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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Guidelines for the Creation of the
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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

> T.Z.A.S.P. Mandal's
> 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)

2016 - 2017

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

1.10 Institutional Status

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

Affiliated College   Yes [√] No [ ]

Constituent College   Yes [ ] No [√]

Autonomous college of UGC Yes [ ] No [√]

Regulatory Agency approved Institution Yes [ ] No [√]

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

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

                  Urban [√] Rural [ ] Tribal [ ]

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

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

1.11 Type of Faculty/Programme

Arts [√] Science [ ] Commerce [√] Law [ ] PEI(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   01

2.8 No. of other External Experts   ---

2.9 Total No. of members   13

2.10 No. 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

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

If yes, mention the amount   2.70

2.13 Seminars and Conferences (only quality related)

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

Level   Total Nos.   01   International   National   01   State   Institution

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

2.14 Significant 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.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
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	-	03	-	-
Others	-	-	-	-
Total	05	03	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	---

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

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

*Please provide an analysis of the feedback in the Annexure

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

> F.Y.B.A./B.COM., BCOM (B&I), B.M.S., M.COM. Sem I/III, M.A. Sem I/III

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

> Y.C.M.O.U. Centre (B.A., B.COM., JOURNALISM, YOGA SHIKSHAK PADAVIKA

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	02	---
Presented papers	10	12	----
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

duringthis 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)

2.9No. of faculty members involved in curriculum
restructuring/revision/syllabus development

| 03 | ---- | ----- |

as member of Board of Study/Faculty/Curriculum Development workshop

2.10Average percentage of attendance of students

| 85% |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	158	1.27	24.05	26.58	37.97	89.87
B.A. (Eco)	30	0.00	33.33	43.33	6.67	83.33
B.A. (His)	41	2.43	17.07	39.02	19.51	78.03
B.Sc. IT	50	26.00	40.00	2.00	0.00	68.00
B.M.S.	50	0.00	22.00	60.00	0.00	82.00
B&I	53	1.72	37.93	44.83	0.00	84.48
M.A. - I	24	0.00	50.00	6.67	0.00	56.67
M.A. - III	11	0.00	7.14	42.86	0.00	50.00
M.Com - I	63	0.00	19.05	38.10	0.00	57.14
M.Com -III	52	1.92	32.69	40.38	0.00	75.00

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	01
UGC – Faculty Improvement Programme	-------
HRD programmes	-------
Orientation programmes	-------
Faculty exchange programme	-------
Staff training conducted by the university	-------
Staff training conducted by other institutions	-------
Summer / Winter schools, Workshops, etc.	-------
Short term course (other)	02

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	-------	-------
Outlay in Rs. Lakhs	-------	25000	-------	-------

3.4   Details on research publications

	International	National	Others
Peer Review Journals	01	02	-------
Non-Peer Review Journals	-------	-------	-------
e-Journals	-------	-------	-------
Conference proceedings	07	12	-------

3.5 Details on Impact factor of publications:

- One Research paper in impact factor journal -1.9411 RNI No. MPHIN/2013/60638

Range | --- | Average | --- | h-index | --- | Nos. in SCOPUS | ---

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2016-17	University of Mumbai	25000/-	12500/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total	2016-17	University of Mumbai	25000/-	12500/-

3.7 No. of books published   i) With ISBN No. | 03 | Chapters in Edited Books | --- |

ii) Without ISBN No. | 02 |

3.8 No. of University Departments receiving funds from

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

DPE | NA | DBT Scheme/funds | NA |

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

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

3.10 Revenue generated through consultancy | Rs. 50000/- |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	04	---	---	---
Sponsoring agencies	UGC, WRO, Pune	UGC, WRO, Pune	---	---	---

3.12 No. of faculty served as experts, chairpersons or resource persons 05

3.13 No. of collaborations   International Nil   National Nil   Any other Nil

3.14 No. of linkages created during this year Nil

3.15 Total budget for research for current year in lakhs :

From Funding agency Nil   From Management of University/College Nil

Total Nil

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides 02

and students registered under them 11

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 [Nil]   SRF [Nil]   Project Fellows [Nil]   Any other [Nil]

3.21 No. of students Participated in NSS events:

University level [100]   State level [---]

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

3.22 No. of students participated in NCC events:

University level [Nil]   State level [Nil]

National level [Nil]   International level [Nil]

3.23 No. of Awards won in NSS:

University level [Nil]   State level [Nil]

National level [Nil]   International level [Nil]

District Level [01]

3.24 No. of Awards won in NCC:

University level [Nil]   State level [Nil]

National level [Nil]   International level [Nil]

3.25 No. of Extension activities organized

University forum [   ]   College forum [20]

NCC [Nil]   NSS [09]   Any other [   ]

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

- Tree Plantation
- Yoga Day
- Notebook Distribution
- Nirmalya Collection
- Voter Registration Drive
- Swachha Bharat Abhiyan
- Railway Safety Program
- Blood Donation Camp
- Residential Camp

Criterion – IV

4.Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	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)	---	4,86,520	UGC	---
Others	---	---	---	---

4.2 Computerization of administration and library

> a. Administrative office, cabins of Heads & Co-ordinator & library are computerized.
> b.Office software – Apex act soft technologies Pvt. Ltd.
> c.Library has automated with SLIM-21-Library Management Software. Internet Access is provided to the student & staff.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13633	21,07,748	1183	2,12,891	14816	23,20,639
Reference Books	11830	46,16,200	121	1,41,845	11951	47,58,045
e-Books	-	-	-	-	-	-
Journals	70	3,66,590	70	6,200	70	3,72,790
e-Journals	-	-				
Digital Database	N-LIST	5,000	-	-	N-LIST	5,000
CD & Video	188	11,624	18	-	206	11,624
Others (specify)	BCL	11,000	-	-	BCL	11,000

4.4Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres (Library)	Computer Centres	Office	Depart-ments	Others CCTV
Existing	86	50	BSNL	15	-	10	09	63
Added	05	Wi-fi	BSNL	01	-	05	-	10
Total	91	50	BSNL	16	-	15	09	73

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

0.30955

ii)Campus Infrastructure and facilities

-

iii) Equipments

0.79850

iv) Others

2.63685

Total :

3.74490

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1. Fresher's are provided with the induction of various e-journals,bulletins available in library for their references 2.They are also oriented with the software facilities in Library for their use 3.Various indoor games are made available for students at gymkhana 4.Students are encouraged to participate in different competitions organised at college level, state and national level

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
1394	163	--	--

(b) No. of students outside the state

> 01

(c) No. of international students

> -

Men

No	%
494	31.73

Women

No	%
1063	68.27

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
806	137	19	618	01	1620	825	133	19	580	-	1557

Demand ratio   1:2 Dropout %   Negligible

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

> Career Guidance Cell organizes various programmes for awareness about competitive examinations. A college library has generated a separate section of books for this purpose.

No. of students beneficiaries

> 275

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. Eight 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.

No. of students benefitted | 800

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
03	288	17	-

5.8 Details of gender sensitization programmes

> 1. Women Development Cell has organized a recipe competition for student.
> 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 | 01 | National level | 01 | International level | -

No. of students participated in cultural events

State/ University level | 22 | National level | - | International level | -

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

Sports : State/ University level | 01 | 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	30	2,00,000
Financial support from government	60	4,83,894
Financial support from other sources (Needy Students)	05	11250
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

Yes, the college has requirement based software module which takes care of various activities like admissions, College website is used to assist students during admissions, accounts, staff biometric attendance, staff salary, results declaration of the Internal and External Semester Examinations.

The college library is also automated with Library Management Software and the information regarding availability of books, issue details etc.

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

6.3.1   Curriculum Development

To develop and upgrade the curriculum, persistent efforts are undertaken, workshops are organised onrevised syllabus by college in joint efforts of Board of Studies for UG and PG courses. Few of the faculties are also members of syllabus framing committee and thus play a vital role in upgradation of curriculum to the best standards.

6.3.2   Teaching and Learning

Teaching learning process has an good use of ICT. IT skills has been introduced as a part of the curriculum. There is a robust feedback system which helps to improve the quality of the teaching learning process. To augment the quality of teaching, the faculties' use various interactive teaching methods such as use of ICT, group discussions, study tours and various industrial visits are organized so as to give the students the glimpse of practical happenings in the industry .To improve the result percentage remedial coaching and intensive coaching are practiced

6.3.3 Examination and Evaluation

College conducts examinations under the regulating authority of university of Mumbai. Credit rating system has been introduced with internal examination of 25 marks and theory examination of 75marks.For the purpose of bringing parity in the evaluation of answers carried out by different faculty, the examiners concerned have been directed to discuss and go through carefully the contentsof the model answers before they start the evaluation of the answers.Continuous internal evaluation of the students is done.Integration of attendance and class performance with grades. Preliminary tests for the final year students are organized so as to improve their performance. Unfair means committee is also set up to keep a continuous watch &to deter the students from adoption of Unfair Means during the examinations

6.3.4 Research and Development

To promote the research activities among teachers and students, a research committee has been set up by the institution. Faculty Development Seminars and Research seminars are undertaken. National/International conferencesare also conducted. One Minor research project, got its fund sanctioned by University of Mumbai.3 new minor research projects funded by UGC, also got its sanction. Institutional library provides a good support to promote the research activities by providing prescribed research journals on various subjects. College is also Ph.D. recognized centre of Commerce &

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library with the state-of art facilities, contains approx.35948 books, 70 journals and magazines and 207 CD`s and DVD`s .Our library contains the membership of N-List programme along with the institutional membership of British Council Library. Library software SLIM 21 underwent upgradation with the addition of two more modules of visitor log and digital repository.To inculcate the reading habits among the students, various activities are undertaken by library staff like organization of book exhibitions, celebration of library day, celebration of international women's day. For college staff and students, induction of BCL is organized.The College is endowed with sufficient physical infrastructure.The infrastructure available at the college is well equipped for carrying out academic as well as co-curricular activities.There is water purification system in place. Uninterrupted power supply is available throughout the day and power generator is provided to ensure the same.

6.3.6 Human Resource Management

Every year academic calendar is prepared for seamless conduction of activities and programmes and every department makes sure that they follow the academic calendar thoroughly.Principle of division of labour is followed by framing various committees, Duty chart is prepared and duties are allocated to the respective

6.3.7 Faculty and Staff recruitment

The procedure of Staff recruitment is followed as per the guidelines of UGC, University of Mumbai, and 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

The college aims to create a learner centric environment. This we strive to achieve through the following initiatives like 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.

6.3.9 Admission of Students

Copy is enclosed herewith

6.4 Welfare schemes for

Teaching	College provides financial aid to teachers, reimbursement of registration fees of conferences seminars and workshops along with TA & DA is provided to encourage research activities among staff.
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

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 of Mumbai	Yes	IQAC
Administrative			Yes	IQAC

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. Integration of grade with performance is made sure and thus students are encouraged by teachers to make an active contribution during class tests and exams. Successful implementation of Online Screen Marking is done.

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, Ruiya College, and Mumbai have received autonomous status. Three of the departments of theUniversity 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 Associationhas undertaken numerous initiatives to ensure that a strong bond is maintained between the institute and the alumni. The primary focus of the cell's activities is to foster effective alumni - institute interactions.The cell conducts a plethora of activities every year like Shoba yatra on the occasion of New Year, Pragati Karandak (Intercollegiate kabaddi tournament.)The association provides also their helping hand in various NSS, campus and other activities.

6.12 Activities and support from the Parent – Teacher Association

Teacher- parent meetings were organized to take the review of progress of students and to get the feedback from parents, and around 243 parents attended the same.

6.13 Development programmes for support staff

Non- teaching staff are encouraged to attend inter-collegiate events. And also workshops are organized on the subjects like office maintenance, office management and various others subjects to acquaint them with such knowledge.

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

- Canteen waste is also dumped in the compost pit
- 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.
- Institute has planned for Environmental audit.

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.

1. Computerization of entire administrative work.
2. Bio-metric Machines to check on punctuality of employees.
3. Entire campus is under CCTV surveillance.
4. Library is updated with latest updated software.
5. Result processing is fully computerized.
6. Online assessment of University papers.

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

1) University of Mumbai has granted approval to start Ph.D. Centre in Commerce & Ph.D. Centre in Economics.
2) One day **workshop on "Research Methodology"** Was Organised by Research Committee .It was conducted by Dr.Kishori Bhagat. The teachers were Encouraged to take up minor projects and accordingly the following project is approved by University Of Mumbai:-

Name	Department	Topic	Amount Sanctioned	Sponsoring Agency
Dr.A.B.Shendre	Economics	Impact of Deforestation on the Socio- Economic Life Of tribal: Status, Continuity & Change	Rs.25000/-	University Of Mumbai

3. According to action plan, College has organised and successfully conducted conferences and workshops. Below is the given list of some of the conferences organised by college and sponsored by UGC:-

NAME OF THE DEPARTMENT	NATURE OF THE CONFERENCE	THEME	DATE
Self-Financing	International level	Bridging the gap between classrooms & corporates	21st Jan.2017
Economics	National level	Make in India Skill India: Opportunities & Challenges	13th Feb.2017
Commerce	National Level	Emerging Trends In Business & Management	14th Feb.2017
History	National Level	Developing Historical Tourism and Regeneration of Historic Sites in India	15thFeb.2017
Accountancy	National Level	Indian Financial system in Global Era	25thFeb.2017

4. The college has also took the initiative to start various certified courses.

Sr.No	Name of the Certified Courses Already Started	Institutional Tie-up
1	Basic Industrial Accounting +Tally ERP9 Combo	ITAA Educational Pvt.Ltd.
2	Developing English speaking Skills	Self-started by Prof.Mukesh Patil
3.	Certified Course in Personality Development	Lalita Classes, Dombivli
4	Certified Course In Animation	Creative Mind, Dombivli
5.	Training For IBPS, Bank PO Exams	Institute of competitive career(Seawood)

Sr.No	Name of the Certified Courses in process	Institutional Tie-up
1.	Training for Entrance Exams & Interview Preparations for UPSC, MPSC & all Government Exams	Vijayata Academy, Thane
2.	Certified Course In Photography	Creative Mind, Dombivli
3.	Certified Course In E-Ticketing	Columbus Travel Academy
4.	Certified Course In Performing Arts	
5.	Training In Yoga for sports Students	Art of Life

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

1. An exhibition on Recent trends in Insurance Sector.
2. Multi skill identifier inter-collegiate fest – Pride.
3. An event to encourage entrepreneurship among students-Pragati Entrepreneur.
4. Economic Festival.
5. Indradhanu Festival – College organises various skill based events under the banner of Indradhanu festival.

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

7.4 Contribution to environmental awareness / protection

1. Tree Plantation Programme at Mumbra Kausa.
2. Digging of soak pits in the village.
3. Students participation in workshop on "Eco-Friendly Ganapati Festival".
4. Conduction of Village Cleanliness drive.
5. Plastic Eradication Drive undertook at Dhawalepada, Vangani.
6. Compost Pit in village.
7. Practice of rain water harvesting.

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:-	• Variety of programmes for students to select as per their interest • Large number of activities to enhance soft skills • Participation of good number of teachers in seminar & conferences • Good number of teachers enrolled for Ph.D. and one of the faculty members was awarded Ph.D. • Dedicated staff • Strict implementation of all the policies
Weakness:-	• Limited use of ICT as teaching method • Difficulties of communication skills in most of the students are from vernacular medium
Opportunities:-	• Variety of Courses to be started • Strengthening of collaborative academic and research activities • Enhancement in Institutional tie-ups and consultancy tie-ups • Encouraging teachers to submit more research proposal to funding agencies such as UGC
Threats:-	• Growing number of colleges in the vicinity

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

1) To start PG courses
2) To start study centres of distance education courses
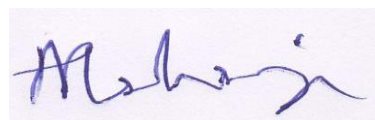3) To start various certified courses

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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