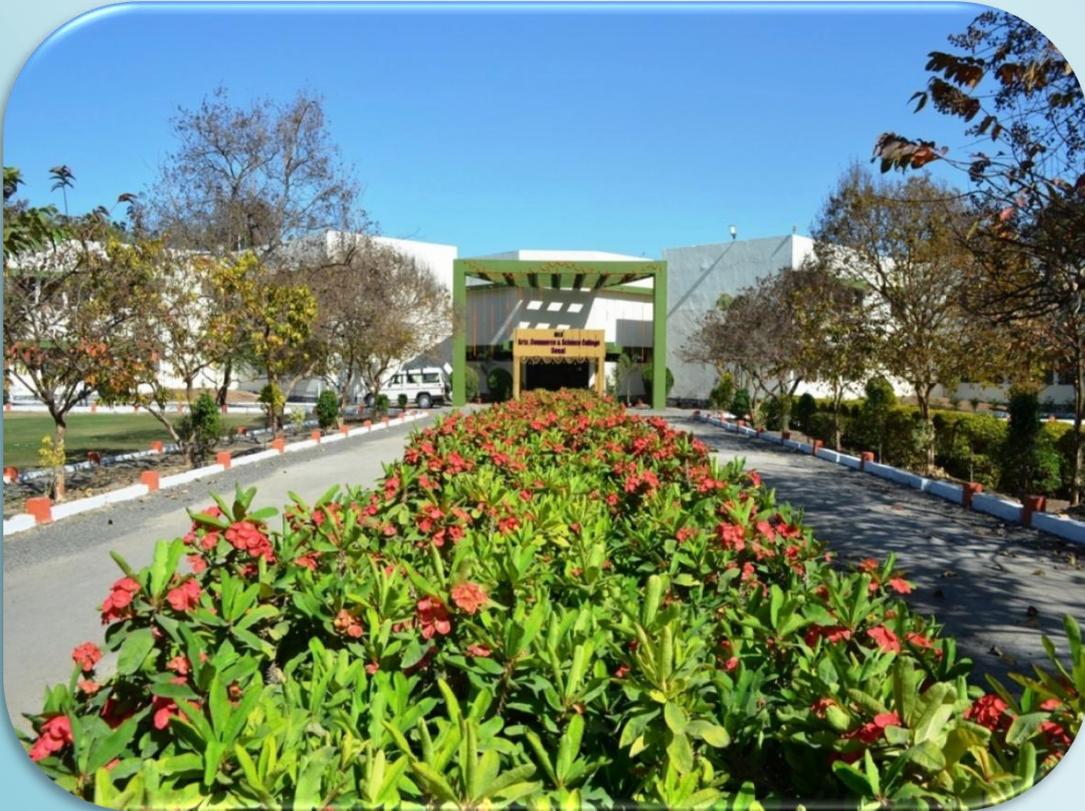## The National Assessment and Accreditation Council, Bangalore

By

Mula Education Society's

Arts, Commerce & Science College, Sonai

Tal- Newasa, Dist- Ahmednagar – Pin - 414105

Maharashtra

The Annual Quality Assurance Report (AQAR) of the IQAC
Part – A

2016 - 2017

1. Details of the Institution

1.1 Name of the Institution

Mula Education Society's Arts, Commerce and Science College, Sonai.

1.2 Address Line 1

Sonai - Rahuri Road,

Address Line 2

At / Post: Sonai, Tal: Newasa, Dist: Ahmednagar

City/Town

Sonai

State

Maharashtra

Pin Code

414105

Institution e-mail address

sonaicollege@yahoo.co.in

Contact Nos.

02427-231384

Name of the Head of the Institution:

Dr. Shankar Laxman Laware

Tel. No. with STD Code:

02427-231384

Mobile:

9822742384

Name of the IQAC Coordinator:

Dr. Sandip Prabhakar Khedkar

Mobile:

9767975829

IQAC e-mail address:

mesacsccollege@gmail.com

1.3 NAAC Track ID

MHCOGN10254

1.4 NAAC Executive Committee No. & Date:

EC (SC)/23/A&A/11.3,Dated: 28th March 2017

1.5 Website address:

http://www.acssonaicollege.com

Web-link of the AQAR:

http://www.acssonaicollege.com/wp-content/uploads/2017/11/MHCOGN10254-_ARTS-COMMERCE-AND-SCIENCE-COLLEGE-SONAI-TAL-NEWASA-DIST-AHMEDNAGAR-414105-1.pdf

1.6 Accreditation Details:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	-	2003	21/03/2003 To 20/03/2008
2	2nd Cycle	B	2.44	2011	30/11/2011 To 29/11/2016
3	3rd Cycle	A	3.02	2017	28/03/2017 to 27/03/2022
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY   17/07/2008

1.8 AQAR for the year   2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC
Date of Reaccreditation: 28th March 2017

1.10 Institutional Status:

University   State | - | Central | - | Deemed | - | Private | - |

Affiliated College   Yes | √ | No | - |

Constituent College   Yes | - | No | √ |

Autonomous college of UGC Yes | - | No | √ |

Regulatory Agency approved Institution Yes | - | No | √ |

Type of Institution Co-education | √ | Men | - | Women | - |

               Urban | - | Rural | √ | Tribal | - |

Financial Status   Grant-in-aid | - | UGC 2(f) | √ | UGC 12B | √ |

               Grant-in-aid + Self Financing | √ | Totally Self-financing | - |

1.11 Type of Faculty / Programme

     Arts | √ | Science | √ | Commerce | √ | Law | - | PEI (Phys.Edu.) | - |

     TEI (Edu) | - | Engineering | - | Health Science | - | Management | - |

     Others   (Specify) | . BBA, BBA (CA) of SPPU & (BA, B.Com. , MBA- YCMOU, NASIK) |

1.12 Name of the Affiliating University | Savitribai Phule Pune University, Pune |
     (for the Colleges)

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

     Autonomy by State/Central Govt. / University | - |

University with Potential for Excellence	-	UGC-CPE	-

DST Star Scheme	-	UGC-CE	-

UGC-Special Assistance Programme	-	DST-FIST	-

UGC-Innovative PG programmes	-	any other (*Specify*)	-

UGC-COP Programmes	√

2. IQAC Composition and Activities

2.1 No. of Teachers — 09

2.2 No. of Administrative/Technical staff — 03

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 stakeholder and community representatives — 04

2.7 No. of Employers/ Industrialists — 01

2.8 No. of other External Experts — 01

2.9 Total No. of members — 24

2.10 No. of IQAC meetings held — 04

2.11 No. of meetings with various stakeholders: No. [21]   Faculty [10]

Non-Teaching Staff [03]   Students [05]   Alumni [02]   Others [01]

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 [-]

University / District [05]

(ii) Themes

> 1. Cyber Security
> 2. Human Rights
> 3. Research Attitude among students
> 4. Beauty Culture, 5. Net Banking

2.14 Significant activities and contributions made by IQAC

> 1. Organization of NAAC Peer Team Visit for A & A.
> 2. Commerce Research Centre
> 3. Setting up of advanced laboratories in *VIDNYAN BHAVAN*
> 4. Development of Play Grounds, (Basketball, 200 Mtr. Running Track), Renovation of Library , IQAC office, Examination section & Language Lab

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	Achievements
To foster competitive study centre	At present, Total 350 students are pursuing different competitive exams under the guidance of experts.
Setting up of laboratories in new premises	The college has setup laboratories in new premises with equipment.
To initiate NAAC accreditation process for phase 3	The college obtained A Grade with 3.02 CGPA.
To develop play grounds	Developed Basketball Court, 200 Mtr. Running Track

***Attached the Academic Calendar of the year 2016-2017 as Annexure I**

2.16. Whether the AQAR was placed in statutory body? Yes ⎡√⎤   No ⎡-⎤

Management ⎡√⎤ Syndicate ⎡-⎤ any other body ⎡-⎤

Provide the details of the action taken

> The AQAR 2016- 17 was viewed and validated according to the documents, reports, news, audit report, annual reports, result statements, exam record and information collected from subject departments and co-curricular and extracurricular activities.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes:

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	-	01	01	-
P.G.	07	-	06	-
U.G.	15	-	04	-
P.G. Diploma	Nil	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	02	06	-	08
Others	-	-	-	-
Total	**24**	**07**	**11**	**08**

Interdisciplinary	-		-	-
Innovative	Nil		-	-

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

The institution provides a) Core Options b) Elective options c) Supportive courses d) Allied Courses as per Savitribai Phule Pune University Rules. The institution provides flexibility to the students to move from one discipline to the other. The institution provides flexibility to pursue the programme with reference to the time frame.

1. B.A.: Students have to choose one Special Subject amongst Marathi, Hindi, English, History, Politics and Geography.
2. B.Com. : Students have to choose one Special Subject between Banking & Finance and Marketing Management.
3. B.Sc. : Students have to choose one Special Subject amongst Botany, Chemistry and Physics.
4. M.A. : Students have to choose one Special Subject amongst English, History and Hindi.
5. M.Sc. : Students have to choose one Special Subject between Organic Chemistry and Analytical Chemistry.

(ii) Pattern of programmes:

Pattern	Number of programmes	
	UG	**PG**
Semester	05	07
Trimester	-	-
Annual	10	-

1.3 Feedback from stakeholders* Alumni [√] Parents [√] Employers [√] Students [√]
   (On all aspects)

   Mode of feedback: Online [-] Manual [√] Co-operating schools (for PEI) [-]

Feedback analysis appended as Annexure – II

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

Nil

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

Nil

Detail of Academic Programme

Level of Programme	Existing Programmes	No. of Programme added during the year	No. of self financing programme	No of value added/carrier oriented programmes
Ph.D.	Nil	01 Ph.D. in Commerce	01 Ph.D. in Commerce	Nil
P.G.	07- 1.MSc- organic 2.MSc- Analytical 3.M.A.-Hindi 4.M.A.-English 5. M.A.History 6. M.Com 7.M.B.A. (YCMOU)	Nil	06- 1.MSc- organic 2.MSc- Analytical 3.M.A.-Hindi 4.M.A.-English 5. M.A.-History 6. M.Com.	Nil
U.G.	15- 1B.A.-Marathi 2.B.A.-Hindi 3.B.A.-English 4.B.A.Geography 5.B.A.Politics 6.B.A.-History 7.B.Sc-.Botany 8.B.Sc-Physics 9.B.Sc-Chemistry 10.B.B.A. 11.B.B.A. (C.A.) 12.B.Com-Marketing 13.B.Com-Banking 14.B.A.(YCMOU) 15. B.Com. (YCMOU)	Nil	04- 1.B.Sc-Botany 2.B.Sc- Physics 3.B.B.A. 4.B.B.A.(C.A.)	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Dipolma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil

| Certificate | 2. 1.Soil and water Analysis 2.Beauty culture | 6. 1.Medicinal and Aromatic Plants 2.Certificate course in e-Commerce 3.Certificate course in Spoken English 4.Photography and Video Shooting 5.C Programming 6.MPSC Foundation Course (Through Yashwant Study Club) | Nil | 8. 1.Soil and water Analysis 2.Beauty culture 3.Medicinal and Aromatic Plants 4.Certificate course in e-Commerce 5. Certificate course in Spoken English 6. Photography and Video Shooting 7.C Programming 8.MPSC Foundation Course (Through Yashwant Study Club) |

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester (12)	B.Sc. (03), B.B.A. (01), B.B.A. (C.A.) (01), M.A. (03), M.Com. (01), M.Sc. (02), MBA,YCMOU (01)
Trimester	Nil
Annual (10)	B.A. (06), B.Com. (02), B.A. (YCMOU) (01), B.Com. (YCMOU) (01)

However, for the first year of all UG programmes of SPP University, Pune, annual pattern is applied.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty:

Total	Asst. Professors	Associate Professors	Professors	Others
32	25	06	01(Principal)	-

2.2 No. of permanent faculty with Ph.D. 20

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

Asst. Professors		Assoc. Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	10	-	-	-	-	-	-	-	10

2.4 No. of Guest and Visiting faculty and Temporary faculty   G -0   V-0   T -26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars	15	11	04
Presented papers	11	05	02
Resource Persons	-	04	03

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

Innovative processes adopted by the institution in teaching and learning are the uses of overhead projector, power point presentation, show, study tours, spot visits and trainings.

2.7 Total No. of actual teaching days during this academic year   218

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

Revaluation by examiners of other institutes, Photocopy, Examination under the surveillance of CCTV, Multiple choice questions,

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

| BOS - | | Faculty - | | Curriculum 05 |

2.10 Average percentage of attendance of students 85%

2.11 Course / Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
TYBA English	12	-	01	07	01	75.00
TYBA Marathi	10	-	-	01	-	10.00
TYBA Hindi	09	-	-	02	-	22.22
TYBA Geography	09	01	03	02	-	66.66
TYBA Politics	24	-	04	05	01	41.66
TYBA History	31	01	04	01	-	19.35
TYBCOM	66	04	11	17	01	50.00
TYBSC Physics	15	06	01	-	-	46.66
TYBSC Chemistry	87	10	29	01	.	45.98
TYBSC Botany	28	03	01	01	-	17.85
TYBBA (CA)	25	03	03	-	-	24.00
TYBBA	19	-	02	01	01	21.05
MA English II	09	-	03	06	-	100
MA Hindi II	09	02	04	02	-	88.88
MA History II	17	03	12	01	-	94.11
M.Com II	34	06	24	04	-	100
MSc Analytical II	24	04	12	06	-	91.66
MSc Organic II	18	08	07	-	-	83.33

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

1) Feedback forms were filled in by the students. Feedback forms were analysed and suggestions regarding the teaching improvement were issued to the respective teachers who were below average.
2) Facility of Photocopy of assessed annual answer sheets were given to the students. The students who have doubt about marks can seek the Photocopies of answer sheets.
3) ISO 9001:2008 formats were also used for preparing teaching plans and syllabus completion reports.
4) Project work for M.Com. and M.Sc. students is a part and parcel of evaluation. Seminar presentation and group discussion are activities of post graduate students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	03
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university (Ph. D. course work)	01
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-

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
	Grant	Non Grant	Total	Grant	Non Grant	Total	Grant	Non Grant	Total	
Administrative Staff	14	14	28	04	00	04	-	-	-	-
Technical Staff	-	-	-	-	-	-	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Yes, The college started Commerce Research Center in the academic year 2016- 17 as per SPPU, Pune Letter No. C.A./3299 dated 06/09/2016.

3.2 Details regarding major projects:

	Completed	Ongoing (16-17)	Sanctioned	Submitted
Number	01	01	-	01
Outlay in Rs.	11,13,300	8,62,800	-	-

3.3 Details regarding minor projects

	Completed (16-17)	Ongoing (16-17)	Sanctioned (16-17)	Submitted (16-17)
Number	03	01	-	-
Outlay in Rs.	2,60,260	1,15,000	-	-

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	03	07	-
Non-Peer Review Journals	13	-	-
e-Journals	01	-	-
Conference proceedings	01	01	04

3.5 Details on Impact factor of publications:

Range 1.77-5.403   Average 3.04   h-index 14   Nos. in SCOPUS 4

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 (2016-17)
Major projects	**(16-17)**	-	-	-
Minor Projects	**(16-18)**	BCUD, SPPU	2,30,000/-	1,15000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College Total No. (AVISHKAR)	-	-	-	-
Students research projects15 (AVISHKAR) *(other than compulsory by the University)*	**(16-17)**	The college	29,734	29,734
Any other (Specify)	-	-	-	-
Total	-	-	**2,59,734/-**	**1,44,734/-**

3.7 No. of books published i) With ISBN No. 09 Chapters in Edited Books Nil

ii) Without ISBN No. 00

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

Nil

3.11 No. of conferences/ seminars/workshop organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	04	-
Sponsoring agencies	-	-	-	SPPU, Pune	-

3.12 No. of faculty served as experts, chairpersons or resource persons | 11 |

3.13 No. of collaborations   International | - | National | 01 | Any other | - |

3.14 No. of linkages created during this year | - |

3.15 Total budget for research for current year in Lac:

From funding agency | 2,71,760 | From Management of College | 1,29,734 |

Total | 4,01,494 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	One –(File. No 201621023897)
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
01	-	01	-	-	-	-

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

Ph. D. Guides | 12 |

Students registered under them | 20 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 03 |

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 [01]   State level [01]

National level [01]   International level [-]

3.22 No. of students participated in NCC events:

University level [-]   State level [12]

National level [02]   International level [-]

3.23 No. of Awards won in NSS:

University level [01]   State level [-]

National level [-]   International level [-]

3.24 No. of Awards won in NCC:

University level [02]   State level [-]

National level [-]   International level [-]

3.25 No. of Extension activities organized:

University forum [-]   College forum [04]

NCC [02]   NSS [06]   Any other [03]

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

- Patent : Provisionally applied for the process patent entitled "Water Purification and Heavy Metal Bio Adsorption System" on July 2016 and its file No. is 201621023897.
- The college has guided 21 student research projects
- The college has volunteered successfully for ISO 9001: 2008 Certification.
- The college has initiated the competitive exam centre.
- Principal Dr. Shankar Laware participated as Team Manager in the National Level Research Competition ANVESHAN 2016 on 25/3/2017 to 29/3/2017 at Annamalai University, Chindambaram, Tamilnadu.
- Dr. Sukanaya Phansalkar, Psychiatrist, provided personal counselling to 26 students on 16/02/2016 on personal problems and educational problems under *Vidyarthini Manch*.
- Dr Ashok Tuwar Received Best Student Welfare Officer from SPPU, Pune in this year.

- In the memory of Late Yaswantrao Chavan, Former Chief Minister of Maharashtra, the College started State level Elocution Competition. For the winner, the rotating trophy has been awarded. The cash prizes sum of Rs. 7,500/- have been awarded to the first three rankers.
- Eye donation form filling drive.

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	7.5 hector	00	Mula Education Society, Sonai	7.5 hector
Class Rooms	20	08	Mula Education Society, Sonai	28
Laboratories	08	Existing laboratories are converted into class rooms and New 12, well equipped Laboratories are developed in *VIDNYAN BHAVAN*	Mula Education Society, Sonai	12
Seminar Halls	01	02 (Conference Hall)	Mula Education Society, Sonai	03
No. of important equipment purchased (>= 1-10 Lac) during the current year.	33	LCD Projectors - 07 Computers - 21 Solar Panels with batteries and inverter -01	College & SPPU	61+sports equipment
Value of the equipment during the year (In Rs.)	8,38,109	13,01,320	College	21,39,429
Others	-	-	-	-

4.2 Computerization of administration and library
1. Vriddhi software is renewed for admissions and accounting. Cashless process in administrative office is continued.
2. Inflibnet (N-List) facility is renewed in the central library for students as well as teachers.
3. N-Computing 11 computers

4.3 Library Services

	Existing (15-16)		Newly added (16-17)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14406	1624061.60	314	53770	14720	1677831.60
Reference Books	8909	2587961.55	270	148954.35	9179	2736915.90
e-Books (N-List)	97000 N-LIST	5000	3135000 N-LIST	5700	3135000 N-LIST	5700

Journals	58	30990	51	38750	51	38750
e-Journals (N-List)	6000 N-LIST	5000	6000 N-LIST	5700	6000 N-LIST	5700
CD & Video	139	28000	-	-	139	28000
Newspapers	10	15600	10	14782	10	14782

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Depart ments	Others
Existing	Computers - 87 Laptops-06	01	BSNL Broadband 10 Mbps Connected to 67 comp.	01	00	04 Comp.	25	-
Added	Computers-20	01	4G Jio Wi-Fi facility is provided in the campus	02	00	00	00	-
Total	107 + Laptops-06	02	BSNL Broadband 10 Mbps Connected to 67 comp. And 4G Jio Wi-Fi facility is provided in the campus	03	00	04 Comp.	25	-

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

Wi-Fi facility is provided to students and teachers using 4G Jio Network

4.6 Amount spent on maintenance in Lac:

Sr. No	Head	Amount spent in Lac
1	ICT	7.34
2	Campus Infrastructure and Facilities	15.178
3	Equipment	7.508
4	Others (Gymkhana, Furniture)	60.107
Total		**90.133**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Proposals have been prepared for organizing different seminars.
2. Equipments have been purchased for sports and laboratory.
3. Books have been purchased for library.
4. Installed Digital Notice Board (LED Monitor 32 inch)

5.2 Efforts made by the institution for tracking the progression

1. Meetings were held to track the progress.
2. Students Representative of the college is in the IQAC. He gives suggestion regarding improvements.
3. Results of the department were analyzed in a prescribed format.
4. Analysis of the result was done and notices were issued to the faculty having lower performance.
5. Analysis of students' feedback was done and notices were issued to the faculty with lower performance.
6. Annual report of outstanding fees against student was prepared.
7. Total 4 students participated in intercollegiate elocution competition at Siddhakala Ayurveda Mahavidyalaya, Sangamner on 21/09/2016.
8. Total 82 students participated in *Bhagwat Geeta Pradnya Shodh* Competition on 10/12/2016.
9. Total 8 students participated in Tahasil Level elocution competition at Shri Dnyaneshwar Mahavidyalaya, Newasa on 26/12/2016 & got second prize Rs. 1500/- & Third Prize Rs. 1000/-.

5.3 (a) Total no. of Students:

(i) Savitribai Phule Pune University, Pune:

UG	PG	Ph.D.	Others
1562	290	-	-

(ii) Yashwantrao Chavan Maharashtra Open University, Nasik

UG	PG	Ph.D.	Others
1151	12	-	-

(b) No. of students outside the state   Nil

(c) No. of international students   Nil

Affiliated Courses of Savitribai Phule Pune University, Pune

Men

No	%
1163	62.80

Women

No	%
689	37.20

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
718	115	13	791	06	1643	767	142	15	926	02	1852

Demand ratio   100 %   Dropout - 6.49%

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

The college has an active competitive centre to prepare and guide students for various competitive examinations. The career and counseling cell takes care to promote awareness among the students on the various aspects of state and central government administrative employment opportunities, the eligibility criteria and how to prepare for these examinations. The students are also oriented about various competitive examinations being held for services in banking, railways, insurance and other public enterprises. Efforts are taken to develop self confidence among the students by orienting them for the written examinations, analytical reasoning and quantitative aptitude tests. Students are also prepared for interviews through soft skill development programs. The Principal of the college is ex-officio director of the competitive centre.

Total 04 students are recruited to direct recruitment with interview & written examination.

- **Infrastructure Available:** Reading facility is available 24x7 hours, Books 983
- **Faculty:** 03 regular & 03 visiting faculty have been appointed. 2 hours daily teaching on working days.

No. of students beneficiaries   160

5.5 No. of students qualified in these examinations

NET `07`   SET/SLET `01`   GATE `-`   CAT `-`

IAS/IPS etc `-`   State MPSC `03`   UPSC `-`   Others `06`

5.6. Details of student counseling and career guidance

Personal Counseling: Two guest experts counselors namely Sukanya Phansalkar & Rathod Sir are invited timely. However, the faculty members support students through counseling for their various needs to address educational, social, psychological and financial issues. Girl students are particularly victims of social constraints where the parents are not in favor of their daughters pursuing higher education. The college attempts to address both social and psychological issues relating to academic and career orientation of the students. Student Counseling is made at two levels, individual and group counseling.

Individual Counseling: Generally, individual teacher monitors the behavior and attendance of students in the classroom. The teacher interacts with the students with poor attendance. When taken into confidence the students reveal the reasons for their failure to attend classes. Most of the students belong to low income group. As a result, students work in their farms / fields to support their families.

The staff members extend financial support to such students. However, all such actions are never brought on the record. Many of the faculty members meet parents to know the problems and difficulties faced by their wards and render suitable remedy.

Group Counseling: At the beginning of every academic year, Principal and senior faculty give an opening address to the students elaborating on academic opportunities, career prospects and opportunities for financial support available to students. The lectures are informative as well as moral booster for the students. Students are informed about various support services available in the college. They are advised to contact the Principal or faculty member if they face any problem.

Parents Counseling: The college organizes a special event for the parents of the girl students. Under this event mothers of girl students are invited to the college. The parents are shown the various facilities which the college provides for their daughters. This activity is carried out to boost the confidence among the parents.

No. of students benefitted `56`

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
-	-	-	21

5.8 Details of gender sensitization programmes

- Lectures under Vidhyarthini Manch were organized.
- Medical Check up program was arranged for the first year students of all streams.

5.9 Students Activities

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

State/ University level | 17 | National level | 04 | International level | 02

   No. of students participated in cultural events

State/ University level | 04 | National level | - | International level | -

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

Sports: State/ University level | 06 | National level | 01 | International level | -

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

5.10 Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution	209	1,29,704/-
Financial support from government	1121	58,02,965/-
Financial support from other sources	16	2,51,333/-
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 | 08

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:
a. We aspire to carry forward the Vision of our founders of providing affordable quality education, while expanding our academic horizons to bring the institution with Global leaders in the field of higher education.
b. Dissemination of education for Knowledge, Science and Culture.
c. *"Jo Je Vanchhil To Te Laho"* (May whatsoever aspirations of those be fulfilled)

Mission:
We, at Mula Education Society's Arts, Commerce and Science College, Sonai are committed to impart education to under graduate and post graduate students in Rural area in Arts, Science and Commerce faculties and to the under graduate students in Business administration and computer application as per the needs and expectation of corporate ,industry, students and their parents .

We shall continually improve the quality of teaching, self-evolution and accountability of our institutes towards society. We shall strive for overall development of student through value based education, so that our students will be appreciated as model citizens, who will make nation to lead the world.

Objectives of the college:

a. Provide inclusive education by making it accessible to all sections of society
b. Sensitize and engage students in issues of gender equality, human rights and Ecology in order to make them socially responsible citizens.
c. To aim at overall personality development through extracurricular activities.
d. To attain community and social development through various activities.
e. To provide a platform to the students to enhance their skills/potentials as well as a sense of social responsibility and nationality through sports, cultural activities, NCC, NSS etc.
f. To train and coach the students to face competitive examinations.
g. To help the students for on-the-job training and placements.

Our Vision, Mission and Objectives get communicated to students, teachers and other stakeholders through every programme in the college. The vision, mission and objectives of the college are displayed in all the departments and other prominent locations in the college campus. At the beginning of the academic year, the information about the college and its ideals are also communicated to newly admitted students through orientation programme (s)/ Principal's address. The vision, mission and the objectives of the institution are communicated to parents and students through the online prospectus of the college.

6.2 Does the Institution have a management Information System:

Yes

The college has stressed on transparency in all administrative and financial matters and delegation of power to the appropriate authorities. The principal owns responsibility to detail the information on all the administrative and financial issues to the top management. The Principal keeps the management informed about the government policies on education, the interactions with the University and the funds available for the college from various agencies. He also keeps the top management abreast about the needs of college development in terms of introducing new programs and infrastructure development.

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

6.3.1 Curriculum Development

The college values the potential of students and makes available adequate opportunities to the students for nurturing their talents. The college also encourages the students to participate in various cultural events and sport events. The college publishes its magazine, organizes wallpaper activity, debate and elocution competitions, *rangoli* and *mehendi*, singing and dancing competitions.

6.3.2 Teaching and Learning

The strategies undertaken for quality improvement in Teaching & Learning are:
1) Monitoring of academic activities by IQAC & ISO section of college.
2) Mutual sharing of facilities with the collaborating institutions.
3) Use of ICT resources and Students Mentoring.
4) Enrichment and value added course, field visits, and industrial visits.
5) Periodic evaluation, support to slow learners.
6) Peer lectures/visiting lecturers, Interactive learning through seminars, group discussion and assignments, Industrial internship.
7) Visits to other institutions, Involvement in research projects.
8) Facilitation for financial support and Remedial Teaching for the   underprivileged Students.

6.3.3 Examination and Evaluation

1)SPP University, Pune conduct annual examination and arrange central assessment program for evaluation of papers. 2) The same procedures are adopted by the college for the first year students. 3) Internal assessment tests are conducted for science and PG students. 4)Facility of filling and approval of Online Examination form is made available for students in the College Campus.

6.3.4 Research and Development

The strategies undertaken for quality improvement in Research and Development are:
1) Constitution of Research Coordination Committee for Professional Development of Staff to promote research culture among the faculty members by encouraging them to submit research proposals for funding.
2) Collaborations with other institutions and industries for giving an impetus to research.
3) Allocating a special budget for providing seed money for pursuing research.
4) According freedom to principal investigator to spend research grants subject to conditions and norms fixed by funding agencies.
5) Sanction of sabbatical leave to staff for pursuing M.Phil. and Ph.D. qualifications.
6) Sanction of leave to staff for participating in conferences and seminars.
7) Organizing lectures of scientists and peers for promotion of research culture among the faculty members and students.
8) Participation of students in research projects.
9) Promoting students' participation in 'Avishkar', a research project competition organized by the University to promote interest in research among the students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

For a holistic development of the students the college has formulated certain benchmarks to achieve excellence. Keeping in view the stated quality statements the college has initiated a large number of academic and curricular activities. From making available additional undergraduate, post graduate programs to infrastructure development, the college has remarkably improved the facilities for students. The college has significantly improved its ICT facilities to give an impetus to information literacy and promoted use of ICT resources among the students for accessing to information. The task was not just to make facilities available but also training the students in ICT resources. Infrastructure resources, the class rooms, laboratories are put to optimum use. Human resources, the faculty and non-teaching staff are involved in conducting enrichment courses financial resources, grants and self generated funds, are prudently utilized to achieve infrastructure development.

The college has developed linkages with around a dozen institutions as stated in the foregoing paragraphs. Some of the linkages have been converted into formal collaborations by signing memorandum of understanding. Efforts are focused to promote awareness and interest among the students by their exposure to industries and institutions.

The college is doing excellently good in facilitating financial support to students. Students' mentoring is strengthened. Students involvement in earn and learn activities is given an impetus. Students are being motivated to involve in social programs by making them available a large number of outreach activities. Efforts are taken to boost the activities of NSS volunteers.

The college management structure has been revised to achieve efficiency and transparency in all administrative and academic policy planning and implementation. Role of College Development Committee and Purchase Committee has been redefined for efficiency to achieve end objectives.

6.3.6 Human Resource Management

The strategies undertaken for quality improvement in Human Resource Management are:
1) Planning for deployment of human resources for optimum efficiency
2) Mutual sharing of faculty within the collaborating institutions.
3) Inviting guest lecturers and peers.
4) Sharing of responsibilities for implementation of academic and extension activities.

6.3.7 Faculty and Staff recruitment

The college has a specialty for the encouragement and facilitation of faculty to develop their professional qualifications and attitudes.

1) To organize lectures by staff members on inter disciplinary subjects under the aegis of Staff Academy.
2) To keep the staff members update on the notices and circulars of various funding agencies including UGC, CSIR, and BCUD, DST & DBT
3) To assist in preparing research proposals of individual staff members and forwarding them to various funding agencies.
4) To monitor ongoing major and minor research project.
5) To assist in research paper writing and publication.
6) To encourage participation of staff in International/National conferences and seminars and keeping records of such activities.
7) To facilitate organization of Seminars and Workshops in collaboration with the University under the Quality Improvement Programme.
8) To organize special drive for the promotion of ICT by the staff.
9) To promote participation of non-teaching staff in Soft-Skills Development Program conducted by the University.
10) To organize training of non-teaching in use of ICT.
11) To keep records of staff who attends seminars and conferences.

6.3.8 Industry Interaction / Collaboration

The strategies undertaken for quality improvement in College-Industry Interface are
1) Collaboration with industries for student's training.
2) Inviting experts from industries to deliver lecture on entrepreneurship development.
3) Organizing industrial visits and placement camps for students.
4) Campus development

6.3.9 Admission of Students

The college has prepared collaboration with Vriddhi for online admission system of the students. The college admits the students on merit basis by observing reservation policies of Govt.

6.4 Welfare schemes for:

Teaching	**Financial Welfare Scheme:** The Management has allowed staff members; both teaching and non-teaching, to become members of M.E.S Sevakanchi Sahakari Patsanstha (Cash Credit Society). All the teaching and non-teaching staff employees are members of the society. The college extends support by allowing deductions through salary for disbursement of the monthly installments. Any teacher can avail a loan of Rs. 10 Lac from the society in the form of Home Loan, Consumer Loan, Emergency Loan and Education Loan. **Medical Reimbursement:** The college staff can claim reimbursement of medical expenses as per the government norms. Besides, the Committee for Staff Welfare and the Health Centre also organizes free medical health checkup camps for the staff in association with the local association of doctors. Credit Cards made available by *Mula Bazar*, Sonai for the purchase of grocery and home appliances to the college staff. The credit is deducted from salary of the employee.
Students	Students are given insurance facility and Parking facility under student welfare fund. Accidental Claim is made available for students through S.P.P.U Students Welfare Office, Pune.

6.5 Total corpus fund generated

S.N.	Section	Particular	Amount (Rs.)	Total Amount (Rs.)
1.	Senior College	1. Fee Collection	37,42,115	51,91,497
		2.University Grant-	7,14,500	
		3. Other Grants	7,34,882	
2.	Post Graduation	Fee Collection	55,00,590	55,00,590
3.	B.B.A.	1.Fee Collection	11,98,440	11,98,440
4.	B.B.A.(C.A.)	1.Fee Collection	24,08,495	24,08,495
5.	Development	1.Develoment Fee	1,38,000	1,63,914
		2. Xerox Fee	15,914	
		3.Indoor Stadium	10,000	
6.	U.G.C.	1.Major Research Project	17,000	7,07,500
		2.Career Oriented Programme	6,90,500	
7.	Self Funding Course	Yashwant Study Club Competitive Exam Guidance Centre	1,09,100	1,09,100
			Total	**1,52,79,536**

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	Yes	AIB- VINCOTTE International nv/sa, Belgium	Yes	Parent Institute
Administrative	Yes	Parent Institute	Yes	Parent Institute

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. University appoints External Vigilance Committee during examination & college provides internal Vigilance Committee.
2. University and college has formed Unfair means Committee to control and check malpractices.

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

Nil

6.11 Activities and support from the Alumni Association

Alumni Meet: Our former students are source of valuable guidance and support in all round development of the college. The college conducts Alumni Meet to give an impetus to involvement of our former students in the college development. The college has registered Alumni Association, Under Society Act-1860 and Registration No is. ANR/785/2016, Date 08/12/2016.

6.12 Activities and support from the Parent – Teacher Association

The college arranges parents - teachers meet.

6.13 Development programmes for support staff

The Management is playing a proactive role in promoting involvement of the faculty members in development of the institutions. The management is keen that every faculty member contributes to his/her full potential in bringing about radical changes in management of higher education. The role of the top management can be better explained by following actions: • The Management has issued instructions to allocate a budget of Rs 1 Lac for support of faculty to pursue research. An amount of Rs.50,000/- has been allocated for filing a patent. • The Management has urged and appealed to faculty to inculcate research culture among the students by promoting their participation in research projects. • The management encourages the faculty for professional development and acquiring higher qualifications. The Management grants sabbatical leave and duty leave for attending the research conferences and seminars. • The management encourages the faculty to organize seminars and conferences. • The management always appreciates the faculty for their outperforming activities in academic, administrative, extension or research, by way of complementing the faculty in the meetings.

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

Institution arranges lectures for students about awareness of environment. The college has conducted cleanliness drive for *Kautuki* River, Bus Stand and Sonai Village.

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. Organization of flag hoisting at Mula Education Society campus was organized on 15th August 2016. All local units of Mula Education Society participated in the ceremony. The flag was hoisted with the hands of Shri. Sarangdhar Nirmal, Agro Industrialist and the NCC cadets paraded on the occasion.

2. Students counselling meetings were organized from time to time to create awareness amount students pertaining their responsibilities towards the college. M.Sc. students Mr. Warwadkar & Miss. Savita Jadhav shouldered the responsibilities to arrange the meetings in the seminar hall. In this meetings Principal Dr. S.L. Laware & Senior Faculty Members imparted the information about different departments, their achievements, sports and rules & regulation of the college. This activity helped in creating positive impact on overall behaviour of the students. This further helped in maintaining the discipline in the college and helped in reducing malpractices in examination. Students understood that they were responsible for every happenings in the college.

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

- The college started research centre in Commerce.

- The college submitted LOI & SSR to NAAC Bengaluru & carried out NAAC Peer Team Visit during 20 to 22 February 2017 and obtained 'A' Grade with 3.02 CGPA.

- The college has fostered the activities of Competitive Centre. At present, total 160 students are pursuing different competitive exams under the guidance of the experts.

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

Provided the details in Annexure III, IV

7.4 Contribution to environmental awareness / protection

1. The college conducted Green Audit of the college campus under the supervision of Botany department.
2. Tree plantation was carried out by NSS volunteers at *Lohogaon*; the adopted village.
3. Cleanliness Drive was carried out at *Lohogaon*.

7.5 Whether environmental audit was conducted? Yes ☐ √ No ☐ -

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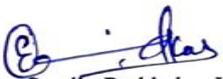   **(for example SWOT Analysis)**

> The college underwent NAAC accreditation process. The Peer Team members recommended the following SWOC analysis for quality enhancement of the institution:
> 1. **Institutional Strengths:** Dynamic management to motivate for future expansion, adequate land for future growth of the institution, Focus on inculcation of social consciousness among students, cordial relations among the stakeholders.
> 2. **Institutional Weaknesses:** Lack of effectiveness in implementation of curriculum, lack of communication skills among students, absence of remunerative consultancy.
> 3. **Institutional Opportunities:** Involvement of industry in the academic process, strengthening of counselling hand placement cell, Developing job and life skills among the students, mobilizing financial resources from industry and other funding agencies for better facilities.
> 4. **Institutional Challenges:** Motivating students belonging to economically weaker and educational disadvantaged class, encouraging faculty for interdisciplinary research and patent filing, Cutting age innovation in curriculum design and delivery, obtaining qualified teachers as per UGC regulations.

8. Plans of institution for next year

> The plans of the college for the next year are as follows:
> 1. To obtain Research Centre in English, PG Courses in Botany, Physics, Geography and Political Science & UG Courses in Mathematics, Zoology, and Economics at special level. The proposals shall be submitted to SPP University, Pune.
> 2. To start Add-on and certificate courses as per the local need.

Name: Dr. Sandip Prabhakar Khedkar

Signature of the Coordinator, IQAC

Co-ordinator
IQAC
Arts, Commerce and Science College
Sonai, Tal. Newasa, Dist. Ahmednagar
Pin - 414 105

Name: Dr. Shankar Laxman Laware

Signature of the Chairperson, IQAC

PRINCIPAL
Mula Education Society's
Arts, Commerce & Science College,
Sonai, Tal.Newasa.Dist.A'Nagar-414105

Arts, Commerce & Science College
Estt. 1989
Sonai

ANNEXURE I

Academic Calendar 2016-17

ACA – R-02 Rev : 00 Date: 15.06.2016	**Academic Calendar 2016-17**	Academic Year: 2016-17 Semester: I / II

		June 2016
Week	COLLEGE & ADMINISTRATIVE	EXAMINATION
1st week 1.6.16 to 4.6.16	Admission Committee Meeting	FYBA/BCom/BSC/BBA/BCA Result Declared
2nd week 6.6.16 to 11.6.16	Admission , Staff Recruitment form MES	Issue of College Exam. Paper Photocopy Notice Collect SY/TY University Result
3rd week 13.6.16 to 18.6.16	Admission, First Term Commencement/ Staff Meeting (Teaching Staff) Departmental Meetings	College Exam. Paper Photocopy Distribution Collect SY/TY University Result
4th week 20.6.16 to 25.6.16	Admission Time Table Committee Meeting , International Yoga Day	College Exam. Paper Revaluation Notice
5th week 27.6.16 to 30.6.16	Library Committee Meeting	College Exam. Paper Revaluation work

		July 2016
1st week 1.7.16 to 2.7.16	Admission, Result Analysis, IQAC Meeting,	MA/M.Com/M.Sc. Result declared by university
2nd week 4.7.16 to 9.7.16	**06.7.2016 Ramzan Id Holiday** Admission, ISO Meeting with Staff , Publication of Saraswat Meeting for Certificate Courses Earn and Learn Committee Meeting,	Revaluation by University **06.7.2016 Ramzan Id Holiday**
3rd week 11.7.16 to 16.7.16	Admission, NSS Meeting, NCC Meeting, NCC Cadet Selection **Bar Coding library Books**	MA/M.Com/M.Sc Photocopy Notice
4th week 18.7.16 to 23.7.16	Admission, NSS Volunteers' Selection , Tree Plantation Drive	October-2016 Exam Schedule & Issue Fill up Exam Form Notice
5th week 25.7.16 to 30.7.16	Staff Academy Lecture ,Guru Pournima, College Internal/Annual Audit	October-2016 Exam Schedule & Issue Fill up Exam Form Notice

Week	COLLEGE & ADMINISTRATIVE	EXAMINATION
		August 2016
1st week 1.8.16 to 6.8.16	Lokmanya Tilak Death Anniversary NAAC Meeting , ISO Meeting with HOD,, Guidance for C.A. NCC Camp ,	Online Exam. form approve & Fee Send to University
2nd week 8.8.16 to 13.8.16	NAAC Meeting, ISO Meeting , NSS Social Activity, Campus Cleaning (NCC/NSS), Inauguration Function Arts & Cultural Association	Online Exam. form approve & Fee Send to University Issue of College Re-Term End Exam. Notice
3rd week 15.8.16 to 20.8.16	**15.08.2016 Independence day Celebrations Holiday** **17.08.2016 Parsi New Year Holiday** Blood **Donation Camp and Tree Plantation Anti**-Raging Awareness, Inauguration Function Commerce Association & Science Association.	**15.08.2016 Independence day Holiday** **17.08.2016 Parsi New Year Holiday** Online Exam. form approve & Fee Send to University March/April Examination Expenses Audit Report Submit to University
4th week 22.8.16 to 27.8.16	NSS Social Activity, Inauguration Function Social Science Association , & Evaluation & Debating Association , IQAC Meeting AQR Submission ,College Insurance Renovation	Online Exam. form approve & Fee Send to University
4th week 29.8.16 to 31.8.16	Soft Skill	Online Exam. form approve & Fee Send to University

Week	COLLEGE & ADMINISTRATIVE	EXAMINATION
		September 2016
1st week 1.9.16 to 3.9.16	Inauguration Function, Competitive Exam. Guidance Peer Lecture for Arts & Science Students, Teachers Day Celebration.	Online Exam. form approve & Fee Send to University
2nd week 5.9.16 to 10.9.16	**05.09.2016 Ganesh Chaturthi Holiday** Literacy Day 8th September , Program Arts & Cultural Association , Peer Lecture for Commerce Students ,Research Competition Avishakar Student Participation	**05.09.2016 Ganesh Chaturthi Holiday**
3rd week 12.9.16 to 17.9.16	Hindi Day: Cultural Activities(14th Sept), Lecturer Commerce Association & Science Association, ISO Audit **13.09.2016 Bakri Id Holiday**	Re-Term End Exam. Paper Setting Notice **13.09.2016 Bakri Id Holiday**
4th week 19.9.16 to 24.9.16	Meeting of Department Heads, Lecturer Social Science Association, Staff Academy Lecture , BCUD Online Proposal for Sport & Office Equipments .	Issue October-2016 Exam Hall Ticket Conduct Re-Term End Exam
5th week 26.9.16 to 30.9.16	NAAC Meeting, ISO Meeting, NSS Social activities, Program Evaluation & Debating Association, Vth AQAR Submission to NAAC Office, Bangalore.	Result Re-Term End Exam. Issue October-2016 Exam Hall Ticket

Week	COLLEGE & ADMINISTRATIVE	EXAMINATION
		October 2016
1st week 1.10.16 to 1.10.16	Lal Bahadur Shastri **Jayanti** and Book Exhibition,, LMC Meeting, Fire Extinguisher Renovation.	Meeting of College Examination Department Issue of Notice UG/PG Student to Fill up Term End Exam form
2nd week 3.10.16 to 8.10.16	Meeting Organize Late Smt. Taisaheb Kadam Debate Competition	Conduct UG University Exam. Oct-2016
3rd week 10.10.16 to 15.10.16	ISO Meeting with HOD, Prepare Affiliation Proposal **11.10.2016 Dussehra Holiday & 12.10.2016 Muharram**	Conduct UG University Exam. Oct-2016 **11.10.2016 Dussehra & 12.10.2016 Muharram Holiday** Conduct UG & PG Term End Exam. Oct/Nov-2016
4th week 17.10.16 to 22.10.16	Staff Meeting, Diwali Vacation Commence. Submission of First term work report.	Conduct UG & PG Term End Exam. Oct/Nov-2016 Conduct UG University Exam. Oct-2016
5th week 24.10.16 to 29.10.16	Submission Affiliation Proposal, Submission Proposal of Seminar, Equipment, Construction to University Grant office.	Conduct UG University Exam. Oct-2016
5th week 31.10.16 to 31.10.16	**30.10.2016 To 01.11.2016 Diwali Holiday for Administration**	**30.10.2016 To 01.11.2016 Diwali Holiday for Administration**

Week	COLLEGE & ADMINISTRATIVE	EXAMINATION
		November 2016
1st week 1.11.16 to 5.11.16	Diwali Vacation for Academic, Administration work will be continued.	Conduct University Exam. Oct/Nov-2016
2nd week 7.11.16 to 12.11.16	Administration work will be continued.	Conduct University Exam. Oct/Nov-2016
3rd week 14.11.16 to 19.11.16	Administration work will be continued.	Conduct PG University Exam. Oct/Nov-2016
4th week 21.11.16 to 26.11.16	Second Term Begins, Staff Meeting **14.11.2016 Guru Nanak Jayanti** NCC Day Celebration (28 Nov) Late Shri Yashwantrao Chavan Jayanti Debating Competition.	**14.11.2016 Guru Nanak Jayanti Holiday** Conduct PG University Exam. Oct/Nov-2016
4th week 27.11.16 to 30.11.16	Planning of Educational & Industrials Visit.	CAP for First Year College Exam Oct-2016

		December 2016
Week	COLLEGE & ADMINISTRATIVE	EXAMINATION
1st week 1.12.16 to 3.12.16	International AIDS Day: Awareness Drive 1st December Peer Lectures for Science Students ,Program Arts & Cultural Association	Conduct PG University Exam. Oct/Nov-2016
2nd week 5.12.16 to 10.12.16	IQAC: Departmental Meeting NSS Camp Starts TD-IQAC Feedback, Human Rights Day 10th December, Lecturer Commerce Association & Science Association	Conduct PG University Exam. Oct/Nov-2016
3rd week 12.12.16 to 17.12.16	NCC Camp ,Peer Lectures for Commerce Students, Guidance for Competitive Examination, Lecturer Social Science Association	Conduct PG University Exam. Oct/Nov-2016
4th week 19.12.16 to 24.12.16	Alumni Meet, Babasaheb Jayakar Lecture Series(Bahishal) Program Evaluation & Debating Association **12.12.2016 Id-A-Milad Holiday** Arrange Late Smt. Taisaheb Kadam Debate Competition	**12.12.2016 Id-A-Milad Holiday** To Prepare Result of First Year College Exam Oct-2016
5th week 26.12.16 to 31.12.16	Peer lecture on women Empowerment, Lecturer Competitive Exam. Guidance, Staff Academy Lecture, Convocation Ceremony Function , Soft Skill	Issue of College Exam. Oct-2016 Paper Photocopy Notice

		January 2017
1st week 2.1.17 to 7.1.17	New Year Day Celebration Educational Tour for Students	College Exam. Paper Photocopy Distribution
2nd week 9.1.17 to 14.1.17	IQAC Meeting, Cultural activities for Girl Students Guidance for Competitive Examination. Personality Development for Girls	College Exam. Paper Revaluation Notice College Exam. Paper Revaluation work
3rd week 16.1.17 to21.1.17	College Development Committee Meeting,	College Exam. Paper Revaluation Result Oct/Nov. Examination Expenses Audit Report Submit to University
4th week 23.1.17 to 28.1.17	Peer Team Visit for NAAC Accreditation - 3rd Cycle	Conduct Certificate Course Examination
5th week 30.1.17 to 31.1.17	**26.01.2017 Republic Day Celebration Holiday** Staff Meeting, Annual Social Gathering Program , Annual Prize Distribution	**26.01.2017 Republic Day Holiday**

		February 2017
Week	COLLEGE & ADMINISTRATIVE	EXAMINATION
1st week *1.2.17 to* *4.2.17*	Seminar/ Conference/ Workshop, Educational Tour for Students Student	March/April -2017 Exam Schedule & Issue Fill up Exam Form Notice as per University Exam. Circular
2nd week *6.2.17 to* *11.2.17*	***10.02.2017 Savitribai Phule Pune University Foundation Day*** Student Exchange Program me	**10.02.2017 Savitribai Phule Pune University Foundation Day** March/April -2017 Exam Schedule & Issue Fill up Exam Form Notice as per University Exam. Circular Online Exam. form approve & Fee Send to University
3rd week *13.2.17 to* *18.2.17*	Lectures by Eminent Persons, Faculty Exchange Program me	Online Exam. form approve & Fee Send to University
4th week *20.2.17 to* *25.2.17*	**24.02.2017 Mahashivratri Holiday**	**24.02.2017 Mahashivratri Holiday** Online Exam. form approve & Fee Send to University
4th week *27.2.17 to* *28.2.17*	*Science Association Programme*	Online Exam. form approve & Fee Send to University

		March 2017
1st week 1.3.17 to 4.3.17	IQAC Feedback Meeting LMC Meeting, Student Participation in Various Institute for Skill Development	Meeting of College Examination Department
2nd week 6.3.17 to 11.3.17	College Development Committee Meeting	Conduct Practical & Oral Exam
3rd week 13.3.17 to 18.3.17	NSS: Central Audit, Discipline Committee Meeting	Online Internal Marks Submit to University
4th week 20.3.17 to 25.3.17	Issue of Clearance Certificate for Students. Submission of Minor / Major Research Project Proposal.	Conduct Practical & Oral Exam Issue of Hall Ticket University Exam. March/April-2017
5th week 27.3.17 to 31.3.17	ISO Meeting , NAAC Meeting **28.03.2017 Gudi Padwa Holiday**	Conduct University Annual/Semester Exam. **28.03.2017 Gudi Padwa Holiday**

		April 2017
Week	COLLEGE & ADMINISTRATIVE	EXAMINATION
1st week 1.4.17 to 1.4.17	IQA Cell Meeting	Conduct University Annual/Semester Exam CAP for First year Annual Exam **March/April** -2017
2nd week 3.4.17 to 8.4.17	ISO Audit	Conduct University Annual/Semester Exam CAP for First year Annual Exam **March/April** -2017
3rd week 10.4.17 to 15.4.17	**05.04.2017 Ramnavami Holiday 09.04.2017 Mahavir Jayanti Holiday 14.04.2017 Dr. Babasaheb Ambedkar Jayanti**	**05.04.2017 Ramnavami Holiday 09.04.2017 Mahavir Jayanti Holiday 14.04.2017 Dr. Babasaheb Ambedkar Jayanti .** Conduct University Annual/Semester Exam
4th week 17.4.17 to 22.4.17	N-Lib FacilityRenovation, Sendoff Programme for PG Students.	**09.04.2017 Mahavir Jayanti Holiday** Conduct University Annual/Semester Exam
5th week 24.4.17 to 29.4.17	Annual Staff Meeting **30.04.2017 Sunday**	Conduct University Annual/Semester Exam

		May 2017
1st week 1.5.17 to 6.5.17	Commencement of Summer vacation. Submission of II Term College Work Report to MES, Summer Vacation for Academic, Administration work will be continued.	Conduct University Annual/Semester Exam
2nd week 8.5.17 to 13.5.17	Summer Vacation for Academic, Administration work will be continued. **10.05.2017 Buddha Purnima Holiday** Affiliation Committee for New Course	**10.05.2017 Buddha Purnima Holiday**
3rd week 15.5.17 to 20.5.17	Summer Vacation for Academic, Administration work will be continued.	Conduct University Annual/Semester Exam
4th week 22.5.17 to 27.5.17	Prospectus Publication Committee Meeting, Financial Audit for College.	Conduct University Annual/Semester Exam
5th week 29.5.17 to 31.5.17	Admission Committee Meeting	Conduct University Annual/Semester Exam

- Dates of LMC & IOAC Meeting are tentative. These dates may change as per the decision of College Authority.

Principal

ANNEXURE II

Feedback

STUDENTS 1. Students 1.More extra classes for different subject to be arranged.

2. More books E-Journals and CD are provided

3. Girls students should be provided with common room.

4. Girl students should be provided with common room

PARENTS ALUMNI

1. Arrangement be made for seating purpose during parent   meeting

ALUMNI

1. The college has played a crucial role in their development Peer &

subject expert

PEER & SUBJECT EXPERTS

1. More books be parched for the PG students

2. More equipment and chemicals be purchased for laboratories

FEEDBACK ANALYSIS

Feedback from students:

The College collects the feedback from the students on overall teaching and learning programme. In the first semester or term of academic year. The feedback covers fifteen points. The students gives response to these points and gives the feedback on teacher. The committee analyzes the feedback given by the students. As per that analysis report ,The commerce Department average was 35.65 % Art faculty average was 40.25 % and Science faculty was 33.12 % .The analysis of the feedback gives an idea of applicability of course conduct. The teacher with low results are intimated for improvement.

Feedback from Alumni:

The college conducts yearly alumni meet. The last year 2016-17,it was held on 12/01/2017 and 20/02/2017. There was more than 100 past students participated in meeting. There was following feedback provided by them. They put their opinion on environment; infra structure facility, administration, training and placement, ICT, hostel and canteen facility.50% students noted that there are excellent facilities are available and remaining response was good. Some student suggested that placement facilities need to be improve. Some of them wished going to make social group for services the nation, few of them asked for to improvement the research facility and College Administration.

Feedback from Employer:

The college conducts yearly employer meet This also provides a tool to assess the holistic evolution of the curriculum. The college has linkage with some of the industries, financial institutions , banks, business establishment, Pharmaceutical and forbs regular recruiters of our students .

Feedback from Parents:

Every year college conducts the parent meet. In academic year 2016-17,this meet was conducted on 12/01/2017 and 21/01/2017 in the College. There were 120 parents present .The parent suggest that, There will be no entry without the Identity card in college campus. Our College should be first rank rural area colleges of Maharashtra. The progress of our college is nice; growth of the development is good. There are a good guidance, culture, ethics and good educational development are provided in college This College is ocean of the knowledge. The staff is experienced, cooperative, experts their own subject. Some parents suggested to keep the college campus clean and green.

Annexure III
Best Practices:
Best Practice I:
PLAYING RECORD SONG OF MES & YASHWANT SAMAJIK PRATISTHAN

- **Goal:**
  To inculcate integrated spirit among the students
  To enlarge the social responsibilities by focusing on the college activities
  To strengthen the affinity to the college & the society enlarge

- **The Context**:
  The college aims at providing education in healthy academic ambiance. It was thought that it would be possible only after ensuring the students share of the responsibilities pertaining to learning, social values & awareness of burning issues of the society. So the efforts were made to framing the song that shall reflect achievements of the college. The management & *Yashwant Samajik Pratisthan* to boost the confidence level of students. The college has formed MoU with the Pratisthan to create social awareness among the students.

- **The Practice:**
  The record song is regularly played on every working day during the short recess. The song runs for 3.28 minutes starting at 9.40am when students are set free for the short recess. The song is melodious hindi song. The students voluntarily recite it. The song breaks the monotony and enlivens the atmosphere. The song is about achievement of the college, the management & *Yashwant Samajik Pratisthan.* The Song celebrates the issues of educational parentage of orphan girls, eye donation drive, adopted villages & tree plantation and the activities carried out for the same.

- **Evidence of Success:** The success of the practice is evidenced by:
- Appreciation of the events by students & community.
- The change in attitude of students; Students have boosted their confidence as it is evidence though their participation in the class room activities, sports, elocution competition & placement camp.
- It has resulted into the increase of attendance in class.

- **Problems Encountered and Resources Required:**
  The college seminar hall is located at central place of the main building. Whenever there is an organized program, the record song create disturbance while speech of eminent personalities go on. The students who are on the play ground or at indoor stadium cannot here the song.

  The college needs to install one big speaker on the play ground and one in the indoor stadium for the students so that students can hear and imbibe the spirit of oneness.

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  Name of the Institution: Arts, Science and Commerce College,
  Sonai, Tal: Newasa, District: Ahmednagar-414105 (Maharashtra)
  Accredited Status: A at Third Cycle.
  Cell No. 9822742384 e-Mail: laware_sl@ yahoo.com
  Website: http://www.acssonaicollege.com

Annexure IV

Best Practices:

Best Practice II: BOOK DROP BOX IN THE LIBRARY

- **Goal:**
  To foster values of self responsibilities and discipline
  To revive spirit of affinity towards library
  To save time & energy
  To ensure smooth functioning of library

- **The Context**:
  It was observed by the supervising authority of the college that the issuing of books many time take large time and make it hectic. It further culminates into long queues and noisy situations at the door of library which ought to be the place of silence.

- **The Practice:**
  The college got manufactured a suitable box without lid and is toll enough not to allow anybody to pick the book from its bottom. Students can drop the books that they want exchange from library along with their demand sheet of books in the hasty hours. The books are bar coded so that it facilitates the process of issuing and with the help of demand sheet, the library can plan for the books that the students want to borrow. Students can collect the new books next day from the issuing counter.

  Evidence of Success: The success of the practice is evidenced by:

- The practice has enabled the library to sort out the books in case of limited editions.
- The silence has been maintained in the premises of library, reading hall.
- Students can read and write attentively and increase grasping power.
- It has enabled to increase attendance in the class room.

  Problems Encountered and Resources Required:

- Whenever the books are heaped in the box on certain occasions, there is a threat of picking up books by somebody.
- One more drop box needs to be placed.
- CCTV camera & security net to be installed

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