

**THE ANNUAL QUALITY ASSURANCE REPORT
OF
INTERNAL QUALITY ASSURANCE CELL**

**GAURISHANKAR SEVA SAMATI'S
VIDNYAN MAHAVIDYALAYA, MALKAPUR
DIST. – BULDANA**



SUBMITTED TO

**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL, BANGALORE**

2011-12

Vidnyan Mahavidyalaya, Malkapur Dist. - Buldana
The Annual Quality Assurance Report (AQAR) of the IQAC
2011-12

Part – A

1. Details of the Institution

1.1 Name of the Institution	: Vidnyan Mahavidyalaya
1.2 Address Line 1	: Nandura Road, Malkapur Dist. Buldana
City/Town	: Malkapur
State	: Maharashtra
Pin Code	: 4434101
Institution e-mail address	: vmvmlk1993@gmail.com
Contact Nos.	: 07267-223259
Name of the	
Head of the Institution	: Dr. B. B. Wankhade
Tel. No. with STD Code	: 07267-226499
Mobile	: 9422883075
Name of the	
IQAC Co-ordinator	: Dr. C. M. Bharambe
Mobile	: 9096717604
IQAC e-mail address	: iqacvmvmlk2014@rediffmail.com
1.3 NAAC Track ID	: MHCOGN11225
1.4 NAAC Executive	
Committee No. & Date	: EC/32/219 dated 3-5-2004
1.5 Website address	: www.vmvmlk.org
Web-link of the AQAR	: www.vmvmlk.org/iqac/aqar 2011-12.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	--	2004	5 year

1.7 Date of Establishment of IQAC : 06/10/2004

1.8 AQAR for the year : 2011-12

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

1. AQAR 2004-05 submitted to NAAC on 29/04/2005
2. AQAR 2005-06 submitted to NAAC on 13/07/2006
3. AQAR 2006-07 submitted to NAAC on 01/05/2007
4. AQAR 2007-08 submitted to NAAC on 25/06/2008
5. AQAR 2009-10 submitted to NAAC on 12/12/2014
6. AQAR 2010-11 submitted to NAAC on 12/12/2014

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 ☒

Type of Institution: Co-education ☒ Men ☒ Women ☒

Urban ☒ Rural ☒ Tribal ☒

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒

Totally Self-financing ☒

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒

Law ☒ PEI (Phys Edu) ☒ TEI (Edu) ☒
 Engineering ☒ Health Science ☒ Management ☒
 Others (Specify): ☒

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

Sant Gadgebaba Amravati University, Amravati

1.13 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 (2f and 12B): ☒

UGC-COP Programmes: ☒

2. IQAC Composition and Activities

2.1 No. of Teachers : 08

2.2 No. of Administrative/Technical staff : 01

2.3 No. of students : 00

2.4 No. of Management representatives : 03

2.5 No. of Alumni : 00

2.6 No. of any other stakeholder and

Community representatives : 00

2.7 No. of Employers/ Industrialists : 00

2.8 No. of other External Experts : 01

2.9 Total No. of members : 13

2.10 No. of IQAC meetings held : 03

2.11 No. of meetings with various stakeholders:

Faculty: 01 Non-Teaching Staff: 01

Students Alumni: 01 Others: 00

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.: 00 International: 00 National: 00

State: 00 Institution Level: 00

(ii) Themes: Nil.

2.14 Significant Activities and contributions made by IQAC

- Teacher Guardian Scheme
- Cultural Activities
- Extension Activities (throughout the session)
- Seminar, Test, Workshop-Conduction, Motivation for participation
- Student's Participation in various committees
- Excursion Tours
- Book Bank Facility, Additional Book facility and books on Deposition facility
- Support for poor learners.
- Display of students attendance.
- Teaching plans and execution
- Academic Diary maintain by teachers
- Subject wise Associations at department level and activities
- Sports day Celebration
- Feedback system

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.

Academic Calendar of the year 2011-12.

(Annexure -1)

2.16 Whether the AQAR was placed in statutory body

Yes	☒	No	☐
Management	☒	Syndicate	☐
Any other body	☐		

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	01	--	--	--
PG	01	--	--	--
UG	01	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	01	--	--	--
Certificate	01	--	--	--
Others	--	--	--	--
Total	05	--	--	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

1) Elective option at UG level.

2) CBCS at PG level.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	---
Annual	01

1.3 Feedback from stakeholders*

(On all aspects)

Alumni	☒	Parents	☒
Employers	☒	Students	☒
Mode of feedback	:	Online	☒
		Manual	☒
		Co-operating schools (for PEI)	☒

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

Semester pattern implemented for B.Sc. II from 2011-12.

1.5 Any new Department/Centre introduced during the year.

If yes, give details.

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	12	-----	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
--	04	--	--	--	--	--	--	--	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

No. Of Guest: **03** Visiting Faculty: **16**

Temporary Faculty: **00**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	09	--
Presented	--	06	--
Resource Persons	--	--	--

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

In the process of teaching and learning institution implemented use of OHP, Models, Charts and LCD.

2.7 Total No. of actual teaching days during this academic year: **185**

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

Additional Class test and term examinations of B.Sc III were conducted during this session.

Semester pattern for B.Sc. II were initiated and 20% Marks allotted for internal assessment. Unit test, assignments were taken and industrial visit was organized.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop: **01**

2.10 Average percentage of attendance of students: **75%**

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Semester/ Annual	Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
<u>UG</u> B.Sc.I	I	112	02	16	31	00	43.75
	II	106	06	21	14	00	38.68
B.Sc.II	III	91	05	19	05	00	31.87
	IV	89	08	14	03	00	28.09
B.Sc.III	Annual	96	03	13	16	02	35.42
<u>PG</u> M.Sc.I	I	12	00	02	00	00	16.66
	II	10	00	03	00	00	30.00
M.Sc.II	III	21	00	07	00	00	33.00
	IV	21	00	05	00	00	23.80

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

IQAC improve the teaching learning process by

- Motivating faculty members periodically to attend programmes on

new and immerging trends in science.

- ii. Ensuring access to internet and at the ICT instruments available at the college level.
- iii. Organizing educational tours to make teaching more effective.
- iv. Feedback on teaching is obtained to assure the quality of teaching learning.
- v. Motivating staff to pursue the research work and to receive grand from the various agencies like UGC
- vi. Motivating staff to attend workshops, seminars, conferences, refresher, orientation and short-term courses.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
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.	11
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	07	--	--	--
Technical Staff	06	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- Strengthen the research culture.
- Promotion to research projects.
- Allocation of some fund in Budget.

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	0.85	---	---	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	01	--

3.5 Details on Impact factor of publications:

Range: **00**

Average: **00**

h-index: **00**

Nos. in SCOPUS: **00**

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	2011-12	UGC	1.3	0.85
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects (other than compulsory by the University)	---	---	---	---
Any other(Specify)	---	---	---	---
Total			1.3	0.85

3.7 No. of books published

i) With ISBN No.: **00** Chapters in Edited Books: **05**

ii) Without ISBN No.: **00**

3.8 No. of University Departments receiving funds from

UGC-SAP: **00** CAS: **00** DST-FIST: **00**

DPE: **00** DBT Scheme/funds: **00**

3.9 For colleges

Autonomy: **00** CPE: **00** DBT Star Scheme: **00**

INSPIRE: **00** CE: **00** Any Other (specify): **00**

3.10 Revenue generated through consultancy: **00**

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: **03**

3.13 No. of collaborations

International: **00** National: **00**

Any other: **00**

3.14 No. of linkages created during this year: **00**

3.15 Total budget for research for current year in lakhs:

From funding agency: **0.85**

From Management of University/College: **0.20**

Total: **1.05**

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
01	---	---	---	01	---	---

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them of the institute in the year

Ph. D. Guides: **02**

Students registered: **03**

3.19 No. of Ph.D. awarded by faculty from the Institution: **00**

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

JRF: **00** SRF: **00** Project Fellows: **00** Any other: **00**

3.21 No. of students Participated in NSS events:

University level: **03**

State level: **02**

National level: **00**

International level: **00**

3.22 No. of students participated in NCC events:

University level: **00**

State level: **00**

National level: **00**

International level: **00**

3.23 No. of Awards won in NSS:

University level: **00**

State level: **00**

National level: **00**

International level: **00**

3.24 No. of Awards won in NCC:

University level: **00**

State level: **00**

National level: **00**

International level: **00**

3.25 No. of Extension activities organized

University forum: **00**

College forum: **02**

NCC: **00**

NSS: **14**

Any other: **00**

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

- Tree plantation at college ground sides and adapted village Kund Bk. Plantation of Palm Tree, Bakul, Saptarni, Vidya.
- Formation of Disaster Management Club, Red Ribbon Club, Career Counselling Cell.
- One day camp on Anti-ragging on 16/07/2011.
- Student participation in cleanliness activities of college premises and camping station.
- Rally on save girl Child and AIDS prevention.
- Group discussion participation on Women torturing and exploitation
- Competition on Best from Waste, Debate on Stress Management for students.
- Career counselling on Soft Skill and Competitive Exam Preparation.
- Awareness about Road Safety, Environment, Blood Donation.
- Celebration of Independence day, Republic day, Gandhi Jayanti, GadgeBaba Jayanti, Sadbhavana Day , NSS day, Vivekanand Jayanti, Jijau Jayanti.
- Participation of student in selection test at Amravati in workshop on Women Empowerment at University, Selection for Republic Day March at Kolhapur, In Workshop Of Student Representative Council.
- Workshop on Career Counselling, Development Of Hidden Skill, Stress Management, Preparation Of Interview and Body Language.
- Project on levelling of street and cremation ground.

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	10562 sq.m.	---	Gaurishankar Seva Samitti	10562 sq.m.
Class rooms	660 sq.ft. (4) 465 sq.ft. (2)	---	Gaurishankar Seva Samitti	6 of 3570 sq.ft
Laboratories	1050 sq.ft (5)	---		5 of 5250 sq.ft
Other infrastructural facilities	3431 sq.ft.	---	Gaurishankar Seva Samitti	3431 sq.ft.
No. Of important equipments purchased (≥ 1 -0 lakh) during the current year.	02	---	UGC	02
Value of the equipment purchased during the year (Rs. In Lakhs)	8.42	4.48	UGC	12.9

4.2 Computerization of administration and library

3 Computers with automation software for office administration and 1 computer with library automation software for library were installed in this session.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2821	7.827	285	0.474	3106	8.300
Reference Books	65	0.709	---	---	65	0.709

e-Books	---					
Journals & Periodicals	13	0.187	---	---	13	0.187
e-Journals	---	---	---	---	---	---
Digital Database	---	---	---	---	---	---
CD & Video	34	---	---	---	34	---
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	19	01	19	01	---	---	---	---
Added	11	---	10	---	---	---	---	---
Total	30	01	29	01	---	---	---	---

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

Nil.

4.6 Amount spent on maintenance in lakhs:

i) ICT:	0.00770
ii) Campus Infrastructure and facilities:	1.81998
iii) Equipments:	0.48312
iv) Others:	0.17130
Total:	2.48210

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- 1) Support for Students from SC/ST, OBC and economically weaker sections through different scholarships.
- 2) Support for Students with physical disabilities.
- 3) Support for Students to participate in various sports, curricular and extra-curricular competitions at State, National and International level.
- 4) Medical assistance to students: health insurance.
- 5) UGC sponsored Remedial coaching classes for SC, ST, OBC and Minorities students.
- 6) Skill development programme (personality development, spoken English, etc.)
- 7) Support for “slow learners”.
- 8) Exposures to students to other institution of higher learning/corporate/business house etc.
- 9) Publication of student magazine.
- 10) Teacher Guardian Scheme.
- 11) Career and Counselling Cell.
- 12) Students and Staff Grievance Cell.
- 13) Network Resource Centre.
- 14) Internet facility.
- 15) Organised Excursion tours.
- 16) Industrial visits.
- 17) Book Bank Facility for Advance Learners.
- 18) Annual Social Gathering.
- 19) Special Prize Awards given to meritorious students.
- 20) Conducted various extension activities through NSS.

5.2 Efforts made by the institution for tracking the progression:

- 1) The Financial funds were available and disbursed in time.
- 2) 5.42% and 26.69% of students received financial assistance from state and Central Government respectively.
- 3) Government reservation policy for college admission is strictly followed.
- 4) Awareness about the various scholarship schemes through prospectus.
- 5) 77 UG students are benefited through Remedial Coaching Classes.
- 6) Almost all facilities are provided like library, common girl room, drinking RO water.
- 7) Transport facility is made available during emergency situation.
- 8) Insurance scheme against accident run in the college as per the parent university rule.
- 9) Free Medical camp were organised by National Service Scheme.
- 10) Special Lectures are arranged on various competitive and entrance examination.
- 11) Workshops are organised for students to enhance communication skills.
- 12) Identification of slow learner students by class test and Teacher Guardian Scheme.
- 13) Students are motivated to participate in workshop, seminar, conferences and cultural events conducted by other institution.
- 14) College Magazine was published

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
299	33	03	335

(b) No. of students outside the state: **00**

(c) No. of international students: **00**

	No	%		No	%
Men	154	45.98	Women	181	54.02

Last Year (2010-11)						This Year (2011-12)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
168	08	00	130	00	306	179	10	00	146	00	335

Demand ratio: **1.17**

Dropout %: **23.66**

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

Student support Mechanisms	No. of students beneficiary
Collaborative Guidance for Competitive Exam Ex. Deepstambha, Dheya etc	50
MPSC/ UPSC Examination Guidance	45

No. of students beneficiaries: **50**

5.5 No. of students qualified in these examinations

NET: **00**

SET/SLET: **00**

GATE: **00**

CAT: **00**

IAS/IPS etc: **00**

State PSC: **00**

UPSC: **00**

Others: **00**

5.6 Details of student counselling and career guidance

Programmes	No. of students beneficiary
Personality Development	117
Skill development	110
GDPI	115

Computer literacy	100
Language improvement	65
Environmental Awareness	62

No. of students benefitted: **117**

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

- The institution has well established Women Sexual harassment prevention Committee.
- One day workshop on sexual problems was organised for students
- Various rallies are arranged by students

5.9 Students Activities

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

State/ University level: **67** National levels: **03**

International level: **01**

No. of students participated in cultural events

State/ University level: **20** National levels: **00**

International level: **00**

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

Sports :

State/ University level: **00** National levels: **00**

International level: **00**

Cultural:

State/ University level: **00** National levels: **00**

International level: **00**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	00	00
Financial support from government	82	3.52
Financial support from other sources	00	00
Number of students who received International/ National recognitions	00	00

5.11 Student organised/initiatives

Fairs :

State/ University level: **00** National levels: **00**

International level: **00**

Exhibition:

State/ University level: **00** National levels: **00**

International level: **00**

5.12 No. of social initiatives undertaken by the students: **Nil.**

5.13 Major grievances of students (if any) redressed: **Nil**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission Statement:

We are committed to quality education, empowering personalities and development of responsible members of the society.

6.2 Does the Institution has a management Information System

The Vidnyan Mahavidyalaya is run by Gaurishankar Seva Samiti Malkapur. As per the norms of state Government and Parent University, the local managing committee (Governing Body) is established. Management plays an important role in implementing special activities of social relevance and financial help. As per the norms, local managing committee includes chairman, secretary, member of society, three other members from various fields nominated by the society, principal of the college, three teaching faculty members and one non-teaching staff member. At least two meetings are conducted during each academic session. The local managing committee design the plan for recruitment of staff, introduction of new courses, teaching methods, quality of teaching and learning process, purchases etc.

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

6.3.1 Curriculum Development

The college thoroughly plans and develops action plans for effective implementation of the curriculum. Teaching plans are prepared in accordance with yearly planner provided by the office. Teachers prepare schedule of work for each subject semester/term wise. The teaching plans are checked by the staff him/herself and by the Head of the department. The actual periods engaged by the staff members and topic covered in that lecture are mentioned in the academic diary. The academic diary is provided by college to the individual

teachers. The weekly verification of academic diary is under the control of the head of department of their respective subject and monthly verification is done by the head of institution of the college.

The curriculum delivery is effectively done through lectures, supported by Power Point Presentations and OHP. Printed study material is also given to the students and supplemented by Group Discussions, Seminars and Interactive sessions.

The college conducts the regular meetings of the staff members and review is taken on the syllabus coverage. If someone is lacking in timely implementation of curriculum, provision of extra periods is made in the time table.

6.3.2 Teaching and Learning

The institution has inbuilt mechanism to monitor, evaluate and improve the quality of teaching and learning. Yearly planner and academic calendar is prepared and distributed to each department well in advance. It is ensured to make effective teaching days more than 185 days during the session. The teaching plans are prepared and syllabus coverage is checked by HOD and Principal. Academic diary is maintained by the teachers and verified by head of the departments and the Principal. According to the staff justification by University and Joint Director of Higher Education Office, staffs are recruited. The class tests are conducted and assignments are given to the students according to scheduled plan described at the beginning of the session. The budget is prepared well in advance to purchase the required laboratory material at the beginning of the session. The meetings of HOD's and staffs are conducted regularly to review, the syllabus coverage in each month. The teaching aids and advanced instruments are maintained properly and are updated from time to time.

6.3.3 Examination and Evaluation

I] Examination: At the time of admission the student are made aware about their attendance and performance in college tests. The undertaking from students is obtained at the beginning of the session mentioning that They will attend all theory and practical class not less than 75% and They will secure not less than 20% marks in each class test. Otherwise they will be detained from appearing of the University examination.

After every month, the attendances of the students are displayed on notice board. If the students are found short in attending the classes, they are counselled by the teacher counsellor concerned. If anybody still short in the attending the classes the letters are dispatched to their parents warning that student is not attending regularly. If he /she fail to make up the attendance, he/she will be detained. Again staff/principal talk with such parents/students and advice to attend the classes after hearing their difficulties regarding less attendance.

After every test examination, the marks are displayed on notice board and the answer sheets are return to the students. If anybody secures less than 6 out of 30, she/he is counselled by teacher counsellor and motivated to give better performance.

II] Evaluation: In the yearly pattern the weightage to University examination was 80% for theory examination and 20% for practical examination with no weightage to the internal assessment for B.Sc. III years.

In the semester pattern the weightage to University examination was 80% for theory examination and 20% for internal assessment for B.Sc. II.

From the session 2011-12 University has changed the annual pattern to semester pattern of B.Sc. II, by giving 66.6% weightage to theory and 33.3% weightage to practical examination. Further in the

theory examination 20% weightage is given to internal assessment and 80% weightage to University theory examination.

For B.Sc. II year the college has adopted evaluation process. According to the process, internal marks are allotted to the students by giving them assignment, performance in class test and academic activity like seminar, group discussion, study tour, industrial visit, visit to educational institution, research organization, field work etc.

The college has adopted the practice of conducting three class tests per semester. The numbers of assignments are also increased to three at B.Sc. II level.

Apart from mandatory, academic activities, other activities are also performed by the students.

6.3.4 Research and Development

The institution has a research laboratory of chemistry with the capacity of 8 students which is recognized by Sant Gadgebaba Amravati University, Amravati. The institution has applied to recognize its Zoology laboratory for research work to Sant Gadgebaba Amravati University, Amravati.

The research committee comprises of some faculty members who are active in the research activity.

The recommendation made by the committee like promotion to research project and allocation of some funds in the budget were implemented.

The impact of that recommendation is 3 MRP are completed.

The main objective of research committee members is to strengthen research culture.

The college management and Principal encourage the faculty members to pursue Ph.D. programmes on part time basis which facilitated smooth progress and implementation of research and development.

Dr. B.B. Wankhade (Department of Chemistry) and Dr. C.M. Bharambe (Department of Zoology) is recognised guides for Ph.D research

work.

Four faculty members have Ph.D. degrees as their highest qualification and three have M.Phil degrees as highest qualification. Three other staff members are registered for the Ph.D. degree research work. In all, eight faculty members are involved in active research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation:

I] Library:

- The library has an advisory committee comprising of staff members and the librarian of the college.
- Total number of books and journals in library is 3171 and 13 respectively.
- There is proper policy for weeding out of books. The stock verification by librarian and an external is performed every year. The damaged/teared/wearied books are sorted. Further the books with outdated content are selected by the librarian and such outdated and disposable books are condemned after recommendation of library committee and approved by the Principal. The library has 65 reference books.
- Library provide subject-wise manual catalogue to Students and faculty member.

II] ICT:

Computers are available for staff in the department of Computer Science, Botany, Zoology, Physics and in the UGC- Network Resource Centre. The teachers freely take help of the ICT resources and internet to complete their prescribed curriculum with the help of LCD projector and computer. Also projectors, podium and laptops are available which are used by faculty members and students as and when required.

Faculty members are provided with computers with internet browsing facility for preparation of teaching/learning materials in the browsing centre like Network Research Centre.

The use of information and communication technology has become very essential in imparting quality based education. Well equipped computer Laboratory, with multimedia, podium system, Interactive board and LCD projectors are available to the faculty as well as students for computer aided teaching. The computer faculty is always available for any need based assistance in the use of ICT.

The computer department also guides from time to time for the use of Internet facility for learning resources.

III] Instrumentation:

The ICT is well equipped with following instruments:

Name of the Equipment	Qty
Desktop Computers	30
Laser Printers	01
DeskJet Printer (Color)	01
Scanner	01
Epson DMP	02
Webcam SVB	01
Speaker Dell, odyssey	11
Switch	01
Stabilizer	01

6.3.6 Human Resource Management

College staffs includes Principal, 12 regular teachers including a librarian and a director of physical education, 07 office nonteaching staff and 6 technical staff. There are 16 teachers appointed on clock hour basis. Wet sweeper is appointed on contract basis. Security is provided by the running society. The work is divided into 03 parts:

1. Teaching-learning process:

Prime importance is given to teaching-learning process. In consultation with the staff, head of the department decides work load distribution at the beginning of the session. Teachers on clock-hour basis are appointed well in advance at the beginning of the session. Every teacher is well aware of their responsibilities.

2. Administrative works:

Head of the Institution in consultation with all teaching and nonteaching staff distributes the portfolios of different work at the beginning of the session.

Name of the Committee	Staff members
Staff Council	Prof.Y.D.Patil
S.R.C.	Prof. S. V. Borle, Prof.G.H.Kurhade, Prof.V.S.Deole, Dr.R.T.Parihar
N.S.S.	Prof.G.H.Kurhade(P.O.) Prof.Sau.V.N.Saoji
NAAC	Prof.S.K.Karande , Dr.C.M.Bharambe Prof.S.V.Borle
Student Activities (Academic , Cultural & Sports)	Dr.R.T.Parihar, Prof.S.V.Borle
Time-Table	Prof.A.J.Rathi
Discipline	Prof.S.K.Karande, Prof.V.S.Deole
Teacher's Counseling Scheme	Dr.B.B.Wankhade ,

	Prof.S.V.Borle, Prof.S.K.Karande, Prof.Sau.V.N.Saoji
Career Guidance	Dr. C. M.Bharambe Prof.S.E.Warkhade
Remedial Coaching courses	Dr. R. T. Parihar
Admission	Dr.C.M.Bharambe, Prof.D.Y.Dhale, Prof.G.H.Kurhade
Parent Meet	Dr.B.B.Wankhade , Prof.S.V.Borle, Prof.S.K.Karande,
Env. Studies	Prof.G.H.Kurhade, Dr. Y.P.Pati., Dr.C.M.Bharambe, Prof.S.E.Warkhade
COP	Dr. Y.P.Patil, Prof.G.H.Kurhade , Dr.C.M.Bharambe
Purchase	Principal, All HOD's Shri.S.G.Narkhede
PRO/Photo	Shri.S.G.Narkhede
Grievances	Prof.Sau.V.N.Saoji, Prof.S.V.Borle Dr.C.M.Bharambe.
Library	Dr.Y.P.Patil , Ku.J.S.Shukla
Alumni Association	Dr.R.T.Parihar, Shri.P.G.Kolte
Youth Festival	Dr.R.T.Parihar
UGC Scholarship	Prof.D.Y.Dhale
Magazine	Dr.Y.P. Patil
Excursion, Study Tour	Dr. R. T. Parihar
Sports	Prof. V.S.Deole

3. Activities.

Activities are divided into 06 groups like a) Research b) Co-curricular c) Cultural d) Sports e) Extension f) Excursion. Committees are declared at the

beginning of the session Professor incharges and Head of the departments prepares schedule of the activities.

6.3.7 Faculty and Staff recruitment

The staff members are recruited as per the norms of Maharashtra Government and rules of Sant Gadgebaba Amravati University, Amravati. The post for recruitment is sanctioned by Director of Higher Education and Registrar of Sant Gadgebaba Amravati University, Amravati. The roster checked and passed by Board of College and University Development Cell of Sant Gadgebaba Amravati University, Amravati and commissioner of Amravati region. For the vacant fulltime post, the draft of advertisement is sanctioned by Sant Gadgebaba Amravati University, Amravati and it is published in at least two newspapers out of which are of State level and local level. Selection committee is constituted as per Maharashtra University Act. The teachers are first recruited on probation by signing the agreement. The services are confirmed after satisfactory probation period.

6.3.8 Industry Interaction / Collaboration

The college has entered in collaborative arrangements with the following institutions.

- Amravati university chemistry teacher association
- Shri Shivaji College of science, Arts and Commerce Akola
- Amravati University Chemistry Teacher Association
- Manogat Parivar-NGO for betterment of the society
- Swami Vivekanand Ashram, Malkapur
- Gadgebaba vichar Manch-NGO to spread thought of Sant Gadgebaba through activities
- Students Welfare section, Sant Gadgebaba Amravati University, Amravati
- Chaitanya Chemical and Biological, Malkapur

- Deepstambh, Jalgaon Khandesh
- Tree, a society for better environment
- National Service Scheme made collaboration with government hospital Malkapur, students participated in programmes of National interest like pulse polio, cleanliness, programme, aids awareness, blood donation, women empowerment etc. Student welfare section of Sant Gadgebaba Amravati University, Amravati had provided funds to organize programmes of National interest like sexual harassment prevention, gender equality, aids awareness, career opportunity etc.

6.3.9 Admission of Students

- The students are selected for the admission to the UG and PG courses according to University norms. The rules and conditions for the eligibility are prescribed in the prospectus. The merit list is displayed from amongst the received application forms. The students are admitted as per the rules of reservation quota like SC, ST, VJNT, OBC, PH, Girls etc.
- The students are admitted to career oriented programme according to the rules framed by UGC among the college UG student only.
- The admission process is strictly followed as per the norms for backward classes, the cut off percentage for backward classes goes down while student of higher percentage are also admitted.

6.4 Welfare schemes for Teaching, Nonteaching and students by institution:

I] For Teaching and Non-teaching:

- Group Insurance Scheme.
- Travelling and Daily allowances for Institutional Work
- Registration Fee for Research paper Presentation in conferences

III] For Students:

- GOI Scholarship to SC/ST, OBC, NT, Minority students.
- Concession to students belongs to economically backward class.

- Concession to wards of teacher and nonteaching employee of Maharashtra Government.
- UGC Scholarship to SC/ST, OBC, VJ/NT, Minority, Physically disabled students.
- Group Insurance Scheme.
- Seed money to participate in intercollegiate sports, academic and cultural activities.

6.5 Total corpus fund generated: **00**

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	NAAC, Bangalore	Yes	Head of Institution
Administrative	Yes	NAAC, Bangalore	Yes	Head of Institution

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?

The semester pattern implemented for the B.Sc. II. In the theory examination 20% weightage is given to the internal assessment.

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

Yes.

Our institution yet not applied.

6.11 Activities and support from the Alumni Association

The college alumnae are invited once in a session during annual social gathering. The platform is provided to the alumni of the college to perform their cultural activities and also to share their views with other alumnae, current students and faculties of the college.

6.12 Activities and support from the Parent–Teacher Association

Feedback from Parents on curriculum and teaching methodology was obtained and the data was used for the improvement of the institutional issues.

6.13 Development programmes for support staff

Three days soft skill training programme was arranged for the faculty members during 11 Jan. to 13 Jan 2012.

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

- **Energy Conservation:** Class rooms and laboratories are constructed to provide maximum ventilation to minimize the use of fans and tube lights during teaching learning processes. The students and staff take responsibilities to put off fans after completion of classes and laboratories.
- **Water Harvesting:** The roof water in rainy season is collected and is allowed to percolate in the well through constructed pit to increase water level of the water resources of the campus.
- **Efforts for Carbon Neutrality:** Well known carbon crediting trees like Saptarni, Neem and Banyan tree along with decorative plants like Palm and Ficus are planted in the campus.

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.

1. Teacher Guardian Scheme
2. Cultural Activities
3. Extension Activities (throughout the session)
4. Student's Participation in various committees
5. Excursion Tours
6. Book Bank Facility, Additional Book facility and books on Deposition facility
7. Support for poor learners
8. Display student attendance
9. Teaching plans and execution
10. Subject wise Associations and Activities
11. Sports day Celebration
12. Feedback system
13. Grievance committees – in place
14. Magazine
15. Career counselling
16. Women empowerment
17. Staff Academic diary.

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

Various competitions and social awareness and other community services have been planned and executed.

Different associations have been established in the various departments to implement various activities which increase academic and extracurricular performance of students.

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

I] Plan and execution of work by maintaining Academic Diary through the session.

(Annexure -2)

II] Extension Activities

(Annexure -3)

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

7.4 Contribution to environmental awareness / protection

- Cleanliness of campus of the college, throughout the session.
- Tree plantation in college premises.
- Ban on the use of mobile phone

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:

- Student centred activities with appropriate weightage to Academic, Extension, Sports and Cultural sites.
- Visionary Management.
- College is included in 2f and 12B list of UGC hence entitled to receive grants.
- Qualified and dedicated staff with high level of team spirit.

II) Weaknesses:

- Limitation of space
- Diverse student community.

III) Opportunities:

- To develop interdisciplinary research centre.
- To give need base services to society through consultancy.
- To produce skill- knowledge providers with scientific temper to serve the society.
- To become a scientific educational institute renowned at National and International level.

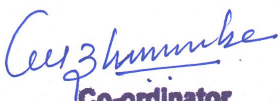
IV) Challenges:

- Educationally backward region empowerment.
- Generation of resources for technology upgradation.
- Campus placements.
- Improvement of University Examination results.
- Collaboration with National/International Institutions.
- Recruitment of qualified teaching faculty members on the vacant posts.

7.7. Plans of institution for next year

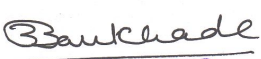
- Construction of research laboratory.
- Expansion of library.

Name: Dr. C. M. Bharambe


Co-ordinator
Internal Quality Assurance Cell
Vidnyan Mahavidyalaya, Malkapur.
Dist. Buldana.

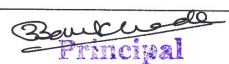
Signature of the Coordinator, IQAC

Name: Dr. B. B. Wankhade


Principal
Vidnyan Mahavidyalaya,
Malkapur, Dist. Buldana.

Signature of the Chairperson, IQAC

(Annexure -1)

<u>Vidnyan Mahavidyalaya, Malkapur.</u> <u>ACADEMIC CALENDER</u> <u>2011-2012</u>		
01.	College Reopening	June – 13
02.	Starting of Classes	June – 27
03.	Welcome to B.Sc.I Student	Aug.-02
04.	Raksha Bandhan	Aug.-13
05.	Installation of Student Associations	Before -Aug.14
06.	Independence day	Aug.-15
07.	Pateti	Aug.-19
08.	Ramjan Idd	Aug. -31
09.	Ganesh Chaturthi	Sept.-01
10.	Gauri Puja	Sept.-05
11.	Dashara	Oct.06
12.	Winter Vacation	Oct.-23 to Nov.-20
13.	N.S.S. Camp	Nov.-18 to Nov.-24
14.	Get to gether	Dec.- 25,26
15.	Functions of All Association	Upto Jan.-15,2012
16.	Republic Day	Jan.-26
17.	Mahashivratri	Feb.-20
18.	Fare well & Science day Celebration	Feb-28
19.	Holi	March-08
20.	Gudhipadwa	March-23
21.	Dr. B.R.Ambedkar Jayanti	April-14
22.	Last working day	April-28,2012
 Principal Vidnyan Mahavidyalaya, Malkapur, Dist. Buldhana.		

BEST PRACTICE I

Title:

Plan and execution of work by maintaining Academic Diary through the session.

Goals:

- 1) To put on teaching plans on paper.
- 2) To maintain record of daily work through the session.
- 3) To check percentage of lectures engaged out of desired effective teaching hours.
- 4) To improve working culture through introspection.

The Context:

In the current scenario, quality education has proved its prime importance. In the educational Institutions, the norms regarding yearly working days, effective teaching days, work load of individual teacher, responsibility of faculty towards student progress etc. are very clearly mentioned in UGC norms. The teachers were planning their teaching plans hours spent by the teacher are recorded in the biometric machine. But unless the teacher himself doesn't take initiation in the academic work, it will be less effective. So it was thought of interest to provide academic diary to each teacher so that she/he can prepare teaching plan can record daily work and introspect at the end of the session to improve the performance if necessary.

The Practice:

The academic diary was prepared after conducting discussion on it in the staff council meeting. The diary is provided to each faculty members. He writes personal information on the first page at the beginning of session concern head of the department holds meeting with the subject teachers of his department and decides workload distribution amongst the teachers. Portfolio of various activities are declared by the Principal at the beginning of the session. Every

teacher mention workload, portfolio assigned and time table in his diary and prepare teaching plan approved by concern head of the department. The daily work format includes timing of period engaged, time in and time out of the college, number of hours spent in the college and total effective teaching hours. Teacher maintain the diary daily and get it checked by head of the department on every Saturday of the week. The diary is submitted to head of the department on last Saturday of every month. Principal checks total effective hours allotted and actually taken. The review is taken regarding percentage period engaged at the end of the semester. Teacher summarises the work at the end of the session. The record regarding tests conducted, leaves, other activities and achievement is also recorded in the diary.

Evidence of Success:

Academic diary is maintained by every faculty member. The goals set for this practice are achieved. The record of all activities is available with the teachers. The execution of teaching plan is well organized. The number of periods allotted to a teacher for example Assistant Professor should be 16 Hrs multiply by 30 weeks ie. 480 Hrs, the teacher could not engaged 100% periods indicating number of working days in the session are deficient. If hours allotted for effective teaching purpose are 100% ie. 480 hours in the session and percent period engaged are less, it indicates the teacher has not given his best performance and need to take extra periods. The improvement in the periods engaged in the great outcome of this practice.

Problem Encountered and Resources Required:

The academic diary including 74 pages is printed casting about Rs. 1000/- for 20 pieces. The main problem is to maintain the diary daily by individual teacher and get it checked by HOD and the Principal is the tedious work and needs punctuality. After practice of some months the problem of not submission of diary in proper time is solved.

BEST PRACTICE II

Title:

Extension activities

Goal:

To inculcate social responsibilities amongst the students.

The Context:

Along with curricular knowledge it is the need of the day to provide platform to the students to gain knowledge of life. Everybody comes from society and it is responsibilities of everybody to pay for the betterment of the society. As compare to others, students are young, enthusiastic and knowledgeable. If they are aware of problems related to the society during their education, they can give better service to the Nation. If they are provided with ample of opportunities to mix with various sections of society through different activities, they can improves their thought process which can be very much helpful in solving the problem of their own as well as of the society in future. Extension activities plays important role in overall development of personality of students.

The Practice and evidence of success:

It was observed that when student takes part in rallies, campaigns and other extension activities, they feels more responsible and have a sense of cooperation. In the residential camp, when they mix with people of village and when they came to know the problem of poverty, health, economy etc., they express that they are now aware of real India. While observing others nature and altitude, they thing absent their Real self and Ideal self. These results indicates that there is need of the day to provide platform to the students for extension activities to inculcate ethic values and senses of society related problems.

The major extension activities conducted during the 2009-10 are as under:

- Tree plantation at college ground sides and adapted village Kund Bk. Plantation of Palm Tree, Bakul, Saptaparni, Vidya.
- Formation of Disaster Management Club, Red Ribbon Club, Career Counselling Cell.
- One day camp on Anti-ragging on 16/07/2011.
- Student participation in cleanliness activities of college premises and camping station.
- Rally on save girl Child and AIDS prevention.
- Group discussion participation on Women torturing and exploitation
- Competition on Best from Waste, Debate on Stress Management for students.
- Career counselling on Soft Skill and Competitive Exam Preparation.
- Awareness about Road Safety, Environment, Blood Donation.
- Celebration of Independence day, Republic day, Gandhi Jayanti, GadgeBaba Jayanti, Sadbhavana Day , NSS day, Vivekanand Jayanti, Jijau Jayanti.
- Participation of student in selection test at Amravati in workshop on Women Empowerment at University, Selection for Republic Day March at Kolhapur, In Workshop Of Student Representative Council.
- Workshop on Career Counselling, Development Of Hidden Skill, Stress Management, Preparation Of Interview and Body Language.
- Project on levelling of street and cremation ground.