

!! Nothing can be Sacred as knowledge is!!

Loknete Hon. Hanmantrao Patil Charitable Trust's

Adarsh College, Vita (Sangli)

Maharashtra

The Annual Quality Assurance Report (AQAR)

AQAR: 2017-18

(Prepared by the Internal Quality Assurance Cell)

Submitted to,

National Assessment and Accreditation Council,

Bengaluru, India

December 2018

Part-A

Details of the Institution						
1.1	Name of the Institution	Adarsh College				
1.2	Address Line 1	A/P- Vita				
	Address Line 2	Tal- Khanapur				
	City/Town	District- Sangli				
	State	Maharashtra				
	Pin Code	415 311				
	Institution E-mail address	hpmv_261@yahoo.in				
	Contact Nos.	02347-274190				
	Name of the head of the Institution	I/c Prin. Dr. D.D. Shinde				
	Tel. No. with STD code :	02347-274190				
	Mobile	09421133075				
	Name of the IQAC Coordinator :	Mr. S. S. Shinde				
	Mobile	08459588458				
	IQAC e-mail address	hpmv_261@yahoo.in				
1.3	NAAC Track ID	MHCOGN14178				
1.4	Website- Address:	www.acvita.edu.in				
	Web-link of the AQAR	http://www.acvita.edu.in/aqar				
1.5	Accreditation Details:					
	No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
	1	1 st	C	1.80	October-2010	Jan.2016
	2	2 nd	B+	2.60	October -2017	29 th October,2022
1.6	Date of Establishment of IQAC			July- 2011		
1.7	AQAR for the year			2017-2018		
1.8	Details of the previous year's AQAR submitted to NAAC after the latest assessment and accreditation by NAAC			Latest assessment and accreditation by NAAC is done on 5 th & 6 th October, 2017. This is the first AQAR of 2017-18 after NAAC assessment and accreditation		
1.9	Institutional Status					
	University			State University		
	Affiliated College			YES		
	Constituent College			No		
	Autonomous college of UGC			No		
	Regulatory Agency Approved Institution			No		
	Type of Institution					
				Co-education		

		Semi-Urban
	Financial Status	Grant-in-Aid – UGC 2(f), 12 (b)
1.10	Type of faculty/programme	Arts and Commerce (Grant-in-Aid) B.Sc. and B.C.A., M. A. (Non Grant)
1.11	Name of the Affiliating University	Shivaji University, Kolhapur (MS)
1.12	Special Status conferred by Central/state Govt.— UGC/CSIR/DST/DBT/ICMR etc	NIL
	Autonomy by State/Central Govt.	NO
	University with Potential for Excellence	NO
	UGC-CPE	NO
	DST Star Scheme	NO
	UGC-Special Assistance Programme	NO
	DST-FIST	NO
	UGC- Innovative Programmes	NO
	UGC-COP Programmes	NO
	Any other (Specify)	NIL

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	01
2.8	No. of other External Experts	01
2.9	Total No. of members	14
2.10	No. of IQAC Meetings held	03
2.11	No. of meetings with various stakeholders	03
2.12	Has IQAC received any funding from UGC during the year ?	No
2.13	Seminars/Conferences (only quality related)	Yes
	i) No. of Seminars/Conferences/ Workshops organized by IQAC	00
	ii) Themes	00
2.14	Significant Activities and contributions made by IQAC	Periodic IQAC meets for Quality Enhancement
2.15	Plan of Action by IQAC/ Outcome: The plan of action chalked out by the IQAC in the beginning	See Annexure – I
2.16	Whether the AQAR was placed in statutory body	Yes
2.17	Provide the details of the action taken	See Annexure- II

PART- B

CRITERION – I

1. CURRICULAR ASPECTS

1.1 Details about Academic Programmes

Level of the programmes	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.	---	---	---	---
UG	04	---	02 (B. Sc., B.C.A.)	---
PG	03	---	03(M. A.)	---
Advanced Diploma	---	---	---	---
Certificate	04	---	---	---
Others	---	---	---	---
Interdisciplinary	---	---	---	---
Innovative	---	---	---	---
Total	11	---	05	---

1.2	i) Flexibility of the curriculum: CBCS/Core/Elective option/Open option	Elective Options are available for B.A. There are no Elective Options for B.Com.
	ii) Pattern of Programmes:	
	Semester	05
	Annual	03 (YCMOU)
1.3	Feedback from stakeholders <i>*Please provide an analysis of the feedback in the Annexure</i>	See Annexure III See Annexure IV See Annexure V
	Students	YES
	Mode of feedback :	Manual
1.4	Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.	University (Board of Studies for the concerned subject) revises the subject after every three years.
1.5	Any new Department/Centre introduced during the year. If yes, give details.	No

CRITERION –II

2. TEACHING, LEARNING AND EVALUATION

2.1	Total No. of permanent faculty		19		
	Assistant Professors		18		
	Associate Professors		00		
	Professors		01		
	Others		00		
2.2	No. of permanent faculty with Ph.D.		07		
2.3	No. of Faculty Positions Recruited (R) and Vacant (V) during the year		R	V	
	Assistant Professors		17	01	
	Associate Professors		---	---	
	Professors		01	---	
	Others		00	---	
	Total		18	01	
2.4	No. of Guest and Visiting faculty and Temporary faculty		Guest - 00	Visiting- 16	Temporary- 04
2.5	Faculty participation in conferences and symposia				
	No. of Faculty	International Level	National Level	State Level	Total
	Attended Seminars/Workshops	05	14	04	22
	Presented Papers	01	20	02	22
	Resource Persons	---	01	--	01
2.6	Innovative processes adopted by the institution in Teaching and Learning		<ul style="list-style-type: none">④ Teaching Plans, academic calendar, daily roll calls and academic diaries of the faculty.④ Faculty makes use of power-point presentation, L.C.D., Group discussion, surveys and other interactive practices to make teaching learning process more effective.④ The students' feedback forms are taken into consideration for effective teaching –learning process.④ All faculty members are engaged in their research work.		
2.7	Total No. of actual teaching days during this academic year		242		

2.8	Examination/ Evaluation Reforms initiated by the Institution (e.g. Open Book Examination, Bar coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	Photocopy, Open Book Examination
2.9	No. of faculty members involved in Curriculum Restructuring / Revision / Syllabus Development as a Member of Board of Studies/ Faculty/ Curriculum Development Workshop	02
2.10	Average percentage of Attendance of Students	90%
2.11	Course/ Programme wise distribution of pass percentage:-	

Title of the Programme	Total no. of students appeared	Division			
		Distinction	I	II	Pass
B.A. I	220	05	21	71	49
B.A.II	120	02	14	64	35
B.A.III	74	05	31	36	02
B.Com. I	164	14	27	45	61
B.Com. II	142	10	25	45	52
B.Com. III	116	15	25	08	46
B.Sc. I	72	04	06	22	15
B.Sc. II	43	--	05	20	09
B.Sc. III	41	01	06	06	--
B.C.A. I	44	12	30	04	04
B.C.A. II	32	04	20	04	04
B.C.A. III	27	07	14	01	01
M.A.I (History)	10	01	03	02	01
M.A.II (History)	07	04	03	--	--
M.A.I (Economics)	14	--	01	09	01
M.A.II (Economics)	26	01	05	15	04
M.A.I (Hindi)	08	--	01	06	01
M.A.II (Hindi)	06	04	01	01	--

2.12	How does IQAC Contribute/Monitor/Evaluate the Teaching and Learning Processes:		IQAC observes: Semester-wise Results, various activities taken by committee, feedback analysis, also promotes to participate in refresher, orientation course and participate in conferences and seminars to upgrade their knowledge.		
2.13	Initiative undertaken towards faculty development				
	Faculty/Staff Development Programmes		05		
	Refresher Courses		--		
	UGC – Faculty Improvement Programme		--		
	HRD programmes		--		
	Orientation programmes		04		
	Faculty exchange programme		--		
	Staff training conducted by the University		--		
	Staff training conducted by other institutions		--		
	Summer/Winter schools, Workshops, etc.		--		
	Others/Short Term Courses		01		
2.14	Details of Administrative and Technical staff				
	Category	Number of Permanent Employees	Number of Vacant Positions	Number of Permanent positions filled during the Year	Number of Positions filled temporarily
	Administrative Staff	08	02	08	02
	Technical Staff	---	---	---	00

CRITERION – III

3. RESEARCH, CONSULTANCY AND EXTENSION

3.1	Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution	<ul style="list-style-type: none">⦿ There is a college research Committee to promote the research amongst the teachers.⦿ The committee encourages faculty for Participation and paper presentation in International/National/University level Seminars and Workshops⦿ It also encourages the faculty for Major/Minor Research Projects⦿ College students are inspired for participation in various research activities⦿ Faculty is doing research activities such as M. Phil. /Ph.D.			
3.2	Details regarding Major Projects	Completed	Ongoing	Sanctioned	Submitted
	Number of Projects (Major)	----	----	----	----
	Outlay in Rs. Lakhs	----	----	----	----
3.3	Details regarding Minor Projects	Completed	Ongoing	Sanctioned	Submitted
	Number of Projects (Minor)	00	---	---	---
	Outlay in Rs. Lakhs	00	---	---	---
3.4	Details on research publications	International	National	Others	
	Peer Review Journals	07	---	00	
	Total	07			
	Non-Peer Review Journals	---	---	---	
	Total	00			
	e-Journals	---	---	---	
	Total	00			
	Conference proceedings	23	---	02	
	Total	25			
	Magazine/Periodicals	---	01	---	
	Total	01			
3.5	Details on Impact factor of publications		---		
	Range		0 to 5		
	Average		2.517		
	h-index		---		
	Nos. in SCOPUS		---		

3.6	Research funds sanctioned and received from various funding agencies, industry and other organizations		---		
	Nature of the project	Duration Year	Name of the funding agency	Total grant sanctioned	Received
	Major projects	----	----	----	----
	Minor projects	----	----	----	---
	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.		02		
	Chapters in Edited Books		01		
	ii) Without ISBN No.		-----		
3.8	No. of University Departments receiving funds from		----		
	UGC-SAP		----		
	CAS		---		
	DST- FIST		---		
	DPE		---		
	DBT Schemes / Funds		---		
3.9	For Colleges				
	Autonomy		----		
	CPE		---		
	INSPIRE		----		
	CE		----		
	Any other Specify		---		

	DBT Star Scheme			---	
3.10	Revenue generated through consultancy			Consultancy is Free of Cost	
3.11	No. of Conferences organized by the institution			00	
Level	International	National	State	University	College
Number	---	---	--	--	---
Sponsoring Agencies	---	---	---	---	---
3.12	No. of Faculty served as Experts, Chairpersons or resource persons			10	
3.13	No. of collaborations				
	International			---	
	National			---	
	Any other			---	
3.14	No. of Linkages created during this year			---	
3.15	Total budget for research for Current year in Lacks			---	
	From funding agency			---	
	From management of University/ College			---	
	For Workshops/ Seminar and Teacher training			---	
	Total			---	
3.16	No. of patents received this year			00	
3.17	No. of research awards/ recognitions received by faculty and Research Fellows of the Institute in the year				
	International			00	
	National			01	
	State			00	
	University			00	
	District/ College			00	
	Total			01	
3.18	No. of faculty from the Institution who are Ph.D. guides and students registered under them			02 Research Guide 04(Research Students)	
3.19	No. of Ph. D. Awarded by faculty from the Institution			01	

3.20	No. of research Scholars receiving the fellowships (newly enrolled + existing ones)	00
	JRF	00
	SRF	00
	Project Fellows	00
	Any other	00
3.21	No. of students Participated in NSS events	00
	University levels	04
	State levels	01
	National Levels	00
	International Levels	00
3.22	No. of Students participated in NCC events	00
	University level	00
	State level	00
	National level	00
	International level	00
3.23	No. of Awards Won in NSS	
	University level	00
	State level	00
	National level	00
	International level	00
3.24	No. of Awards Won in NCC	Not Applicable
	University level	00
	State level	00
	National level	00
	International level	00
3.25	No. of Extension Activities Organized	00
	University Forum	00
	College Forum	00
	NCC	Not Applicable
	NSS	10
	Any other	20
3.26	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility	<ul style="list-style-type: none"> 🕒 Eye- Check up Camp. 🕒 Voter Awareness Rally 🕒 Save Girl Child Rally. 🕒 Road Safty Awareness Rally.

		<ul style="list-style-type: none"> ⊙ Student parents meet. ⊙ Wel-Come Ceremony for Freshers ⊙ Wallpaper Presentation. ⊙ Traditional Day Competitions. ⊙ World Water Day Celebration. ⊙ Cataract Check up and Surgery Camp. ⊙ Free Spectacles Distribution for old peoples. ⊙ Competitive Examination Guidance. ⊙ Water Management Rally. ⊙ Cleanliness Campaign. ⊙ Skill Development Competitions. ⊙ Superstition Eradication Workshop. ⊙ Workshop on Environment/ Geography Day ⊙ Book Exhibition/ Publication Ceremony ⊙ Birth Anniversary of Hon. Loknete Hanmantrao Patil Saheb. ⊙ Workshop on Personality Development and Health. ⊙ Celebration Of Teachers' Day ⊙ Participation in Youth Festival- district level and university level ⊙ Birth Anniversary of Mahatma Gandhi, Mahatma Phule, Chhatrapati Shahu Maharaj, Dr. Babasaheb Ambedkar. ⊙ Departmental Study Tours. ⊙ Annual Elocution Competition. ⊙ Various Annual Competitions such as Essay Writing, Hairstyle, Earthen Color, record dance, treasure hunt ⊙ Annual Sports. ⊙ Various Workshops under Lead College. ⊙ Carrier Guidance Programme.
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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	3342.42 sq.mts.	---	---	3342.42 sq.mts.
Class rooms	23	---	---	23
Laboratories	05	--	---	05
Seminar Halls	01	---	---	01
No. of important equipments purchased (\geq 1-0l Lakh) during the current year	2472	825	Management	3297
Value of the equipments purchased during the year (Rs. In lakhs)	50,89,183/-	16,60,100/-	Management	67,49,283/-
Others	----	----	---	----
4.2	Computerization of administration and library	OFFICE @ Automation Software: office software CVMS replaced with advanced “Educare” Software, officer computerization; Data entry of cash books, fee receipts, admission forms, general register, etc. @ Web-Portal: suk.digitaluniversity.in for admission and examination work @ Generation of certificates such as Bonafide, TC, etc. LIBRARY @ In our library, we use library software prepared by Biyani Technologies, Kolhapur @ Library is automated @ Computer are provided with internet facility @ A study room facility made available for students and faculty separately		

		<ul style="list-style-type: none"> Ⓢ Book Bank Scheme is provided Ⓢ Extra Book Facility made available for scholar students and poor but studious students. Ⓢ Inter Library Loan is provided. Ⓢ Open Access System Ⓢ New Arrivals Section Ⓢ Mobile Library Ⓢ Bar Coding Ⓢ Newspaper Cutting Files Ⓢ Online Public Access Catalog (OPAC) Services Ⓢ Best Reader Award Ⓢ Book Exhibition
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4.3 Library services:

	Existing (2016-17)		Newly added (2017-18)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6510	6,57,803/-	27	3,311/-	6537	6,61,114/-
Reference Books	4095	10,32,532/-	250	43,089/-	4345	10,75,621/-
Other Books	1066	1,23,471/-	22	2,809/-	1088	1,26,280/-
e-Books	----	----	----	----	----	----
Journals	65	21,000/-	62	21,235/-	03	235/-
E-Journals	----	----	----	----	----	----
Digital Database	01	5700/-	1	5,700/-	1	5,700/-
CD & Video	170	----	12	----	182	----
Others *Daily Newspapers	07	10,220/-	08	13,870/-	08	13,870/-
Bound Volumes	390	----	56	----	446	----

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Office	Departments	Others
Existing	62	01	04	02	07	00	00
Added	20 Desktop	01	---	01	----	05	----
Total	82	02	04	03	07	05	00



4.5	Computer, internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)	Training to faculty to use internet facilities in library by computer department. Internet facility is provided to Science departments, Labs and library. Research work of faculty is enhanced through the use computers and internet access.
4.6	Amount spent on maintenance in Lakhs:	4,88,667/-
	i) ICT	1,30,000/-
	ii) Campus Infrastructure and facilities	3,00,000/-
	iii) Equipments	1,50,000/-
	iv) Others	38,667/-

CRITERION- V

STUDENT SUPPORT AND PROGRESSION

5.1	Contributions of IQAC in enhancing awareness about student support services.				<ul style="list-style-type: none"> ⊗ Participation of student council in IQAC ⊗ Participation of Alumni in IQAC ⊗ IQAC monitors student participation and student support activities through different college committees ⊗ IQAC works on students' feedback and offers suggestions on student support. 			
5.2	Efforts made by the institution for tracking the progression				⊗ The institution has taken efforts for tracking the progression by way of analysis of the tests, examination, results etc.			
5.3	(a) Total Number of students				2017-2018			
	UG				1157			
	PG				69			
	Ph.D.				00			
	Total				1226			
	(b) Total number of students outside the state				00			
	(c) Total number of International students				00			
Academic Year	General	SBC	VJNT	SC	ST	OBC	Physically Handicapped	Total
2017-2018	692	66	139	179	--	150	--	1226
	Demand Ratio				87.57%			
	Drop Out Ratio				4.08%			
5.4	Details of students support Mechanism for coaching for competitive Examination (If any)				<ul style="list-style-type: none"> ⊗ Workshops on job opportunities and personality development are organized. ⊗ Information Display Services such as : <i>Career Corner, Commerce Updates, Employment Outlook.</i> ⊗ Subscription of Journals and Periodicals related to competitive examinations. ⊗ Guest Lectures and Organization of different Programmes on Competitive Exams. 			
	No. of students benefitted				525			
5.5	Number of students qualified in these Exams							
	NET				02			

	SET/SLET	03
	GATE	00
	CAT	00
	IAS/IPS	00
	State MPSC	02
	UPSC	00
	Others	00
5.6	Details of Students Counseling and Career Guidance	<ul style="list-style-type: none"> ② At the time of Admission College provides Counseling and Career Guidance to all students. ② Solving Psychological educational problems. ② Guidance to slow Learners. ② Guidance to handicapped students. ② Solving problems for study. ② Guidance regarding Leadership. ② Guidance in presenting papers in seminars/ conferences.
	No. of Students benefitted	400
5.7	Details of campus Placements	The trust's organizes Placement Camp in the institute.
5.8	Details of Gender Sensitization Programmes	--
5.9	Students Activities and Participation in Sports, Games and other events	2017-2018
	University level	10
	State Level	01
	International Level	00
	National Level	00
5.10	Number of students participated in cultural Activities	
	University level	12
	State Level	00
	International Level	00
	National Level	00
	Intercollegiate	225
5.11	Number of Awards/ Medals won by students in Sports, Games and other events.	2017-2018
	University level	10
	College/State Level	50

	International Level	00	
	National Level	02	
5.12	Scholarships and Financial Supports	No. of students	Amount
	Financial Support from Institution	250	1,50,000/-
	Financial Support from Government	176	5,15,466/-
	Financial Support from other sources	00	00
	No. of students who received International/ International Recognition.	00	00
5.13	Students Organized / Initiatives		
	Fairs		
	University level	00	
	State Level	00	
	International level	00	
	National Level	00	
	Exhibition	00	
5.14	No. of social initiatives undertaken by the students	 Participation in Ganesh Festival and Navratri Festival  Tree Plantation, Blood Donation Survey and Seminar.	
5.15	Major Grievances of students (if any) redressed.	Nil	

CRITERION: VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1	State the vision and mission of the institution	
	<p>VISION:</p> <ul style="list-style-type: none"> ☉ To provide the quality higher education to cater the needs of society on a par with the changing global trends in recent times. <p>MISSION:</p> <ul style="list-style-type: none"> ☉ To bring about intellectual awakening in each and every individual. ☉ To impart value based education. ☉ To promote the use of technology to introduce changing educational, social and global scenario. ☉ To create a society based on the principles of Equality and Social justice. ☉ To empower the women to face challenges of the new era. ☉ To render the valuable services in the field of education especially to underprivileged and downtrodden masses. ☉ To take the efforts to develop our institute as a centre for community development through community oriented programmes. ☉ To promote the use of modern technology to disseminate the advanced knowledge among the students and faculty members of the institutes. 	
6.2	Does the institution has a management Information System	YES
6.3	Quality improvement strategies adopted by the institution for each of the following:	
	6.3.1 Curriculum Development	<ul style="list-style-type: none"> ☉ University designs the curriculum and the college follows it in tune. ☉ The faculty instructs/suggests the Board of Studies of their respective subjects regarding the syllabus revision. ☉ Faculty takes active participation in workshops regarding the revised syllabi organized by the university.
	6.3.2 Teaching and Learning	<ul style="list-style-type: none"> ☉ College promotes teachers to attend Seminars/Workshops/Conferences related to the subject. ☉ Subscribing various Journals and Periodicals related to the subject. ☉ Sufficient number of Books and References ☉ Guest Lecturers/Special Lecturers for slow learners ☉ Promoting teachers to take part in OC/RC ☉ Following continuous assessment/Home Assignments/Seminars/Group Projects

		<ul style="list-style-type: none"> ② Motivate the faculty for the maximum the use of ICT ② Use of ICT means in the learning and teaching process (i.e. use of LCD projector, PPT, Online Videos, and films etc.) ② Interaction sessions with the students to develop their overall personality ② To promote the students for research by organizing seminars, projects, brain-storming sessions etc. ② Inviting guest lecturers/experts to evolve the social, political, cultural and economic awareness of the teachers as well as the students. ② Organizing various workshops, seminars at college level
	6.3.3 Examination and Evaluation	<ul style="list-style-type: none"> ② College follows the University Schedule regarding Examinations ② University conducts Central Assessment Programme (CAP) for second and third years (i.e. third to sixth semesters of UG) of faculties like B.A., B.Com., B.Sc., B.C.A. and first to fourth semesters of PG. ② Our college conducts Central Assessment Programme (CAP) for first year (i.e. first and second semesters of UG) of faculties like B.A., B.Com., B.Sc., B.C.A. ② Utmost care is taken to make the examination process transparent ② Students can opt for revaluation by getting a photo-copy of their answer book from the University ② As per university guidelines, college established Internal Squad for the examination.
	6.3.4 Research and Development	<ul style="list-style-type: none"> ② College Research Committee promotes research culture in the college ② Staff Academy arranges Guest Lectures related to Research Work ② There are peer reviewed research Journals/Periodicals in the college library ② The committee promotes the teachers to prepare and present research papers in Seminars and Conferences ② The committee promotes the teachers to go for Major/Minor Research Projects ② College arranges U.G.C. and university level workshop, seminar in the college.

	6.3.5 Library, ICT and Physical Infrastructure/Instrumentation	<ul style="list-style-type: none"> ⦿ Well equipped library including Reading room. ⦿ The area of it is 1552.46 Sq. Ft (Library Section- 815.36 sq. ft. and Reading section-737.10 sq.ft) ⦿ Library Software is used of Biyani Techonology, Kolhapur. ⦿ Delivery of information services through e-mail, telephone, Exhibitions etc. ⦿ Use of digital equipments such as computers, Laptop, DVD's, CD's and E-Journals etc. ⦿ Internet facility with LAN ⦿ Upgrading required furniture and fixtures ⦿ Laboratories for Science Faculty.
	6.3.6 Human Resource Management	<ul style="list-style-type: none"> ⦿ The college has recruited all posts and there is no vacancy at this stage ⦿ The teaching staff, apart from their teaching duties, contributes in different administrative committees ⦿ Staff Secretary and Teaching Non-Teaching coordination Committee cares for the Human Resources ⦿ The Parent-Teacher-Student Meet is organized per year by the college.
	6.3.7 Faculty and Staff Recruitment	<ul style="list-style-type: none"> ⦿ Recruitment of teachers is strictly done in accordance with the guidelines laid down by the U.G.C., the Government of Maharashtra and the relevant statues framed by the Shivaji University. ⦿ The vacant posts are first communicated to Hon'ble Joint Director of the Higher Education, and the University. ⦿ After their approval and NOC the posts are advertised in the national newspapers. Although the decision of the selection committee is final, the final approval of the university is needed for the appointment of the candidate. ⦿ After the expiry of the probation period (12 months) the concerned employee is given the order of permanent by the management and the service of the employee is retained.
	6.3.8 Industry Interaction/Collaboration	<ul style="list-style-type: none"> ⦿ Student are given opportunity for campus selection ⦿ We run supportive courses for the betterment of the students. ⦿ Different departments visit different industries. ⦿ Programmes are organized like donation of grain bags for <i>Adivasi</i> Tribes with NGO's such as Vita Cultural Group and Rotary Club for the social

		welfare.																		
	6.3.9 Admission of Students	<ul style="list-style-type: none">④ The admissions are given on Merit basis④ We flash advt. in the local news papers④ Counseling and guidance is done④ The Provisional Admissions, as per the University rules, are made final at the declaration of the final result only④ The reservation criterion is strictly followed④ Utmost care is taken to offer flexibility in subject selection																		
6.4	Welfare schemes for	④ The college provides/assists in the following																		
	Teaching	<ul style="list-style-type: none">④ Provident Fund④ Group Insurance④ Accidental Insurance④ Pension Scheme/DCPS④ Availing various types of Loans																		
	Non-Teaching	<ul style="list-style-type: none">④ Provident Fund④ Group Insurance④ Accidental Insurance④ Pension Scheme																		
	Students	<ul style="list-style-type: none">④ Group Insurance④ Accidental Insurance④ Student Aid Funds (SAF)																		
6.5	Total corpus fund generated (in rupees)	25,000/-																		
6.6	Whether annual financial audit has been done	YES																		
6.7	Whether Academic and Administrative Audit (AAA) has been done?																			
	Audit Type	<table><tr><td colspan="2">External</td><td colspan="2">Internal</td></tr><tr><td>Yes/No</td><td>Agency</td><td>Yes/No</td><td>Authority</td></tr><tr><td>Academic</td><td>Yes</td><td>C.A. Joshi</td><td>Yes</td><td>C.A. Joshi</td></tr><tr><td>Administrative</td><td>Yes</td><td>C.A. Joshi</td><td>Yes</td><td>C.A. Joshi</td></tr></table>	External		Internal		Yes/No	Agency	Yes/No	Authority	Academic	Yes	C.A. Joshi	Yes	C.A. Joshi	Administrative	Yes	C.A. Joshi	Yes	C.A. Joshi
External		Internal																		
Yes/No	Agency	Yes/No	Authority																	
Academic	Yes	C.A. Joshi	Yes	C.A. Joshi																
Administrative	Yes	C.A. Joshi	Yes	C.A. Joshi																
6.8	Does the University/Autonomous College declare results within 30 days?	Minimum 40 days required to declare the results																		
	For UG Programmes	Yes																		
6.9	What efforts are made by University/ Autonomous College for Examination Reforms?	<ul style="list-style-type: none">④ University declares the Examination Schedule, supports Question Papers, and Answer Books.④ College conducts the Examination as per the university schedule④ Recently, the University has introduced Semester Pattern for Annual Pattern																		
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	<ul style="list-style-type: none"> Ⓢ College has its own Alumni Association established recently. Ⓢ It organized tree Plantation Drive and has arranged a get-to-gather programme this year.
6.12	Activities and Support from the Parent-Teacher Association	<ul style="list-style-type: none"> Ⓢ The Parent Teacher Association/Committee Activities: organized its get-to-gather drives Ⓢ Organized Parent-Teacher Meets for overall development of students
6.13	Development programmes for support staff	<ul style="list-style-type: none"> Ⓢ College supports the support staff with a dress code/uniform once in a year
6.14	Initiatives taken by the institution to make the campus eco-friendly	<ul style="list-style-type: none"> Ⓢ College has a Green Campus Ⓢ Proper and regular Maintenance is done Ⓢ We regard neat, clean and eco-friendly infrastructure as our best practice Ⓢ This year we have tried to have our Green Report stating Carbon and Oxygen emission Ⓢ College students took active part in keeping the campus clean and green. Ⓢ We run drives to keep the campus plastic free.

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.	<ul style="list-style-type: none">Creation of Botanical GardenCataract surgery camp during NSS campProvided economic support to poor and needy studentsPlantation in college campus area and other campus areas of Sansthan's educational institutionsScheme of best library User Card
7.2	Provide the Action Taken Report (ATR) based on the plan of decided upon at the beginning of the year.	See Annexure V
7.3	Give two best practices of the Institution (<i>please see the format in the NAAC Self- Study Manuals</i>)	See Annexure VI See Annexure VII
7.4	Contribution to environmental awareness/ protection	<ul style="list-style-type: none">No Vehicle DayCleanliness Awareness rallies in cooperation with Vita Municipal CorporationContribution to the 'Clean India Campaign' hand in hand with Vita Municipal Corporation, Vita.
7.5	Whether environmental audit was conducted?	No
7.6	Any other relevant information the institution wishes to add(<i>For example SWOT Analysis</i>)	SWOT Analysis of the College.

SWOT ANALYSIS OF THE COLLEGE

Strength: <ol style="list-style-type: none"> 1. Management support for economic and growth of the institution 2. Eco-friendly and beautiful college campus 3. Well qualified and competent staff 4. Good research activities 5. Initiative to run variety of projects and activities in the institution 6. Outnumbered female students Weakness: <ol style="list-style-type: none"> 1. No professional course/s, limited selective choice for the students 2. Infrastructure is not optimally used Opportunities: <ol style="list-style-type: none"> 1. Starting professional courses 2. Enhancing campus facilities including Wi-Fi facility 3. Grabbing the rural potential for competitive examinations Threats: (Challenges): <ol style="list-style-type: none"> 1. The drop-out rate in almost all the courses/classes 	
Plans of the Institution for next year	See Annexure VIII



Mr. Shinde S.S.

(Coordinator, IQAC)





I/c Prin. Dr. Shinde D.D.

(Chairperson, IQAC)

Plan of Action of IQAC and its Outcome: 2017-18

S.N.	PLAN	ACTION TAKEN
1	Submit Quarterly Demand (For each quarter)	Submitted
2.	Submitting the LOI, preparing RAR, Heading for Reaccreditation	Arranged and distributed the Reaccreditation parameters
3.	Planning for collective files of the Department	Planned the file structure
4.	To plan and submit Budget	Planned the budget
5.	Review of different files/documents	Reviewed
6.	Collecting AQAR data from the AQAR Criterion Heads	Collected the data
7.	Analyzing the AQAR data received from the AQAR Criterion Heads	Analyzed the data
8.	Preparation of AQAR	Prepared
9.	Submission of AQAR online on the NAAC web portal	Submitted
10.	Upload AQAR on the college website	Website Prepared Data uploaded
11.	Visiting NAAC web portal for the updates	----
12.	Organizing a one day workshop on IQAC	----
13.	Inviting Plan of Action from the Various Committees (AQAR Criterion VII) to prepare the plan of action	Prepared plan of action
14.	Collection of API/PBAS forms, Academic Diaries, Catalogues, Bio-Metric Generated Slips, Certification by the HoD/Principal, and other supporting documents	Forms collected
15.	Verification of the API/PBAS forms	Forms verified

DETAILS OF ACTION TAKEN: 2017-18

S.N.	PLAN	ACTION TAKEN
1	Chalk out the Action Plan for the next year	Planned the action plan
2.	Review outcome of the Action Plan of the previous year	Took the review of the action plan of the previous year
3.	Maintaining API/PBAS forms, Academic Diaries and other records	All record maintained
4.	Arranging periodic meets for the Internal Quality Assurance Cell	Arranged Meets
5.	Preparing Annual Quality Assurance Report	AQAR Prepared
6.	Online submission AQAR/LOI	-----
7.	Monitoring the work of various Curricular/Extra-curricular and Co-curricular Committees	Monitored
8.	Monitoring the Proposals to be submitted to the U.G.C. office under 2(f) 12(b)	Monitored
9.	Monitoring the Results of B.A./B.Com classes: (Semester wise results Analysis)	Monitored and analyzed
10.	Monitoring newly started Programmes/Courses	Monitored
11.	Initiating new Courses/Programmes	-----
12.	Monitoring utilization of UGC'S Additional Assistance Grants	Work done
13.	Monitoring the college miscellany ' <i>Anjira</i> '	<i>Anjira</i> prepared
14.	Monitoring the college Activities	Monitored
15.	Proposing Budget for college NAAC/IQAC	---
16.	Reviewing the Recommendation of the PTV	Review under progress

ADARSH COLLEGE, VITA

A	B	C	D	E
Excellent	Very Good	Good	Satisfactory	Unsatisfactory
5.00	4.00	3.00	2.00	1.00

ANALYSIS: QUESTIONNAIRE NO. 1 (Student Feedback on the Course)**Name of the Course/Class:****B.A./II/III; B.Com I/II/III; B.Sc.I/II/III, B.C.A.I/II/III; M.A. I/II/III (in %)**

Sr. No.	Parameters	A	B	C	D	E
		Excellent	Very Good	Good	Satisfactory	Unsatisfactory
1	B.A- I	45.84	43.10	2.68	7.38	-
2	B.A- II	64.78	24.68	6.89	1.55	1.10
3	B.A- III	51.63	45.21	0.53	-	2.63
4	B.Com-I	51.63	26.78	14.78	5.24	4.57
5	B.Com-II	54.78	31.52	8.47	3.65	0.55
6	B.Com-III	39.52	25.73	18.47	6.78	8.50
7	B.Sc.- I	29.53	48.37	13.74	7.31	0.05
8	B.Sc.- II	42.00	40.00	19.00	-	-
9	B.Sc.- III	56.22	37.66	06.12	-	-
10	B.C.A.- I	47.42	49.94	1.10	0.54	-
11	B.C.A.- II	55.32	44.68	-		-
12	B.C.A.- III	33.21	48.89	16.36	0.54	-
13	M.A.-I	37.94	34.07	26.36	0.63	-
14	M.A.-II	39.53	32.58	21.63	6.26	2.64
	Total (1400)	648.35	533.31	154.74	41.85	13.75

ADARSH COLLEGE, VITA

ANALYSIS: QUESTIONNAIRE NO. 2 (Student Feedback on the Teacher in %)

A	B	C	D	E
Excellent	Very Good	Good	Satisfactory	Unsatisfactory
5.00	4.00	3.00	2.00	1

Sr. No.	Employee Name	Subject	A	B	C	D	E	Total
B.A. & B. Com								
1	Dr. Prakash Bhausaheb Mokashi	Hindi	79.13	20.87	-	-	-	100
2	Mr. Suryakant Jalinder Shinde	Physical Education	59.56	32.18	8.26	-	-	100
3	Mrs. Surekha Nandkumar Dhanwade	Education	56.86	31.73	10.43	1.73		100
4	Mr. Rajesaheb Nabi Sande	Economics	43.04	37.39	19.56	-	-	100
5	Mr. Jaydeep Uttamrao Dixit	Economics	94.78	5.23	-	-	-	100
6	Dr. Mansi Dasharath Jagdale	Marathi	64.78	25.73	4.78	1.31	-	100
7	Dr. Uttam Laksaman Thorat	Hindi	64.78	29.73	4.78	1.31	-	100
8	Dr. Nivasrao Adhikrao Varekar	History	62.70	35.21	2.62	-	-	100
9	Dr. Balaso Nivrutti Karpe	History	54.36	36.95	8.69	-	-	100
10	Mrs. Sunita Gorakh Rokade	Marathi	64.78	25.73	4.78	1.31	-	100
11	Mr. Ashok Govindarao Ughde	Hindi	66.95	26.08	4.73	0.86	1.33	100
12	Dr. Dattatray Dadaso Shinde	Geography	81.73	15.21	3.08	-	-	100
13	Mr. Vihar Shahabu Nisrgandh	English	67.82	32.18	-	-	-	100
14	Mr. Ajay Dagdu Kate	Economics	59.56	38.69	1.32	0.43	-	100
15	Mrs. Nutan Dattatray Raut	Commerce	60.54	32.8	7.36	-	-	100
16	Mr. Mohan Devappa Chinni	Commerce	56.08	33.50	9.56	0.86	-	100
17	Mr. Sambhaji Shivaji Shinde	English	87.39	12.18	0.43	-	-	100
18	Mr. Gajanan Rajaram Chougule	Psychology	78.28	20.86	0.86	-	-	100
19	Mr. Ramchandra Yashwant Nikam	English	90	10	-	-	-	100
20	Mr. Subhashy rangnath Chvan	Law	60.88	37.82	1.13	-	-	100
21	Mr. Karande S. S.	Stat	44.37	40.46	13.91	0.86	-	100
BCA								
22	Mr. Rajendra Vasant Jadhav	BCA	71.31	28.69	-	-	-	100
23	Mr. Mosin Ajam Momin	BCA	54.34	32.17	13.49	-	-	100
24	Mr. Sunny Krushna Kale	BCA	53.93	43.47	2.60	-	-	100
25	Mr. Dattatray Lalaso Ghorpade	BCA	59.56	40.44	-	-	-	100
B.Sc.								
26	Mrs. Dhabugde Bhagyasri Ashok	Chemistry	67.83	32.78	-	-	-	100
27	Miss. Godase Harsharani Tukaram	Physics	82.61	16.91	0.48	-	-	100
28	Miss Patil Mrunali Aapasaheb	Physics	67.83	32.17	-	-		100
29	Miss Hasabe Vasanti Tukaram	Botany	72.61	26.96	0.43	-		100

30	Miss Patil Priyanka Dilip	Zoology	77.82	22.18	-	-	-	100
31	Miss Phase Tejashri K	Zoology	73.04	26.96	-	-	-	100
32	Miss Deshmukh Neha Nandkumar	Maths.	86.52	14.48	-	-	-	100
33	Mr. Deshmukh Ajit Hanmantrao	Chemistry	72.61	26.96	0.43	-	-	100
34	Mrs. Salunkhe Swati Hanmant	Botany	76.52	23.05	0.43	-	-	100
35	Mr. Surywanshi Abhijet	Physics	69.56	29.56	0.86	-	-	100
36	Mr. Shinde Amol Dnyandeo	English	75.65	21.75	2.60	-	-	100
37	Dr. Chavan priyanka Hanmantarao	Maths	82.61	16.91	0.48	-	-	100
38	Miss Gujale Smita Bapurao	Chemistry	70	30	-	-	-	100
39	Mr. Mane Sumit S.	Maths	76.52	23.05	0.43	-	-	100
40	Mr. Mulla Tousif S.	Computer Science	64.78	25.73	4.78	1.31	-	100

ACTION TAKEN REPORT: - 2017-2018

Plan Of Action	Achievements
I) Academic Programme	
Releasing Wallpaper entitled <i>Aaswad</i>	Released
Releasing college miscellany - <i>Anjira</i>	Released
Organization of Guest Lecture/s for individual subjects/ Departments/ Staff Academy	Organized
Organization of Workshops/ Seminars	Organized
Collection of News clippings/Advertisements on relevant topic	Collected
Promoting college teachers to participate in RC/OC and other seminars/Workshops, Faculty Improvement Programmes	Participated
Celebration of various Days/Cultural Programmes	Celebrated
Administrative Office	
Timely office correspondence	Maintained files
Purchasing/Printing and maintaining Stationary for the college	Purchased/ Printed
Maintaining College Records/Registers/Files	Maintained
II) Infrastructure : i) Physical:	
Maintenance and repairing work of the furniture and fixtures as per the requirements	Maintained
Developing Sports Ground	Developed
Purchase of Furniture and other required objects	Purchased
2) Academic :	
Augmentation of College Library	Augmented
Development / Improvement in Library facilities	Improved
Purchasing Sports Goods	Purchased
III) Support Services: Admission Committee(Scholarships)	
Preparing College Prospectus	Prepared
Preparing and Distributing admission list (as per the roll-call)	Lists Distributed
Displaying procedures, lists and notices of admission committee	Displayed
Filling forms of scholarships etc.	Completed
To keep follow-up of the scholarships procedures	Kept follow-up
Teaching Plan and Catalogues, Student Feedback	
Updating Teaching Plans, Catalogues, Time Tables, Individual Time Tables and Academic Diaries	Updated and Maintained
Feed Back	Filled-in and Analyzed
Library:	
Distributing Identity Cards, Borrow Cards	Distributed
Book Purchase and Accession and maintaining related Registers	Purchased and Accessed
E-Journals Downloading, newspapers clipping, info services	Work done
Starting Library Website	Work in progress
Renewal of Periodicals and Journals	Renewed
Binding of old Periodicals, Journals and Books	Bound Volumes are ready

Continuing IT-Services and Career Corner and current awareness services.	Work in progress
Monitoring timely Stock-Taking Services	Monitored
Department of Student Welfare:	
Formation of Students Council as per the University Guidelines	Formed Students Council
Participation of Students in different seminars/conferences	Participated
Distribution of Student Aid Fund	SAF Distributed
Standing Committee :	
Formation of Standing Committee	Committee formed
Following the standard procedures of the standing committee	Work done
Examination Committee:	
Arranging Home- Assignments/Seminars/Group Projects for continuous assessment	Assessment done and Record maintained by the individual teacher
Assessment of Internal Examinations within the given time frame	Assessment done
Conducting university examination (Regular and Repeater)	Exams conducted as per the university time frame
Alumni Association	
Arranging Alumni Meet, Parent's Meet	Meets Arranged
Student/Parent visits for admissions/ attendance/examination etc.	Visited multiple times
Fund Raising activities from Alumni Association	In Progress
Occasional Correspondence with the Alumni	Done
Staff Academy And Research Guidance Cell	
Organize timely lectures in Staff Academy	Organized
Information Broadcast and Photo Committee	
Preparing and submitting News items to press of the college programmes	Prepared
Maintain News File	Maintained
Scanning All Photographs in a flash Drive	Scanned and Maintained
Updating Teachers Profile	Profiles updated
Competitive Exam and Career Guidance Cell	
Organize a programme on Career Guidance/ Free Counselling	Organized programme
Organization of Coaching Classes for Written Exam and Interview Techniques	Organized
Displaying various ads/ news items related to recruitments and awareness	Various ads displayed
Guidance/counseling for MPSC Exam	Guided the students
Book purchase for the Competitive Exam	Books Purchased
Anti-Ragging/ Grievance Redressal Cell and Prevention against Sexual Harassment Cell	
Receiving Anti-Ragging Affidavits from the students and parents	Affidavits Maintained
Maintaining Complaint Boxes in the campus, monitoring them and take necessary actions as per the requirement	Complaint Box maintained/ Monitored

Organize an awareness for the students about the working of the cell	---
Viewing Audio-visuals	Screened
Organize an awareness programme on Health Awareness	Organized
Celebrating Days such as; Chhatrapati Shahu Jayanti, Women's Day etc.	Celebrated
Purchase Committee	
Implementing procedure for every purchase	Implemented Procedure
Following Tender Procedure for every purchase of more than Rs.50,000/-	Procedure Followed
IQAC	
Collecting Data for the Academic year (2017-2018)	Data Collected
Monitoring college Activities through IQAC	Monitored Activities
Preparation and submission of AQAR	Prepared and monitored
Lead College Scheme	
Submitting proposals for sanction for the year 2017-2018	Proposals submitted and sanctioned received
Organizing various activities under this scheme	Organized different activities
Participation under various activities of the Lead College; PDVP, College Tasgaon.	Participated in various activities of the scheme
Campus Maintenance and Beautification	
Routine maintenance/ cleaning of college campus, toilets, water tanks/ surrounding campus etc.	Cleaned
Cleanliness (as per the need)	Organized cleanliness Drive
Maintaining computers, furniture and other gadgets as per the needs	Maintained
UGC Proposals and Correspondence	
Submitting proposals for national /state level seminars/workshops	Submitted proposals
Utilization of the received grants	Utilized grants
Collecting new information about the grants	Work in progress
Teaching and Non-teaching Coordination Committee	
Arranging meetings of the members	Arranged meets
Gymkhana	
Verification of sports goods/material	Dead stock verified
Organization of Sports Tournaments (male/Female) as per the sanction of the board of sports, SUK Kolhapur	----
Optimum utilization of Multi-gym for the warm-up	

activities and fitness of the sports students	Work Done
Participation in Zonal , Inter-zonal and University level Sports event	Participated
Conducting university Compulsory Physical Education Test for B.A./B.Com I - Students	Conducted the exams
Observing Gymkhana-Day in the college	Celebrated the Day
Prize Distribution	
Demanding Monetary assistance and purchasing Shields within the time-frame	Received the assistance
Preparing/printing the certificates for the meritorious students	Work done
Supporting Prize Distribution Ceremony	Celebrated the day started new prizes
College Tours and Nature Club	
Organize cultural day in the college	Organized and celebrated
Arranging a lecture on environment	Organized
Arranging a nature tour for the staff	Arranged
Arranging college tour	Arranged
College Cultural (Kalavishkar)	
Participating in various cultural competitions	Participated
National Service Scheme :	
Enrolment and registration	Work done
Conducting regular programmes	Conducted
Organizing a 7 Day Special Residential Camp of the college	Organized
Participation of volunteers in programmes such as : Blood Donation, Tree Plantation, Water Conservation, HIV/AIDS Campaign, Polio Vaccination, Health Awareness, Pollution Control, Cleanliness Campaign etc.	Volunteers Participated
Observing office correspondence	Observed

BEST PRACTICES – I

1. Title of the Best Practice:- MERIT SCHOLARSHIP
2. Goals <ul style="list-style-type: none"> ☉ To inspire the students for study in the college. ☉ The main goal of the practice is to make the students read more. ☉ To encourage the students to read the books from different fields ☉ To create awareness about hard-work and eliminate misconception about the exams. ☉ To explain the benefits of merit at college level as well as at social level. ☉ To create awareness and inspiration among all students for the study. ☉ Maximum students should get university level scholarships.
3. The Context:- Higher Education in India has the multiple objectives. Due to the increasing development in the field of media, the students are going away from books. Instead, they are seeking information either from electronic media or from e-sources. It is true that the habit of book reading has been decreasing day by day. Though the college is located in the semi-urban area, most of the students are from rural background. So it is necessary for them to read more and understand how to get knowledge from various books. This skill can help them to create their identity different from other students. Because of this merit scholarship students compete among themselves and naturally they stick to the habit of study.
4. The Practice : <p>The practice is being run in this institute since its establishment i.e. 21st June, 1999. This practice is organized regularly in the college on the occasion of Annual Prize Distribution of the institute in the presence of founder president Adv.Hon. Sadashivrao (Bhau) Patil. The college prepares its action plan in the beginning of the year and with the help of the Trust completes the activity</p> <ul style="list-style-type: none"> ☉ All the students are informed about the practice at the beginning of the year. ☉ Every year at least 15 students achieve this merit scholarship in the institute. ☉ Atmosphere for study is created by organizing guest lectures. ☉ During the examination the time of library is made flexible. ☉ Reference texts and Text books are purchased according to the demands of the students.
5. Evidence of Success : <p>The present activity has a great response in the college. Many students take part in this activity. Every year this activity is increasing. Through this activity the relationship between student and staff is strengthening. It helps us jointly to enhance awareness about study in the students. The activity has a grand success in the institute. It also gives inspiration to others to achieve their goals. Every year at least 16 students achieve these scholarships in the college.</p>

6. Problems Encountered and Resources Required :**Problems Encountered:**

- ⦿ Some students do not attend the extra study ours due to the bus problems.
- ⦿ Due to the part time job they do not attend extra lectures.
- ⦿ Due to the expansion of the media they do not want to concentrate on the study.

Resources required to implement the practice:

- ⦿ Support of the Staff and stakeholders.
- ⦿ Economical support

7. Notes (Optional)**8. Contact Details**

Name of the I/c Principal	Dr. D.D. Shinde
Name of the Institution	Adarsh College , Vita
City	Vita, Maharashtra
Pin Code	415 311
Accredited Status	‘ B+’
Work Phone	02347-274190
Fax	02347-274190
Website	www.acvita.edu.in
E-Mail	hpmv_261@yahoo.com
Mobile	09421133075

BEST PRACTICES – II

1. Title of the Best Practice: Cataract Surgery Camp
2. Goal
<ul style="list-style-type: none"> ☉ To create the awareness about the social responsibility in the students. ☉ To motivate the students to help the society ☉ To give new vision to at least 02 citizen ☉ To make awareness in the old and illiterate people about their fear for Eye Cataract Surgery.
3. The Context :
<p>We, as an educational institute try to impart value based education to the students. But there are certain problems in rural villages such as Toilets, Cleanliness, Different Surveys, Health and Hygiene of old people. We through the NSS residential Camps of the college came in the contact of this problem which is related with the eyes of old citizen. This practice of our college gives new vision for old citizen in villages. The college and the Management of the trust decided to help every year in different villages operating their cataract of these citizens. The college also provides the spectacles to visually impaired citizens. As per the capacity of the college and the trust organizes this activity.</p>
4. The Practice :
<ul style="list-style-type: none"> ☉ The practice is being run in this college since 2007 through the NSS Camps. ☉ The National Service Scheme, with the help of its volunteers and management has taken initiative to observe this Practice. ☉ It prepares its action plan at the beginning of the year and follows it. ☉ The committee in consultation with the Principal and the Management finalizes the village to organize the NSS Camp. ☉ The college communicates its visit with the concerned <i>Grampanchayat</i>. ☉ Every year at least 02 old citizens get new vision through this activity.
5. Evidence of Success :
<p>The activity helped to achieve the goals like to enhance love, awareness and respect among the old citizen of various villages. The volunteers and the citizen became the strong supporters of the value based education.</p>

6. Problems Encountered and Resources Required :

Problems Encountered:

- ⊗ Old people in the society have fear about their eye surgery.
- ⊗ Lack of effective NGO work in this area
- ⊗ Community participation is very low
- ⊗ Illiterate Peoples
- ⊗ Blind faith in rural peoples
- ⊗ Below poverty line people also face this problem but do not care
- ⊗ Old citizen do not believe in these types of camps.
- ⊗ Most of the time we have to convince them.

Resources required to implement the practice:

- ⊗ Lions Club/ NGO and its staff
- ⊗ Economical Support
- ⊗ NSS Volunteers
- ⊗ Help of the management.

7. Contact Details

Name of I/c Principal	Dr. D.D. Shinde
Name of the Institution	Adarsh College , Vita
City	Vita, Maharashtra
Pin Code	415 311
Accredited Status	‘ B ⁺ ’
Work Phone	02347-274190
Fax	02347-274190
Website	www.acvita.edu.in
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PLAN OF THE INSTITUTE 2018-2019

Academic Programme:

1. Releasing College Miscellany - *Anjira*
2. Celebration of various days/ cultural programmes
3. Organization of guest Lectures for individual subjects/ Department/ Staff Academy
4. Organization of Seminars/ Workshops
5. Collection of News Clippings/ advertisements on relevant topics
6. Promoting college staff to participate in RC/OP and other seminars and workshops

Administrative Office:

- Ⓢ Maintain office Correspondence
- Ⓢ Maintain Stock Register of the office stationary
- Ⓢ Purchasing/ Printing Stationary for the college
- Ⓢ Maintain college records/registers/files/service books

Infrastructure:

- Ⓢ Maintenance/repairing of the building and furniture (if required)
- Ⓢ Maintaining sports ground
- Ⓢ Purchase of Furniture
- Ⓢ Purchasing sports goods
- Ⓢ Maintaining Multi- Gym
- Ⓢ Development/ Improvement in Library services

Support Services:

- Ⓢ Admission Committee
- Ⓢ Preparing College Prospectus 2018-2019
- Ⓢ Preparing Action-Plan of the Admission Committee
- Ⓢ Follow-up of the admission process
- Ⓢ Preparing and displaying admission list
- Ⓢ Following scholarships Procedures

Teaching Plan and Catalogues, Feedback

- Ⓢ Printing of Daily Roll-Calls
- Ⓢ Updating Teaching Plans, Catalogues, Time-tables, Academic Diaries
- Ⓢ Feedback Forms and Analysis

Library Advisory Committee:

- Ⓢ Distributing Identity Cards, Borrow Cards
- Ⓢ Book Purchase and accession
- Ⓢ E-Journals downloading, newspapers Clipping, info-services
- Ⓢ Upgrading computerized library in various aspects of development such as circulation system and library book installation
- Ⓢ Subject-wise news paper clippings
- Ⓢ Renewal of Periodicals and Journals
- Ⓢ Binding of old question papers and periodicals, Journals and books
- Ⓢ Monitoring timely Stock-taking procedures

Department of Student Welfare:

- ② Formation of Students Council as per the University guidelines
- ② Distribution of Student Aid Fund to the needy students of the college
- ② Participation of students in different seminars/conferences for students

Standing Committee :

- ② Formation of Standing Committee
- ② Following the procedure of Standing Committee

Examination Committee:

- ② Finalizing student eligibility
- ② Assessment of all Internal Examinations
- ② Arranging Home Assignments/Seminars/Group Projects
- ② Submission of all documents following the university rules
- ② Conducting the university examinations (Regular and Repeater)

Alumni Association:

- ② Arranging Alumni meet
- ② Occasional Correspondence with the alumni
- ② Fund Raising activities from alumni
- ② Student/Parent visits for admissions/attendance/examinations
- ② Arranging parent meet

Staff Academy and Research Guidance Cell:

- ② Organize timely lectures in Staff Academy

Information, Broadcast and Photo Committee:

- ② Maintain News files
- ② To prepare and submit News Item of the college programmes to press
- ② Updating teacher's profile

Competitive Exam and Career Guidance Cell:

- ② To submit proposals of various courses for approval of the university
- ② Updating/maintaining college computers
- ② Conducting different courses such as Foundation Batch of MPSC
- ② Guidance and Counseling for various competitive exams
- ② Displaying various ads/news items related to recruitment and awareness
- ② Organizing classes for Interview Techniques
- ② Organizing programme on Career Guidance
- ② Purchasing books for these exams

Anti-Ragging, Grievance Redressal and Sexual Harassment Cell :

- ② Receiving Anti-Ragging Affidavits from the students and parents
- ② Maintaining Complaint Boxes, monitoring them and take necessary actions
- ② Maintain discipline in the campus
- ② Viewing Audio-visuals about the awareness of Women's health
- ② Organize an awareness drive for the students about the working of the cell
- ② Organize an awareness programme on ' Health Awareness'/ Awareness Rally
- ② Celebrating Days such as ; Women's Day, Chhatrapati Shahu Maharaj Jayanti.

Purchase Committee:

- ② Following Purchase Committee Procedure for every purchase of more than Rs. 50,000/-
- ② Following Tender Procedure for every purchase of more than Rs. 50,000/-

IQAC

- ② Updating/ collecting DATA (A.Y. 2018-19)
- ② Monitoring college activities through IQAC
- ② Preparation and submission of College AQAR

Lead College Scheme

- ② Submitting proposals for sanction for the year 2018-2019 to the concerning authorities
- ② Running activities under Lead College Scheme
- ② Participation under various activities of the Lead College: PDVP College, Tasgaon.

Campus Maintenance and Beautification

- ② Routine maintenance/cleaning of college campus, toilets, water tanks/surroundings
- ② Plantation (as per the need) and maintaining the Landscape at AIT, Vita.
- ② Repairing work wherever necessary
- ② Maintaining computers, furniture, Fixtures and other gazettes as per the need.

UGC Proposals and Correspondence

- ② Submitting proposal
- ② Repairing work wherever necessary
- ② Maintaining computers, furniture, Fixtures and other gazettes as per the need.

Teaching and non-teaching co-ordination committee:

- ② Arranging meetings of the teaching and non-teaching staff
- ② Arranging sports/cultural activities for the teaching and non-teaching staff

Gymkhana

- ② Verification of sports goods/material
- ② Organization of Sports Tournaments (male/female) as per the sanction of the Board of Sports, Shivaji University, Kolhapur and Sangli Zonal Sports Meet.
- ② Optimum utilization of multy-gym (warm-up/fitness of sports students)
- ② Participation in Zonal, Inter-zonal and University sports events
- ② Conducting university Compulsory Physical Education Test for B.A./B.Com./B.Sc.- I students
- ② Observing Gymkhana Day in the college
- ② Organization of Annual Sports Competition

Prize Distribution

- ② Demanding Monetary assistance for purchasing Shields
- ② Purchasing Shields within the time-frame
- ② Preparing/printing Certificates for the meritorious students
- ② Supporting Prize Distribution Ceremony (Gymkhana Day)

Debate, Elocution, Essay and College Miscellany

- ② To prepare the college students for participating in various Debates/Elocutions programmes, Essay competitions and displaying circulars/invitations of various colleges/institutions
- ② Participation in various Debates/Elocution programmes, Essay competitions
- ② Organization of Essay competitions

College Cultural Activities

- ② Participating in District Level and Central Level Youth Festival of Shivaji University
- ② Participation in Sangli district Youth Festival
- ② Organization of 'Cultural Day'/ 'Traditional Day' in the college
- ② Celebrating various Days in the college.

College Tours and Nature Club

- ⊗ Arranging lectures on Environment
- ⊗ Arranging a Nature Tour for the college staff
- ⊗ Arranging College Students' Tour

National Service Scheme

- ⊗ Enrolment and Registration
- ⊗ Regular Programmes
- ⊗ Special Camp: Organizing a 7 day residential camp of the college
- ⊗ Participation of NSS Students/Volunteers in the programmes such as: Tree Plantation, Cleanliness Campaign, Cataract Check up and Surgery Camp, Free Spectacles Distribution for old peoples, Women Health Check-Up Camp, Eye-Check up Camp etc.
- ⊗ Observing timely office correspondence with the university

Forum of Language/Social Sciences

- ⊗ Display of a wall paper entitled 'ASWAD'
- ⊗ Organizing workshop/seminar under the forum of social sciences
- ⊗ Participating various workshops/seminars under forum of social sciences
- ⊗ Participating various workshops/seminars under forum of Languages

Place: Vita

Date: 29/12/2018



Mr. Shinde S.S.

(Coordinator, IQAC)

I/c Prin. Dr. Shinde D.D.

(Chairperson, IQAC)