The Annual Quality Assurance Report (AQAR) of the IQAC

Chh. Shivaji Shikshan Mandal, Vaduj's

Arts & Commerce College, Vaduj

(Maharashtra)

AQAR: 2016-17

Part – A

1. Details of the Institution

1.1 Name of the Institution

Arts & Commere College, Vaduj

1.2 Address Line 1

Opp. Police Station

Address Line 2

Near Bus Stand

City/Town

Vaduj

State

Maharashtra

Pin Code

415506

Institution e-mail address

artscomcollegevaduj@gmail.com

Contact Nos.

02161-231315

Name of the Head of the Institution:

Prin. Dr. L.G. Jadhav

Tel. No. with STD Code:

02161-231315

Mobile:

9850245560

Name of the IQAC Co-ordinator:

Shri. Shivkumar S. Agrawal

Mobile:

9850309268

IQAC e-mail address:

shivkumaragrawal111@gmail.com

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

1.4 **NAAC Executive Committee No. & Date:**
*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

EC/62/RAR/096

1.5 Website address:

www.accvaduj.com

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C+	--	2004-05	2009-10
2	2nd Cycle	B	2.22	2012-13	2017-18
3	3rd Cycle	--	--	--	--
4	4th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

08/02/2014 (New)

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

2016-17

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

   i. AQAR -   2012-13 :   10-05-2013   (DD/MM/YYYY)4
  ii. AQAR -   2014-15 :   25-04-2016   (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√] No [ ]

Constituent College   Yes [ ] No [√]

Autonomous college of UGC Yes [ ] No [√]

Regulatory Agency approved Institution Yes [ ] No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education [√] Men [ ] Women [ ]

              Urban [ ] Rural [√] Tribal [ ]

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

          Grant-in-aid + Self Financing [√] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

    Arts [√] Science [ ] Commerce [√] Law [ ]   PEI (Phys Edu) [ ]

    TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

    Others (Specify) -- | -- |

1.12 Name of the Affiliating University *(for the Colleges)* | Shivaji University, Kolhapur |

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

Autonomy by State/Central Govt. / University | No

University with Potential for Excellence | No   UGC-CPE | No

DST Star Scheme | No   UGC-CE | No

UGC-Special Assistance Programme | No   DST-FIST | No

UGC-Innovative PG programmes | No   Any other (*Specify*) | Adult & continuous education & extension dept. Certificate corses -12

UGC-COP Programmes | No

2. IQAC Composition and Activities

2.1 No. of Teachers | 07

2.2 No. of Administrative/Technical staff | 01

2.3 No. of students | 01

2.4 No. of Management representatives | 01

2.5 No. of Alumni | 01

2. 6 No. of any other stakeholder and

community representatives | 01

2.7 No. of Employers/ Industrialists | 00

2.8 No. of other External Experts | 00

2.9 Total No. of members | 12

2.10 No. of IQAC meetings held | 04

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

Non-Teaching Staff | 02 | Alumni | | Others | 02 | (Students)

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. | 05 | International | | National | | State | | Institution Level | 05 |

(ii) Themes | Health/Women emplowerment/Competative exam |

2.14 Significant Activities and contributions made by IQAC

- Welcome ceremony of new commers (Arts & Commerce separately)

- Deputed staff and faculty to participated in conferences and seminars.

- Organization of Rajyog workshop – a 7 day meditation programme

- Extra lectures for slow learners

- A T B D & Jandhan Yogana

- Any time blood doners/Jandhan Yogana of central govt.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Tree plantation	100 trees were planted
Registration of Adhar	Data of Adhar registered students prepared and non-registered students were directed accordingly
Registration of New voters	265 new voters were registered from the students
Digital India	Center of Maha e-learning with computer skill based courses is started
A T B D	Blood donation & HB detection camp was organized

* Attach the Academic Calendar of the year as Annexure.

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

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

AQAR – Placed before the management in the LMC & the LMC suggested to forward it to the NAAC

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG	02	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	10	02	--	--
Others	--	03	--	01
Total	12	05	--	01

Interdisciplinary	02	--	--	--
Innovative	--	--	--	--

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

Pattern	Number of programmes
Semester	02
Trimester	--
Annual	--

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

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

Please provide an analysis of the feedback in the Annexure

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

Shivaji University, Kolhapur revises & updates syllabi after every three years .
Some times this period is extended for one year.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	10	01	--	--

2.2 No. of permanent faculty with Ph.D.

05

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	04

2.5 Faculty participation in conferences and symposia:

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

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

- Internet prinouts as study matrial

- Innovative teaching methods – seminar, project, servey, field visits/Study tours

- ICT enabled teaching.

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

197

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

As per the university directues

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

--	--	01

2.10 Average percentage of attendance of students

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 %
B.A.	111	04	36	33	--	--
B.Com	--	--	--	--	--	--
Adult & extension courses	103	78	21	04	--	--

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

- Asks to prepare annual teaching plan

- Asks to maintain/write academic diary daily

- Asks to use ICT in teaching

- Special attention to slow learners

- Asks to organize NSS acativities on the campus and in the society and organize camps./Study tours /field visits

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	03
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent	Number of Vacant	Number of permanent	Number of positions filled

	Employees	Positions	positions filled during the Year	temporarily
Administrative Staff	07	--	--	02
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- Project work for part 2 & 3 students – New methods of teaching

- Participation of faculty in seminars, conferences & workshops

- Paper presentation and publication in national & international journals

- Wall paper presentation

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	01	--
Non-Peer Review Journals	--	--	--
e-Journals	01	--	--
Conference proceedings	--	02	--

3.5 Details on Impact factor of publications:

Range [2.0]   Average [--]   h-index [--]   Nos. in SCOPUS [--]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
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. | -- | Chapters in Edited Books | -- |

    ii) Without ISBN No. | -- |

3.8 No. of University Departments receiving funds from

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

        DPE | -- | DBT Scheme/funds | -- |

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

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

3.10 Revenue generated through consultancy | -- |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	---	--	--	--	03
Sponsoring agencies	--	--	--	--	Lead college

3.12 No. of faculty served as experts, chairpersons or resource persons | 03 |

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

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

3.15 Total budget for research for current year in lakhs :

From Funding agency   From Management of University/College

Total | -- |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
02	--	--	--	--	02	--

3.18 No. of faculty from the Institution
    who are Ph. D. Guides | 02 |
    and students registered under them | 03 |

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

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

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

3.21 No. of students Participated in NSS events:

University level | 191 | State level | -- |

National level | -- | International level | -- |

3.22 No. of students participated in NCC events:

University level | -- | State level | -- |

National level | -- | International level | -- |

3.23 No. of Awards won in NSS:

University level | 01 | State level | -- |

National level | -- | International level | -- |

3.24 No. of Awards won in NCC:

University level | -- | State level | -- |

National level [--] International level [--]

3.25 No. of Extension activities organized

University forum [--] College forum [11]

NCC [--] NSS [15] Any other [04]

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

- A T B D
- Celebration of Yoga Day
- Adhar Registration
- Registration of new voters
- Tree plantation
- Celebration of mothers day and Mahabhondala
- Rally for voters awareness canpaign of the election commission of India
- Experts lectues on road safty
- Health Check-up, blood donation and HB detection camp
-

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	3.37 acres	--	--	3.37 acres
Class rooms	12	--	--	12
Laboratories	--	--	--	--
Seminar Halls	02	--	-	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	10	--	--	10
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--

Others	--	--	--	--

4.2 Computerization of administration and library

- Administrative office : Fully computerised

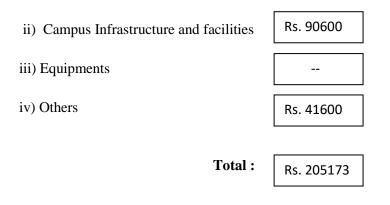- Library :Partly Computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7046	637857	101	20711	7147	658568
Reference Books	2636	978424	--	--	2636	978424
e-Books	--	--	--	--	--	--
Journals	19	51593	--	--	19	51593
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	-
CD & Video	65	13500	--	--	65	13500
Others (COC & donated)	1794	141238	08	10305	1802	151543

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	31	01	01	01	--	--	--	--
Added	--	--	Wi-fi	--	01	--	--	--
Total	31	01	01	01	01	--	--	--

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

- Free access to internet in library and laboratory : All students

- Compuer and internet availability in departments : Part three students

- One day workshop on Cashless Economy and Net banking

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 72973

	ii) Campus Infrastructure and facilities	Rs. 90600

iii) Equipments	--

iv) Others	Rs. 41600

Total : Rs. 205173

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Toilet block – Drinking water facility—wash place – competative examinatin center--- computer lab--- computer with internet in library and departments –collage katta - SA fund

5.2 Efforts made by the institution for tracking the progression

- Unit Tests , periodical tests
- Internal continuous evaluation
- Interaction with other faculty members
- Participation of students in academic and cultural events on the campus
- Mentorship
- Open book test /quiz
- On take examination

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
928	--	--	--

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

(c) No. of international students   --

	No	%
Men	394	42.46

	No	%
Women	534	57.54

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
464	72	01	294	--	931	533	80	--	315	--	928

Demand ratio   100   Dropout %

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

> Lecture hall/reading room
>
> Separate Library section
>
> Internet availability
>
> Guidance lectures

No. of students beneficiaries | 12 |

5.5 No. of students qualified in these examinations

NET | 01 | SET/SLET | -- | GATE | -- | CAT | --- |

IAS/IPS etc | -- | State PSC | -- | UPSC | -- | Others | -- |

5.6 Details of student counselling and career guidance

> Wel-come ceremony for new commers on 29/06/2016 for arts
>
> Wel-come ceremony for new commers on 30/06/2016 for commerce
>
> Awareness a mong girls recording there laws- on 22/07/2016

No. of students benefitted | 200 |

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

- Two lectures on women laws – speakers-PSI and Dy.SP – 22/07/2016

- Homoglobin detection camp for boys & girls – 300 students benefitted

- A programme on women empowerment - 11/08/2016 – speaker P.I.

- Mahabhondala- 21/09/2016

- Celebration of Sadi day on 14/01/2017

- Personal beauty and preservation training center – 23/01/2017 – speaker Shobha Mali

5.9 Students Activities

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

State/ University level | 38 | National level | -- | International level | -- |

No. of students participated in cultural events

State/ University level | 33 | National level | -- | International level | -- |

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

Sports : State/ University level | 07 | National level | -- | International l | -- |

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	04	1025
Financial support from government	261	Rs. 1066554
Financial support from other sources	01	5000
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students | 02 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision :   To provide the higher educational access to all, and especially

socially & economically poor and girls students of drought prone   area.

Mission :   To Create skill and knowledge and awarenesss of our glorious national   Heritage

To make them able for the achievements of human civilization, possessiing a basic

scientific out look and committment to the ideals of patriotism, democracy,

secularism and peace.

To produce leaders of society and economy in all areas of manifold activities

To increase the ability of students for their individual and family development.

To provide students different educational eccess as per the social needs of

Atmosphere.

To try for activating educational system as per changing national policy

6.2 I

Yes,

- Biometric system is installed

- Lacuna in the system is reported to the management. However no
  event accured so far.

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

6.3.1 Curriculum Development

- Annual teaching plan (tentive) Is prepared in the beginning of the year

- Academic diary is written and acknowledged at the end of the month

- Use of mixed types of teaching methods

- Teaching methods are modified according to the topic.

6.3.2 Teaching and Learning

- Question paper sets are prepared and kept in the library

- Assessment methods are communicated to the students at the beginning of the year

- Printed study material is supplied to the students

- Use of encyclopedia

- Use of computers and internet in teaching

6.3.3 Examination and Evaluation

Unit tests/ Question Answer Method/Remedial Teaching /Internal College examinations/Oral examination/Question paper sets are made available in the library

6.3.4 Research and Development

- Wall papers

- Lead college activities

- Guest lectures on women empowerment, health, social resposibilities

6.3.5   Library, ICT and physical infrastructure / instrumentation

Book Bank/Free acess to level III students /One extra library card to scholars/Internet in library

6.3.6   Human Resource Management

Wel-come programme of new commerce

Lecture series on Rajyog by Prajapita Bramhkumari religious university Mount Abu

Organization of a workshop on Strace Management on 31/01/2017

A workshop on Cashless policy of the Central Govt.

Equal distrinbution of co-curricular duties / Meetings with principal departmental meetings /academic calender of the college/academic planner of teachers/techers' participation in refresher courses and orientation programmes

6.3.7   Faculty and Staff recruitment

- Observation of the Govt. Politices regarding qualification

- Reservation policies are followed

- Process is transparant

6.3.8   Industry Interaction / Collaboration

- Mandeshi Udhyog Samuh – Syllabi -

6.3.9   Admission of Students

- Help window/ Prospectus

- Observation of Govt. Rules and regulations regarding social and economic reservation

- University Rules are follows

6.4 Welfare schemes

Teaching	TBF//Insurance/mediclaim policy
Non teaching	Group Insurance of University/PPF/Insurance/mediclaim Poliocy
Students	Govt. Scholarships/free ships/poor boys fund/universitylife insurance

6.5 Total corpus fund generated | -- |

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	Yes	Management
Administrative	--	--	Yes	Management

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?

- University BOSs revise syllabi after every three years, in certain cases, after four years

- Weightage of marks and nature of questions are communicated to affiliated collleges

- Assessment/Moder of answer books- 100%

- Examination and evaluations norms are intimated by senior faculty

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

| ---- |

6.11 Activities and support from the Alumni Association

- Invitation in prize distribution ceremony
- Interaction/ sharing of pleasures and pains

6.12 Activities and support from the Parent – Teacher Association

- Invitation in the celebration of mother day and Mahabhondala
- Ineraction /guidance /cultural activities

6.13 Development programmes for support staff

- O.D. leaves are sanctioned for attending professional meets
- Workshop on strace management. Workshop online question papers

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

- Use of LED bulbs
- Cleanliness campaign
- Tree plantation

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.

- Participation of students in preparing question papers
- Workshop on e-banking
- 7 day programme on stress management

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

- Tree plantation
- Adhar & voters registration
- Extra lectures for slow learners

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

- A T B D

- Students teacher mentorship

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

7.4 Contribution to environmental awareness / protection

- Use of LED bulbs on the campus

- Plantation – 100 days- 01/07/2016

- Use of west water for plantation. Drip   irrigation to plants

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

- Celebration of various days of national value

- Skill based computer courses

- Adhar and voters registration

- Participation in voters' awareness campaign

8. Plans of institution for next year

- Preparing for   third cycle of assessment and accreditation of the college

- Tree planatation

ART

- Digitiliazation of classrooms

- Organization of workshop seminar on the campus

Annesure- I   Academic calendar

Annesure-II   **Best Practices : Introduction of Certificate Courses**

Objectives

- To Provide students certificate courses along with main degree

- To introduce course keeping in mind local needs.

Context :

If traditional education is supported and assisted by some skill based carrier oriented certificate course, its value is certainly increased. So 10 courses of Adalt and Continuous Education and Extention Works Dept. Of the affiliating university were started on the campus.

Practice :

- 10 certificates course were introduced

- 10 co-ordinators were appointed and one co-ordinator for university correspondance

- Process of course was made clear to the concerned

- University conducte examination at the end of the course

Evidence of success :

- o Those who participated did very well.

- o Students were happy with an additional ability

Problems encountered

- Students at large were relecutant to participate

- Additional course fees and examination fees.

Resources Required :

- College gave concession in fee from its own countribution

- A throught of making the course compulsory

Anneure – III Best Practices

Mentorship scheme : Extended Activities.

Objectives :

- To create intimate relationship among students & teachers.
- To entertaint students pains and pleasures end even personal problems
- To maintain the record of over all progress of the given group.
- To reduce the feeling of uncertainty among students in the present socio economics and cultural scenario.

Context :

Mentorship is in practice on several premises. So it was decided to extend the activities of the skill for smooth functioning of academic and cultural activities on the campus and increase the students' participation in the activities.

Practice :

- 40 students were given to each teacher
- They sat in individual groups for 10 minutes on Wednesdays
- Each teacher discussed his students problems such as family, economic, academic and even personal
- Intimate relations are maintained between students and his mentor teacher

Success :

- Students feel secure because of moral support of the mentors
- A sence of responsbility is evident among students
- A compensive record of over all progress is prepared and preserved

Problem encountered

- In the beginning, students felt shy to intimate their personal economic and family difficulties

Resource required

- Such students were taken into confidence
- Those who had come on with very personal issues, their issues were kept with the mentor teacher only.
- Only problematic cases were reported to the principal and remedies were sought

Annexure – III <u>**Analysis of feedbacks – the process**</u>

- Feed backs are obtained from stakeholders on overall campus experience.

- Reading of the feedbacks is done by the committee consisting senior faculty and principal

- Grade points are given – A B C D to academic aspects on the campus.

- Academic aspects with C & D grade points are discussed and remedies arts sought with D grade.

- It is observed that academic aspects with D should be converted to B gradually.

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Annexure – IV   **S W O T Analysis**

Stength	:	Location of the institution No. of girl students
Weaknesses	:	Indiquate play ground Seminar hall for organizing academic meets
Opportunities	:	Post graduation programmes Science wing for under graduates
Threats	:	Increasing use of mobile and selfy mania Passivism of parents towards calls from the college.

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