Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) andSubmission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

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

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

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(AQAR)
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Introduction

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

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

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordinationamong various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

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

Operational Features of the IQAC

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

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

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

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.*(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1.Details of the Institution

1.1 Name of the Institution

> Pragati College of Arts & Commerce

1.2 Address Line 1

> D.N. C. Raod

Address Line 2

> Dattanagar

City/Town

> Dombivali (E)

State

> Maharashtra

Pin Code

> 421201

Institution e-mail address

> Pragaticollege@gmail.com

Contact Nos.

> 0251-2883110

Name of the Head of the Institution:

> Dr. A. P. Mahajan

Tel. No. with STD Code:

> 0521 - 2885392

Mobile:

9820250402

Name of the IQAC Co-ordinator:

Dr. Avinash Shendre

Mobile:

9820662660

IQAC e-mail address:

nciqac2015@gmail.com

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

MHCOGN12361

OR

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

EC/66/RAR/123 DATED 21/02/2014

1.5Website address:

Prgaticollegedombivali.org

Web-link of the AQAR:

www.pragaticollegedombivli.org/iqac.html

1.6Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+		2005	2010
2	2nd Cycle	B	2.82	2014	2019
3	3rd Cycle				
4	4th Cycle				

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

13/06/2005

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

2015 - 2016

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

   i. AQAR 2009-2010 submitted on 28/07/2010
  ii. AQAR 2010-2011 submitted on 18/05/2011
 iii. AQAR 2011-2012 submitted on 30/04/2012
 iv. AQAR 2012-2013 submitted on 08/08/2013
  v. AQAR 2013-2014 submitted on 11/10/2014
 vi. AQAR 2014-2015 submitted on 31/10/2015
 vii. AQAR 2015-2016 submitted on 30/09/2016

1.10Institutional Status

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

Affiliated College   Yes [√] No [ ]

Constituent College   Yes [ ] No [√]

Autonomous collegeof 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 FinancingTotally [√] Self-financing [ ]

1.11Type of Faculty/Programme

   Arts [√] Science [ ] Commerce [√] Law [ ] PEI(PhysEdu) [ ]

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

   Others(Specify)   .Bachelor of Science (IT), B. Com. (B&I), B.M.S.

1.12 Name of the Affiliating University *(for the Colleges)*

University of Mumbai

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

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

University with Potential for Excellence — ---   UGC-CPE — ---

DST Star Scheme — ---   UGC-CE — ---

UGC-Special Assistance Programme — ---   DST-FIST — ---

UGC-Innovative PG programmes — ---   Any other *(Specify)* — ---

UGC-COP Programmes — ---

2.IQACComposition and Activities

2.1 No. of Teachers — 06

2.2 No. of Administrative/Technical staff — 01

2.3 No. of students — 02

2.4 No. of Management representatives — 01

2.5 No. of Alumni — ---

2. 6 No. of any other stakeholder and community representatives — 02

2.7 No. of Employers/ Industrialists — ---

2.8 No. of other External Experts — ---

2.9 Total No. of members — 12

2.10No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No.   05   Faculty   10

Non-Teaching Staff Students   01   Alumni 04   Others   02

2.12Has IQAC received any funding from UGC during the year?   Yes [ ]   No [√]

If yes, mention the amount   NIL

2.13Seminars and Conferences (only quality related)

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

Total Nos. 01   International [ ]   National 01   State [ ]   Institution Level [ ]

(ii) Themes   Emerging Trends in quality education : A Road Ahead

2.14Significant Activities and contributions made by IQAC

1. Establishment of class cabinet 2. Nakul Patil Yuva Prabhodhan Manch 3. Development of Feedback Mehanism 4. Conduction of Workshops & Seminars 5. Participation of students in Research festival "Avishkar" organized by University of Mumbai. 6. Established Research Cell to promote Reasearch activities.

2.15Plan 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
Please refer attachment	Implemented as it is

 * 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 ☐

Provide the details of the action taken

> 1. Calendar of event was prepared 2. Academic calendar was also prepared for planning of teaching & working days. 3. Prepared unit plan 4. Weekly teaching report 5. Regular meetings with heads of various department & conveners of various committees are decided. 6. Budget allocation approved. 7. Successfully organized conferences 8.Students participated in Extra co-curricular & research activities 9. Sanctioned MRDS and one teacher submitted MRD to UGC Western Region, Pune.

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			02	
UG	05		03	
PG Diploma				
AdvancedDiploma				
Diploma				
Certificate				
Others				
Total	05		05	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	07
Trimester	---
Annual	---

1.3Feedback 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.

> N.A.

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

> N.A.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
15	14	----------	01	---------

2.2 No. of permanent faculty with Ph.D.

04

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

-------	18	14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	14	---
Presented papers	05	30	----
Resource Persons	---	---	---

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

> 1. Interactive teaching has been done in the form of group discussion, presentations, Assignment, Cass Studies & Class Tests 2. Use of ICT promoted

2.7 Total No. of actual teaching days

during this academic year

180

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

> Photo copy, Online multiple choice question (Credit & Grading System - 75: 25 Pattern)

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

03	----	-----

2.10Average 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.Com	180	1.66	17.22	29.44	16.11	10.55
B.A. (Eco)	42	0.00	19.05	33.33	19.05	16.67
B.A. (His)	32	0.00	09.38	15.63	31.25	18.75
B.Sc. IT	56	16.07	35.71	8.93	0.00	0.00
B.M.S.	45	0.00	17.78	22.22	0.00	0.00
B&I	58	0.00	24.14	43.10	0.00	0.00
M.A.	12	0.00	50.00	33.33	0.00	0.00
M.Com.	34	0.00	43.18	18.18	0.00	0.00

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

IQAC has developed its own mechanism to contribute/monitor/Evaluate the teaching & learning process in a following ways –

- Strictly implementation of Revised Syllabus
- To prepare academic calendar
- To prepare teaching plan and distribution of workload
- To conduct various activities for students & teacher
- To organise workshop, seminars & conferences
- Use of ICT in teaching & learning process
- To maintain weekly record
- To take review of entire planning process

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-------
UGC – Faculty Improvement Programme	-------
HRD programmes	-------
Orientation programmes	-------
Faculty exchange programme	-------
Staff training conducted by the university	-------
Staff training conducted by other institutions	-------
Summer / Winter schools, Workshops, etc.	-------
Short term course (other)	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	21	01	---	08
Technical Staff	---	---	---	02

Criterion – III

3.Research, Consultancy and Extension

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

1. Faculties are motivated to apply for minor research projects
2. Faculties are also encouraged to present & publish research papers in national and international conferences
3. IQAC encourages to write research articles in impact factors international journals
4. Faculties are asked to participate in workshops on research methodology.

3.2　　Details regarding major projects

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

3.3　　Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-------	03	----
Outlay in Rs. Lakhs	-----	-------	220000	--------

3.4　　Details on research publications

	International	National	Others
Peer Review Journals	03	-----	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	02	29	Nil

3.5 Details on Impact factor of publications: (Conference Proceedings)

	Rang	Average	h-index	No.in SCOPUS
Mrs. Manasi Bhagwat	3.4052			
Mrs. Jyoti Pohane	3.012			
Mrs Anuja Bapat	3.012			
Mr D.B. Wankhade	3.4052			
Mr Manoj Makawana	3.012			

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	Nil	Nil	Nil	Nil
Minor Projects	2015-16	UGC, Western Region, Pune.	220000	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the	Nil	Nil	Nil	Nil
Students research projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total			220000	Nil

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   Rs. 50,500/-

3.11No. of conferences organized by the Institution

Level Number	International	National	State	University	College
Sponsoring agencies i. UGC, Western Region, Pune		06			
ii. NAAC Bangalore		01			

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

3.13 No. of collaborations   International | --- | National | 07 | Any other | --- |

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

3.15 Total budget for research for current year in lakhs :

From Funding agency | --- | From Management of ~~University~~/College | Rs. 5,00,000/- |

Total | Rs. 5,00,000/- |

3.16 No. of patents received this year

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

3.18 No. of faculty from the Institution
who are Ph.D.Guides
and students registered under them | 02 | | 09 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 02 |

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 | 166 | State level | 01 |

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 | 18

NCC | -- | NSS | 04 | Any other | --

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

1. Blood donation camp
2. Sarvshiksha Abhiyan
3. Tree plantation
4. Andha vidyalaya visit
5. Pragati enterprenuer
6. Economic Festival

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	1 Acre	---	---	1 Acre
Class rooms	19	---	---	19
Laboratories	02	---	---	02
Seminar Halls	02	---	---	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	---		---	---
Value of the equipment purchased during the year (Rs. in Lakhs)	---	5,54,200	UGC	---
Others	---	---	---	---

4.2 Computerization of administration and library

> Administrative office, cabins of Heads & Co-ordinator & library are computerized - Apex act soft technologies Pvt. Ltd.- office software SLIM-21-Library Mgt. Software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13146	2021307	487	86441	13633	2107748
Reference Books	11523	4398319	307	217881	11830	4616200
e-Books	-	-	-	-	-	-
Journals	70	337230	70	29360	70	366590
e-Journals	-	-				
Digital Database	N-LIST	5000	N-LIST	5000	N-LIST	5000
CD & Video	188	11624				
Others (specify)	BCL	-	BCL	11000	BCL	11000

4.4Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres (Library)	Computer Centres	Office	Depart-ments	Others CCTV
Existing	88	50	BSNL	15		10	09	56
Added	15	Wi-fi	BSNL	-		-	-	7
Total	103	50	BSNL	15		10	09	63

4.5Computer, Internet access, training to teachers andstudents and any other programme for technology

upgradation (Networking, e-Governance etc.)

> Internet access is open to students, teachers at staff room, computer labs & central library of the college

4.6Amount spent on maintenancein lakhs :

i) ICT

35,750

ii)Campus Infrastructure and facilities

iii) Equipments

5796

iv) Others

7,51,966

Total :

7,93,512

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1.Library orientation is given to fresh students. 2 .Fresher's welcome is conducted every year by self-financing department. 3. Gymkhana facility is made available 4. Students are encouraged to participate in University Cultural &research festival 5. Orientation programme for FY students 6. Research workshop for students.

5.2 Efforts made by the institution for tracking the progression

> 1. Alumni Association keeps the record 2. Many students are accommodated in PG programmes.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1432	151		

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
555	35.06

Women

No	%
1028	64.93

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1025	103	10	444	01	1583	878	133	19	527	0	1557

Demand ratio   1:2 Dropout %   Negligible

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

> i. Career Guidance Cell organizes various programmes for awareness about competitive examinations ii. A college library has generated a separate section of books for this purpose iii. College organizes workshop on how to prepare for the competition examinations.

No. of students beneficiaries

| 200 |

5.5 No. of students qualified in these examinations

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

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

5.6 Details of student counselling and career guidance

> 1. Four programmes were organised by the career guidance cell for the exposure in various job opportunities available in the market. 2. Expert speakers were invited from versatile fields for guidance to students. 3. College organised workshop on 'Employment opportunities in print media & electronic media".

No. of students benefitted

| 400 |

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
04	479	08	-

5.8 Details of gender sensitization programmes

> 1. Women Development Cell has organised lectures on women rights, a workshop was organised on self-employment. 2. The cell also works for creating awareness about the laws in support of women.

5.9 Students Activities

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

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

No. of students participated in cultural events

State/ University level | 41 | National level | - | International level | - |

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

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

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	41	4,57,650
Financial support from government	43	4,11,770
Financial support from other sources (Needy Students)	---	---
Number of students who received International/ National recognitions	---	---

5.11 Student organised / initiatives

Fairs : State/ University level | 1 | National level | - | International level | - |
Exhibition: State/ University level | - | National level | - | International level | - |

5.12 No. of social initiatives undertaken by the students | 13 |

5.13 Major grievances of students (if any) redressed : N.A.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Relevance and excellence in achieving new heights in educational institutions.

Mission: - we at Pragati impart effective and meaningful education to all, especially to first learners, rural background and the needy students. The college with the help of state-of-the art information, resource and services, foster, intellectual and vocational growth inculcates social, cultural and moral values, provides dynamic, student centered, comprehensive and accessible educational activities that address the diverse need of community and help the students to meet the challenges of the ever changing world.

6.2 Does the Institution has a management Information System

NO

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

6.3.1 Curriculum Development

For enhancing the quality of the organizational work various practices are undertaken by the respective faculties such as workshops on syllabus revision, departmental seminars and research methodology. Some of the faculty members are also the members of syllabus framing committees of the University of Mumbai. Two of our faculties are research guides of University of Mumbai

6.3.2 Teaching and Learning

To improve the quality of result & number of students becoming successful remedial coaching & intensive coaching is practiced. To impart the quality teaching the faculties use various teaching methods such as use of ICT, group discussions, study tours, various industrial visits, seminars for the students & various competitions based on academics. These various activities helps the learners to know about the practical happenings in the industry.

6.3.3 Examination and Evaluation

College conducts examinations under the regulating authority of university of Mumbai. Credit Grading system has been introduced with internal examination of 25 marks and theory examination of 75marks.Class tests, projects, assignments, tests series and active participation of students is undertaken for the evaluating the performance of the students. Preliminary tests for the final year students are organized so as to improve their performance

6.3.4 Research and Development

The Research cell of the college promotes the research activities among the teachers & learners. One Minor Research project funded by UGC is completed by a faculty & 3 new minor research project funded by UGC got sanctioned by UGC. Institutional library provides a good support to promote the research activities by providing prescribed Research Journals on various subjects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The hub of knowledge is our institutional library .The library with the state-of art facilities, contains 34616 books ,70 journals and magazines and 194 CD`s and DVD`s .our library contains the membership of N-List programme along with the institutional membership of British Council Library. To inculcate the reading habits among the learners, various activities are undertaken by library staff like organization of book exhibitions, Library Orientation Programme & celebration of library day. Along with this library staff also celebrated International Women Day during academic year.

6.3.6 Human Resource Management

The organization follows the management principle of division of labour by framing various committees, Duty chart is prepared and duties are allocated to the respective committee members. Further to clear the ambiguity, every year academic calendar is prepared for smooth conduction of activities and programmes

6.3.7 Faculty and Staff recruitment

The procedure of Staff recruitment is followed as per the guidelines of UGC, University of Mumbai, Department of Higher Education &Government of Maharashtra. Advertisement is published in national newspaper after the approval from university. The selection committee is constituted by the University of Mumbai,. Management nomination is secured as per rules & regulations of University of Mumbai, & Government of Maharashtra.

6.3.8 Industry Interaction / Collaboration

To give the practical exposure of the industrial environment to the students, Industrial visits are organized by self-financing courses & Department of Economics .college has institutional tie ups with reputed campus placement companies, Insurance institutions, banks & other industries. In-campus & Off-campus placements are also practiced.

6.3.9 Admission of Students

Copy is enclosed herewith

6.4 Welfare schemes for

Teaching	College provides financial aid to teachers in the form of reimbursement of registration fees, TA & DA is provided to encourage research activities among the teachers.
Non teaching	Non-monetary benefits are provided to non teaching staff by the institution, by way of availing textbooks & notebooks to their wards
Students	Merit scholarships, E.B.C, Book Bank & Govt. Scholarships are made available. Giving admissions free of cost to 1st three rank holders.

6.5 Total corpus fund generated   NA

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	University	Yes	IQAC
Administrative	---	---	---	---

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?

> Credit & Grading semester pattern is introduced by University of Mumbai and same is followed and implemented by college. The college faculties make a practice to attend the workshops organized by other colleges and University of Mumbai.

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

> University of Mumbai is encouraging the desiring colleges to get the autonomous status. Some of the colleges such as St.Xaviers College, Mumbai Somaiya College, Mumbai, Ruia College, Mumbai and Nagindas Khnadwala College, Mumbai are awarded autonomous status. Three of the departments of the University of Mumbai has also secured the autonomous status. University of Mumbai provides training to college to get the autonomous status.

6.11 Activities and support from the Alumni Association

> The Alumni Association of the college plays very active role in organising in-house and extension activities. During academic year the association organised Traffic Awareness Programme, Shobha Yatra on the occasion of New year felicitation. The association also organised "Pragati Karandak"(Intercollegiate Kabaddi Tournament). The association also supports the annual sports, NSS Camp & placement activities.

6.12 Activities and support from the Parent – Teacher Association

> To take the review of progress of students and to get the feedback from parents, two parent meetings were organized in A.Y. 2015-16 and around 180 parents attended the same.

6.13 Development programmes for support staff

> For the development of non- teaching staff, they are encouraged to attend inter-collegiate events. Three of Non-teaching staff attended a workshop on Administrative skills.

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

> Water conservation programmes are practiced by the institution, rain water harvesting system is also set-up in the college. College campus is declared as plastic free zone. A compost pit is prepared to create fertilizer from the garbage especially dry leaves of trees. And canteen waste is also dumped in the compost pit.

Criterion – VII

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

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

> In order to enhance the quality of work computerization of entire administrative work is carried out. Moreover in order to keep a check on employee punctuality, bio-metric machines are installed. College is secured with cctv survelliance cameras .Library is equipped with new software and for the result processing purpose computerized comprehensive software is used.

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

> 1) LIC committee visited to college to start Ph.D. centre and committee has submitted itsreport to University of Mumbai and has been approved by BUTR and the report is pending with academic council to get final approval
> 2) According to action plan, College has organised and successfully conducted UGC sponsored National Conferences and Workshops. List of the some of the conferences organised by college and sponsored by UGC:-
>
> | DEPARTMENT | THEME | DATE |
> |---|---|---|
> | INTERNAL QUALITY ASSURANCE CELL | EMERGING TRENDS IN QUALITY EDUCATION: A ROAD AHEAD | 2nd September, 2015 |
> | DEAPRTMENT OF HISTORY | ROLE OF INC IN SHAPING THE NATIONAL MOVEMENT TOWARDS FREEDOM | 5th February,2016 |
> | DEAPRTMENT OF SOCIAL SCIENCE & HUMANITIES | HUMAN RIGHTS EXPLORING NORMS & POLICIES | 6th February,2016 |
> | DEAPRTMENT OF ECONOMICS | CHALLENGES BEFORE INDIAN ECONOMY IN GLOBAL ERA | 12th -13th February,2016 |
> | DEAPRTMENT OF COMMERECE | INNOVATIVE PRACTICES IN BUSINESS | 13th February,2016 |

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

Since two years an exhibition on **RECENT TRENDS IN BANKING AND INSURANCE SECTOR** is successfully organised. An intercollegiate, multi skill identifier event named **"PRIDE-THE HONOUR"** is organized every year. Along with that college also organizes **"Economic Festival".** Every year college organises **"PRAGATI ENTREPRENEUR"** whereby students place their stalls and sells goods and enhance their entrepreneurial

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

7.4 Contribution to environmental awareness / protection

Green day is practised by students and on eve of that, small plantations are placed by students in the campus. Tree rally is carried out by students so as to enhance the awareness for environment. In order to enhance environmental awareness among students, department of geography organizes various programmes. lecture on water conservation is conducted.
Compost pit is created in college and canteen waste is dumped in that. Initiatives like rain water harvesting are undertaken by college. Moreover ban on plastic initiative is carried out

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

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

Strengths:-	• Consistent in good results • Regular introduction of self-financing course • Qualified and hardworking faculty • Participation of good number of teachers in seminar & conferences • Orientation programme for FY BA, BCOM, B&I, BSc.IT & BMS students • Develop feedback mechanism
Weakness:-	• Limited use of ICT as teaching method • Difficulties of communication skills in most of the students are from vernacular medium
Opportunities:-	• Strengthening of collaborative academic and research activities • Improving consultancy services • Encouraging teachers to submit more research • proposal to funding agencies such as UGC, ISCSSR
Threats:-	• Emerging competition from different colleges

8.**Plans of institution for next year**

1) To start M.COM in Management
2) To start M.A in History
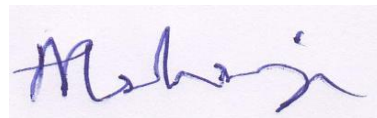3) To start certificate courses
4) Wi-Fi access in college premises

Dr.Avinash Shendre   *Dr.Ashok P. Mahajan*

                                                                    (Principal)

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annexure I

Abbreviations:

CAS   -   Career Advanced Scheme

CAT   -   Common Admission Test

CBCS   -   Choice Based Credit System

CE   -   Centre for Excellence

COP   -   Career Oriented Programme

CPE   -   College with Potential for Excellence

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