Guidelines for the Creation of the

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

(Revised in 2015)

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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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), Bangalore proposes 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 promoting its 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 coordination among 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

2015-2016
Part – A

1. Details of the Institution

1.1 Name of the Institution

> Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra Mahavidyalaya, Tasgaon, Dist-Sangli.

1.2 Address Line 1

> Joshi Galli, Near Ganpati Temple, Tasgaon.

Address Line 2

> Dist - Sangli

City/Town

> Tasgaon.

State

> Maharashtra

Pin Code

> 416312

Institution e-mail address

> san_msmt@rediffmail.com

Contact Nos.

> 02346-240402

Name of the Head of the Institution:

> Dr.Kambale Prakash Ambadas

Tel. No. with STD Code:

> 02346-240402

Mobile:

> 9421444018

Name of the IQAC Co-ordinator: Dr.Chikhalikar Archana Chikhalikar

Mobile:

| 9850765838 |

IQAC e-mail address:

| smartpallavi16@gmail.com |

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

| |

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

| EC/62/RAR/126 |

1.5 Website address:

| www.sssmsmtasgaon.edu.in |

Web-link of the AQAR:

| https://sssmsmtasgaon.edu.in/pdf/aqar/AQAR_15-16.pdf |

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	66.75	28.2.2005	--
2	2nd Cycle	B	2.44	5.1.2013	4.1.2018

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

| 27.6.2005 |

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

   i.   AQAR _____ _____ (8/8/2014   )
  ii.   AQAR_____ _____ (10/03/2015)
 iii.   AQAR_____ _____ (25/07/2017)

1.9 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 [   ]

1.10 Type of Faculty/Programme

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

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

Others   (Specify)   B.Ed(Education)

1.11 Name of the Affiliating University   Shivaji University, Kolhapur.

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. IQAC Composition and Activities

2.1 No. of Teachers | 05

2.2 No. of Administrative/Technical staff | 02

2.3 No. of students | 1

2.4 No. of Management representatives | 1

2.5 No. of Alumni | 1

2. 6 No. of any other stakeholder and

community representatives | 2

2.7 No. of Employers/ Industrialists | 1

2.8 No. of other External Experts | 1

2.9 Total No. of members | 14

2.10 No. of IQAC meetings held | 02

2.11 No. of meetings with various stakeholders: No. [6]   Faculty [2]

Non-Teaching Staff Students [3] Alumni [1] Others [1]

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

If yes, mention the amount [--]

2.13 Seminars and Conferences (only quality related)

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

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

(ii) Themes [--]

2.14 Significant Activities and contributions made by IQAC

Workshop for students who appeared for CET

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 *

Criteria	Plan of Action	Achievements
Curricular Aspects	*Increase the scope of stakeholders feedback: continue with parent feedback, seek feedback from alumni *Increase collaborations with organizations for sustainable development *Conduct relevant guest lectures for enhanced understanding of the course. *Use of innovative methods to transact curriculum. *Orient students to observe various inclusive practices followed by the schools during internship	Partially achieved

Teaching-Learning and Evaluation	*Admission process and profile Information dissemination on the website and through regional news papers. *Qualitative assessment of needs of the student before planning of teaching-learning. *Improvement of Monitoring based on last year's student feedback. *Training of staff and students in use technology for enhancing teaching learning. *Upgrading method rooms. *Orientation for CET programme for A.Y. 2015 - 2016 *Encourage students to use the gymnasium Encourage participatory, interactive and innovative methods of teaching (ICT, Co-teaching,) *Organise student activities pertaining to the theme of sustainable development Student enrichment programmes through field visits and guest lectures *Organize Staff Development Programmes Continue with the set system of tutorial and Remedial Programme *Select Practice teaching schools having inclusive practices and agree for mentorship model during internship *Encourage reflection during school internship and field learning *Organize Method Club activities *Use of ICT to seek course and faculty feedback from students	Partially achieved
Research Consultancy and Extension	*Present Research based papers in seminars/conferences by staff members. Provide consultancy to other educational institutions in areas of teaching and evaluation *Publish the books written by staff members *Organise street plays on social issues *Ph.D guidance students those who enrolled.	

Infrastructure and Learning Resources	*Encourage use of Gymnasium *Staff and students to be encouraged for extensive use of ICT lab. *Update the college website *Glorification of campus *Upgrade method resource rooms, labs and sports room *Optimum utilization of digital resources of library *Maintenance and up gradation of Computer lab	
Student Support & Progression	*Provide notes to students *Continue with the established system of mentoring programme *Personality profiling of students in addition to the regular individual counselling sessions Review processes followed by grievance cell *Orient the students to the functioning of Grievance Cell. Make it more visible *Promote student participation in intercollegiate events *Encourage student participation in awareness campaigns, rallies and other such events Conduct Value added courses, certificate courses for professional skill development Organize workshops and seminars for enhancing students' knowledge and skill as teachers *Provision of infrastructural and ICT facilities for enhanced learning *Organise tutorials to provide additional academic support to the students *Continue to maintain the average attendance of the students *Provide Book bank facility tostudents *Organizing co-curricular activities like Yoga, Sports, Cultural events, Community work for holistic development of the students.	
Governance and Leadership	Appeal parents during PTM to contribute towards institutional development. Continue meaningful interaction with PTA and take their feedback. *Conduct Alumni Meetings and explore ways to increase their involvement in the college. Continue with the internal audit by management Collaborate with NGOs like Rotary Club for	

	meaningful programmes on educational themes *Conduct workshop in educational aids for the students *Conduct technology up gradation training programmes for students.	
Innovative Practices	. *Seek formal feedback from parents in addition to the regular feedbacks. *Procure feedback from students using ICT for the course as well as faculty. *Encourage effective use of infrastructure for e-learning. *Make student reflections more meaningful Involve all faculty members in key IQAC meetings *Conduct co-curricular activities to promote gender sensitization under Women's Cell	

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [*]   No [ ]

Management [*]   Syndicate [ ]   Any other body [University]

Provide the details of the action taken

Suggestions are awaited

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01(B.Ed)			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	01			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: **Elective option**
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
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.

There was a complete revision of the structure of B.Ed course in 2015 – 16. The syllabus was completely revised. Faculty members contributed in the preparation and orientation of the revised syllabus for the 2 year B.Ed course beginning 2015 – 2017.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
6	3	3	--	--

2.2 No. of permanent faculty with Ph.D.

4

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year 2015-16

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	3	--	--	--	--	--	--	--	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	1+1+1+1 +1	14	--
Presented papers	1+1+1+1+1	2+3+4	--
Resource Persons	--	--	3

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

> Video Recording of Micro-Teaching and Demo lessons. Lectures and Seminars on L.C.D.,Mobile teaching Integration of outdoor experiences with the curriculum

2.7 Total No. of actual teaching days during this academic year 2015-16

96

** The admissions were extraordinarily delayed this year due to transition to 2 year course and delayed results for courses like B.Com, B.A. and B.Sc.

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book

(for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

> We continued with the semester pattern. However, followed the new assessment criteria of the 2 year B.Ed course which includes internal assessment on several parameters.

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

> 2 faculty members are actively involved as curriculum development facilitators

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 %	III %	Pass %
B.Ed.	48	Result awaited	NA	NA	NA	NA

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

> IQAC shares the course feedback details with concerned faculty.
> The practice of self-reflection as a measure of their learning was carried out among student-teachers. By providing Reference books, L.C.D. computers, content test, psychological test, Internal exam., tutorials, assignments etc

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.	--
Others	--

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	5	3	1 by transfer	--
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- Books were loaned to the in-service teachers for the project work
- Organised a Book Exhibition
- Initiatives taken to start FDP (Faculty Development Programme)
- Encouraged staff to participate in seminar and present papers

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	5	9	--

3.5 Details on Impact factor of publications:

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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [--]   Chapters in Edited Books [--]

   ii) Without ISBN No. [1]

3.8 No. of University Departments receiving funds from

UGC-SAP [--]   CAS [--]   DST-FIST [--]

DPE [--]   DBT Scheme/funds [--]

3.9 For colleges   Autonomy [--]   CPE [--]   DBT Star Scheme [--]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [--]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons [6]

3.13 No. of collaborations   International [--]   National [--]   Any other [1]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [--]   From Management of University/College [--]

Total [==]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
--	--	--	1	--	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides | 2 |
and students registered under them

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

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

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

3.21 No. of students Participated in NSS events:

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

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

3.22 No. of students participated in NCC events:

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

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

3.23 No. of Awards won in NSS:

University level | -- | 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 | -- |

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

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

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	925.5sq.mt	--	trust	925.5sq.mt
Class rooms	6	--	--	6
Laboratories	3	--	--	3
Seminar Halls	--	--	--	--
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	31	--	--	31
Value of the equipment purchased during the year (Rs. in Lakhs)	1,06,670			1,06,670
Others				

4.2 Computerization of administration and library

> Library software 'Vidyasagar' is used.
> In the Library, earlier practices like Barcoding were continued

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1466	--	65	14047	1531	--
Reference Books	6073	--	25	5215	6098	
e-Books	--	----------	--	--		
Journals	15	4882	----	--	15	4882
e-Journals	--	--	--	--	--	---
Digital Database						
CD & Video	23	--	23	--	23	--
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	12	1	12	12	1	2		
Added	--	--	0	0	0	0		
Total	12	1	12	12	1	2		

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

> Faculty participated in workshops and seminars related to technology

4.6 Amount spent on maintenance in lakhs :

   i) ICT   10030

   ii) Campus Infrastructure and facilities   --

   iii) Equipments   1,08270

   iv) Others   9095

Total :   127395/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC motivated the departments to ensure they share information of the facilities and services available for student support and progression. Some of them are as follows:
- Student Grievance Cell
- Women's Cell (Mahila laingik chal pratibandhak samiti)
- Library Orientation
- Counselling Cell
- Gandhi Vichar Prasar pariksha
- Tutorials
- Placement cell

5.2 Efforts made by the institution for tracking the progression

During the course:
- Through mentorship groups
- Through internal assessment for theory
- Feedback sharing for practice lessons
- Informal reflection sessions among the staff
- Through the college counsellor

After their teacher graduation:
- Abum of studentis profile is made
- Face to face interaction with students through the alumni association.
- Visitor's book is maintained for Alumni to record their progress

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
48			

(b) No. of students outside the state

--

(c) No. of international students

--

Men

No	%

Women

No	%

				Last Year (14-15)				This Year (15-16)							
General	SC	ST	OBC	Physically Challenged	SBC	NT	Total	General	SC	ST	OBC	Physically Challenged	SBC	NT	Total
41	15	01	11	-	02	10	80	33	06	00	05	-	03	01	48

Demand ratio 100%   Dropout % .4...?

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

> We have conducted competitive examination workshop for 50 students during Vivekanand Saptah

No. of students beneficiaries   48

5.5 No. of students qualified in these examinations

NET   --   SET/SLET 2   GATE   --   CAT   --

IAS/IPS etc --   State PSC 2   UPSC   --   Others --

5.6 Details of student counselling and career guidance

> Some cases which required serious counselling were given individual sessions. Workshop on personality development and first aids training was organised

No. of students benefitted   48

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	--

5.8 Details of gender sensitization programmes

> Lecture of Dr.Maske has organised on international Women's day.
>
> Poster competition has arranged on the theme 'Beti Bachao'

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 | 2 | 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 | 2 | National level | -- | International level | -- |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	17	294839/
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students | On birthday donation of books to the college library |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision-**The vision of our college is to prepare ideal and committed teachers for the welfare of society
> **Mission-**To provide competent and true teachers to the society for quality education

6.2 Does the Institution has a management Information System

> Administrative staff uses ISM software for easy and fast typing.
>
> Vidyasagar software is used for digitalization of library.

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

6.3.1 Curriculum Development

> Few of the faculty members acted as Convenors for the Orientations under the 2 year revised B.Ed syllabus. .
> ☐ All staff members acted as member of the Orientation Committee for the revised syllabus

6.3.2 Teaching and Learning

> The demands of the revised syllabus for the 2 year programme were met through different activities
> ☐ Integrated reflections in several teaching-learning activities.
> ☐ Collaborating with other institutions and their faculty for co-teaching. .
> ☐ Continued use of the Moodle Learning Management System.

6.3.3 Examination and Evaluation

> The following practices were continued:
> ☐ The evaluation pattern was changed in accordance with the new syllabus.
> ☐ Overall grading for each practice lesson was discontinued to develop teachers to be able to look at detailed feedback for overall proficiency rather than just look at final remarks.
> ☐ Revision of some content test papers for better evaluation.
> ☐ Class tests were spaced out for better results.

6.3.4   Research and Development

Two of our faculty members received approval to be research guide of the University

Research based paper reading by faculty members

6.3.5   Library, ICT and physical infrastructure / instrumentation

Teaching Aids, Lab equipments, Podium, Camera, Sound system were either added or upgraded.

6.3.6   Human Resource Management

Faculty development initiatives were organized by the College

6.3.7   Faculty and Staff recruitment

No new recruitment had done

6.3.8   Industry Interaction / Collaboration

Faculty members have visited to different institution as a guest lecturer.

6.3.9   Admission of Students

- Admissions according to new policy for the 2 year programme. Total intake reduced to 50 students due to NCTE guidelines.

- CET Orientation conducted for B.Ed aspirants

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Group Insurance by Universty

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done   Yes $\boxed{*}$ No $\boxed{}$

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	Management	YES	College
Administrative	YES	Government	YES	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes $\boxed{}$ No $\boxed{*}$

For PG Programmes   Yes $\boxed{}$ No $\boxed{*}$

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> ➢ University question paper pattern changed in line with the new syllabus for both internal and external assessment.
> ➢ Internal assessments have undergone significant changes

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

Transaction of Curriculum especially the courses for enhancing professional capacities

6.11 Activities and support from the Alumni Association

Given letter of appreciation to students who are excelling in their work

6.12 Activities and support from the Parent – Teacher Association

Parents were invited at the beginning of the term for an orientation
Family members were permitted to attend the various celebrations in the college
Support in handling student's emotional difficulties and adjustment issues.

6.13 Development programmes for support staff

> They were encouraged to participate in Workshops organized by other institutions

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

> Added potted plants to the terrace garden

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.

> College level campaigning for B.Ed admission is done by faculty members.

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

> ---

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

> 1.Gandhi vichar prasar shikshan …..this examination is conducted by institution but guidance and support is provided through Ghandhi dham. Vardha

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

7.4 Contribution to environmental awareness / protection

> Rallies are organised.

7.5 Whether environmental audit was conducted?　　Yes ☐　　No ──

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

----

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

To enhance quality through co curricular activities. To encourage faculty members to grow professionally.

Name - Dr.Archana S.Chikhalikar   *Name -Dr.Prakash A.Kambale*

_____   _____

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
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing

SLET   -   State Level Eligibility Test

TEI   -   Teacher Education Institution

UPE   -   University with Potential Excellence

UPSC   -   Union Public Service Commission

ज्ञान, विज्ञान आणि सुसंस्कार यासाठी शिक्षणप्रसार

—शिक्षण महर्षी प.पू.डॉ. बापूजी साळुंखे

श्री स्वामी विवेकानंद शिक्षण संस्था, कोल्हापूर

महिला शिक्षणशास्त्र महाविद्यालय,तासगाव

वार्षिक शैक्षणिक नियोजन २०१५—२०१६

अ.क्र.	दिनांक	तपशील	नियोजनाचे स्वरूप	जबाबदारी
१	दि. ०२/०७/२०१५	प्रथम सत्र प्रारंभ	प्रथम सत्र प्रारंभाची बैठक नियोजन	प्राचार्य सर्व प्राध्यापक
२	दि. ०३/०७/२०१५	बीएड अभ्यासक्रम बैठक	नवीन अभ्यासक्रम बाबत नियोजन	प्राचार्य सर्व प्राध्यापक
३	दि. ०९/०७/२०१५	बीएड प्रवेश बैठक	नवीन अभ्यासक्रम बाबत नियोजन	प्राचार्य सर्व प्राध्यापक
६	दि. ०१/०८/२०१५	लोकशाहीर अण्णा भाऊ साठे जयंती	प्रतिमा पूजन	प्राचार्य सर्व प्राध्यापक व शिक्षकेतर सेवक वर्ग
७	दि. ०८/०८/२०१५	प.पू.डॉ. बापूजी साळुंखे जयंती.	प्रतिमा पूजन	प्राचार्य सर्व प्राध्यापक व शिक्षकेतर सेवक वर्ग
८	दि. १५/०८/२०१५	स्वातंत्र दिन	डीएड व बीएड एकत्रित ध्वजारोहन कार्यक्रम	प्राचार्य सर्व प्राध्यापक व शिक्षकेतर सेवक वर्ग
९	दि. ०४/०९/२०१५	श्रीमती सुशिलादेवी साळुंखे जन्मदिन	प्रतिमा पूजन	प्राचार्य सर्व प्राध्यापक व शिक्षकेतर सेवक वर्ग
१०	दि. ०५/०९/२०१५	शिक्षक दिन	प्रतिमा पूजन, व्याख्यान इत्यादी कार्यक्रम	प्राचार्य सर्व प्राध्यापक व शिक्षकेतर सेवक वर्ग
११	दि. १४/०९/२०१५ ते दि. १६/९/२०१५	प्रवेश प्रक्रिया प्रथम फेरी	प्रवेश प्रक्रिया प्रथम फेरी	प्राचार्य सर्व प्राध्यापक व शिक्षकेतर सेवक वर्ग
	दि. २१/०९/२०१५ ते दि. २४/९/२०१५	प्रवेश प्रक्रिया व्दितीय फेरी	प्रवेश प्रक्रिया व्दितीय फेरी	प्राचार्य सर्व प्राध्यापक व शिक्षकेतर सेवक वर्ग
११	दि. २८/०९/२०१५ ते दि. ३०/९/२०१५	प्रथम सत्र अभ्यासक्रम ओळख	सर्व पेपरची सैध्दांतिक माहिती व ओळख	सर्व प्राध्यापक
१२	दि. ०२/१०/२०१५	म. गांधी व लालबहादुर शास्त्री यांची जयंती, व्याख्यान, प्रशिक्षणार्थींचे मनोगत	प्रतिमा पूजन महाविद्यालयाची स्वच्छता, व्याख्याना, प्रशिक्षणार्थीचे मनोगत	प्राचार्य सर्व प्राध्यापक व शिक्षकेतर सेवक वर्ग
१३	दि. ७/१०/२०१५	मुख्याध्यापक बैठक	सर्व सरावपाठाचे व नवीन अभ्यासक्रमानुसार मुख्याध्यापकांना माहितीसाठी बैठक	प्राचार्य, मुख्याध्यापक, सर्व प्राध्यापक
	दि. ०९/१०/२०१५	प्रवेश प्रक्रिया तिसरी फेरी	प्रवेश प्रक्रिया तिसरी फेरी	प्राचार्य सर्व प्राध्यापक व शिक्षकेतर सेवक वर्ग
१४	दि. १२/१०/२०१५	प्राचार्य अभिभाषण	संस्था, महाविद्यालय, नवीन अभ्यासक्रम याबाबत सविस्तर प्रशिक्षणार्थींना मार्गदर्शन	प्राचार्य, सर्व प्राध्यापक
१५	दि. १३/१०/२०१५	अध्यापन कौशल्य निदान व	गटवार कार्य व अध्यापनाचे निरीक्षणावरून निदान करणे.	गटवार कार्य, सर्व प्राध्यापक
१६	दि. १४/१०/२०१५ ते दि.२१/१०/२०१५	अध्यापन कौशल्य समृध्दी	गटवार कार्य व अध्यापनाचे निरीक्षण.	गटवार कार्य, सर्व प्राध्यापक
१७	दि. १५/१०/२०१५	अब्दुल कलाम वाचन प्रेरणा दिन	व्याख्यान, प्रशिणार्थींचा सहभाग	प्राचार्य मार्गदर्शन, प्रशिक्षणार्थींचे सहभाग
१८	दि. २६/१०/२०१५ ते दि.३०/१०/२०१५	पाठ नियोजन कृतिसत्र	व्याख्याने,	प्रात्यक्षिक कार्य
१९	दि. ३०/१०/२०१५	डॉ. मस्के, यांचे नेत्र तपासणी व निगा आणि काळजी याचे व्याख्यान	डोळ्याबाबत माहिती, प्रशिणार्थींचे डोळे तपासणी कार्यक्रम	डॉ. मस्के यांचे व्याख्यान व प्रशिक्षणार्थींचे डोळे तपासणी
२०	दि. ३१/१०/२०१५	इंदिरा गांधी पुण्यतिथी व सरदार वल्लभभाई पटेल जयंती	प्रतिमा पूजन	प्राचार्य, सर्व प्राध्यापक, प्रशिक्षणार्थींचा सहभाग
२१	दि. ०२/११/२०१५ ते दि.०५/११/२०१५	शैक्षणिक साहित्य निर्मिती कार्यशाळा	व्याख्यान— श्री. गेळे सरांचे	चार दिवसाची कार्यशाळा सर्वांचा सहभाग
२२	दि. २६/११/२०१५	संविधान दिन	व्याख्यान	प्राचार्य यांचे व्याख्यान, सर्व प्राध्यापक
२३	दि. २८/११/२०१५ ते दि.३०/११/२०१५	अभिरूप पाठ	व्याख्यान— गटवार कार्य	गटवार कार्य— सर्व प्राध्यापक
२४	दि. ०१/१२/२०१५ ते दि. ३/१२/२०१५	प्रपाठ व शाळा नाविण्यपूर्ण भेटी	शाळा भेटी	शाळा निहाय गटवार कार्य सर्व प्राध्यापक
२५	दि. ०४/१२/२०१५ ते	दिग्दर्शन पाठ	मराठी, हिंदी, इंग्रजी, भूगोल,	सर्व प्राध्यापक, मेथडनुसार

	दि. ०५/१२/२०१५	श्री.र.भा.हायस्कूलचे विद्यार्थीचे	सायन्स, गणित	दिग्दर्शन पाठ,
२६	दि. ०६/१२/२०१५	डॉ. बाबासाहेब आंबेडकर स्मृतिदिन	प्रतिमा पूजन,	प्राचार्य, सर्व प्राध्यापक, व शिक्षकेतर सेवक.
२७	दि. १७/१२/२०१५ ते दि. १९/१२/२०१५	अंतर्गत सत्र परीक्षा क्र. १	अंतर्गत सत्र परीक्षा क्र. १	सर्व प्राध्यापक सहभाग

अ.क्र.	दिनांक	तपशील	नियोजनाचे स्वरूप	जबाबदारी
२८	दि. २८/१२/२०१५ ते दि. ३०/१२/२०१५	शिवाजी विद्यापीठ परीक्षा	शिवाजी विद्यापीठाची परीक्षा	प्राचार्य, सिनिअर पर्यवेक्षक शिवाजी विद्यापीठ, सर्व प्राध्यापक
२९	१ जानेवारी २०१६	शिवाजी विद्यापीठ अंतर्गत तोंडी परीक्षा	शिवाजी विद्यापीठ अंतर्गत तोंडी परीक्षा— अंतर्गत व बहिस्थ परीक्षक	बहिस्थ परीक्षक व अंतर्गत परीक्षक
द्वितीय सत्र				
१	२ जानेवारी २०१६	भारत स्वच्छता अभियान अंतर्गत तासगाव शहर स्वच्छता अभियान—व्दारा नगरपरिषद	नगरपरिषदेने केलेल्या नियोजनानुसार	सर्व प्रशिक्षणार्थींनीचा सहभाग व सर्व प्राध्यापक
२	४ जानेवारी २०१६	सावित्रीबाई फुले जयंती	प्रतिमा पूजन,	व्याख्यान, सर्व निवडक प्रशिक्षणार्थींनीचे मनोगत
३	४ जानेवारी २०१६	अभ्यासक्रम ओळख	द्वितीय सत्राच्या अभ्यासक्रमाची ओळख	सर्व प्राध्यापक सहभाग
४	४ जानेवारी २०१६	विद्यार्थी संसद गठीत	विद्यार्थी संसद गठीत	प्राचार्य, सर्व प्रशिक्षणार्थींनीचा सहभाग व सर्व प्राध्यापक
५	दि. ०५/०१/२०१६ ते दि. ०९/०१/२०१६	शाळा नाविण्यपूर्ण भेटी	तासगाव शहरातील नाविण्यपूर्ण शाळांना भेटी	सर्व प्रशिक्षणार्थींनीचा सहभाग व सर्व प्राध्यापक
६	दि. ११/१/०१/२०१६ ते दि. १९/०१/२०१६	विवेकानंद जयंती सप्ताह उदघाटन भाषा संवर्धन पंधरवडा कार्यक्रम	प्रतिमा पूजन, विवेकानंद सप्ताह संस्था पातळीवरील स्पर्धेचे आयोजन	प्राचार्य, सर्व प्रशिक्षणार्थींनीचा सहभाग व सर्व प्राध्यापक
७	दि. २०/०१/२०१६ ते दि. ०९/०२/२०१६	शालेय अनुभव क्षेत्रीय भेट व सराव पाठ;	तासगाव शहरातील शाळांना क्षेत्रिय भेटीचे नियोजन	प्राचार्य, सर्व प्रशिक्षणार्थींनीचा सहभाग व सर्व प्राध्यापक
८	दि. १७/०२/२०१६ ते दि. १८/०२/२०१६	नैदानिक चाचणी व उपचारात्मक अभ्यास उपक्रम नियोजन	अध्यापन पध्दतीनुसार नैदानिक चाचणीचे नियोजन	अध्यापन पध्दतीनुसार चाचणी घेणे. सर्व प्राध्यापक
९	दि. १९/०२/२०१६	शिवजयंती	प्रतिमा पूजन	प्राचार्य, सर्व प्रशिक्षणार्थींनीचा सहभाग व सर्व प्राध्यापक
१०	दि. २७/०२/२०१६	मराठी भाषा दिन	निबंध, काव्यवाचन स्पर्धा, भितीपत्रिका प्रकाशन, इत्यादी कार्यक्रम	प्राचार्य, सर्व प्रशिक्षणार्थींनीचा सहभाग व सर्व प्राध्यापक
११	दि. २९/०२/२०१६	विज्ञान दिन	निबंध, काव्यवाचन स्पर्धा, भितीपत्रिका प्रकाशन, इत्यादी कार्यक्रम,	प्राचार्य, सर्व प्रशिक्षणार्थींनीचा सहभाग व सर्व प्राध्यापक
१२	दि. ०८/०३/२०१६	महिला दिन	व्याख्यान, प्रशिक्षणार्थींनीचे मनोगत.	प्राचार्य, सर्व प्रशिक्षणार्थींनीचा सहभाग व सर्व प्राध्यापक
१३	दि. ०८/०३/२०१६ ते दि. ११/०३/२०१६	प्रपाठ	सर्व विषयांचे प्रपाठ	सर्व प्राध्यापक
१४	दि. १४/०३/२०१६ ते दि. १९/०३/२०१६	ईपीसी—२ प्रात्यक्षिक	ईपीसी—२ प्रात्यक्षिकांचे सादरीकरण	सर्व प्राध्यापक
१५	दि. ०४/०४/२०१६ ते दि. ०७/०४/२०१६	अंतर्गत परीक्षा —२	अंतर्गत परीक्षा —२	सर्व प्राध्यापक
१६	दि. १४/०४/२०१६	डॉ. बाबासाहेब आंबेडकर जयंती	प्रतिमा पूजन, व्याख्यान	प्राचार्य, सर्व प्रशिक्षणार्थींनीचा सहभाग व सर्व प्राध्यापक
१७	दि. १९/०४/२०१६	महावीर जयंती	प्रतिमा पूजन	प्राचार्य, सर्व प्रशिक्षणार्थींनीचा सहभाग व सर्व प्राध्यापक
१८	दि. ५/०४/२०१६	विद्यापीठ तोंडी परीक्षा	अंतर्गत व बहिस्थ परीक्षक	अंतर्गत व बहिस्थ परीक्षक
१९	दि. २६/०४/२०१६ ते दि. ३०/०४/२०१६	विद्यापीठ परीक्षा	विद्यापीठ परीक्षा	विद्यापीठ परीक्षा
२०	दि. १८/०५/२०१६	सत्र समाप्ती	सत्र ३ चे नियोजन	प्राचार्य, व सर्व प्राध्यापक

(डॉ. प्रकाश कांबळे)