



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	MGV'S ARTS, COMMERCE AND SCIENCE COLLEGE, MALEGAON CITY
Name of the head of the Institution	HALE SHIVANAND CHINDHA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02554-232885
Mobile no.	9764558895
Registered Email	mgvcity@gmail.com
Alternate Email	drarifanjum@gmail.com
Address	Qidwai Road
City/Town	MALEGAON DIST NASHIK
State/UT	Maharashtra
Pincode	423203

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Rizwana Hamdani
Phone no/Alternate Phone no.	02554232885
Mobile no.	7020043929
Registered Email	mgvcity@gmail.com
Alternate Email	hrmj70@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://gdabcollege.in/index.php/igac
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://gdabcollege.in/index.php/academic-calendar

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B+	2.15	2013	05-Jan-2013	04-Jan-2018

6. Date of Establishment of IQAC	01-Apr-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Commerce	B.Voc	UGC	2018 365	4330000
MGV's Arts, Com. & Sci. College, Malegaon City	QIP-Equipment Grants	SPPU	2018 365	100000
MGV's Arts, Com. & Sci. College, Malegaon City	QIP- Solar Equipment	SPPU	2018 365	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

- Preparation of prospectus, time table and academic calendar and conducting monthly meeting.
- Implemented the process of maintaining teaching plan by each teacher, maintaining daily diary and weekly report sheets to continuously monitor and improve teaching learning process.
- Augmentation of infrastructure of the College
- Strengthened extension activities
- Introduction of job oriented add on courses

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Students' grievances	Students' grievances are redressed within time bound programme.
Gender Equity Promotion Programmes	Gender equality programmes on Gender Sensitisation, Women and health, Women Empowerment, Violence against Women, Rights of Women in India, Female feticide, Self Employment for Girls, Women and Moral Values, Guest lecture on International Women's Day are conducted
Strengthened extension activities	Community services were enhanced by the college and NSS unit. Thirty four extension activities were performed during the year.
Development of infrastructure facilities	In College, 2 new class rooms and a store room is constructed on the top floor while a reading room beside library is under construction. Wash room and staircase is repaired and renovated. In the College, CCTV, RO, Solar panel and rear gate is installed. At the same time chemistry lab, ladies staff room and a new class room is developed. Further, on the terrace of college building a class room of 50 student capacity and computer lab equipped with 25 computers and other peripheral development is in the process.
Enhancing results	Remedial classes, test, online, tutorial, home assignment, oral question answers were conducted to improve the results. Outstanding academic performing students were awarded.
Strengthening the quality of academics	All programmes like study tours, field visits, seminars for students, guest lectures, group discussion and competitions, quizzes are monitored as per schedule.
Preparation of subject-wise annual teaching plan.	Actual implementation of teaching plan is monitored by maintaining daily diary and collecting weekly reports of every department
Preparation of Academic Calendar of Institute for quality enhancement.	Academic calendar of 2018-19 is prepared and evaluation is monitored during monthly academic calendar meetings.

Certificate Courses	Under the skill development programme Certificate Courses (8) in Urdu Journalism, Environmental Studies, Spoken English, E-banking, Dairy and Dairy Product Testing, Medical Lab Testing, Basic Programming Python Language and GST are conducted				
Curriculum Aspects	Diploma course in Computerized Accounting and Taxation under Community College scheme is implemented.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Name of Statutory Body</td> <td style="text-align: center;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Governing Body of the Institution</td> <td style="text-align: center;">19-Aug-2019</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body of the Institution	19-Aug-2019
Name of Statutory Body	Meeting Date				
Governing Body of the Institution	19-Aug-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	10-Jan-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Management Information System is active since last 11 years. College has ERP Software i.e. Vridhhi, the software has modules like 1) Administration Management 2) Admission Management 3) Students Management 4) Fee Management 5) Library Management 6) Exam Management 7) Accounts and Finance 8) MIS . The college is using licensed Tally software for all accounting and inventory system. The admission process is completely online and soon college will offer online fee payment system. We also have SMS Gateway for important notifications to the students. Our college website www.gdabcollege.in provides all relevant information to the stakeholders. For content, college has started a website www.virtualguru.in , notices, notes,				

online lectures, assignments, sample student projects, tests are available for the students. College teachers have Whatsapp Social Media Groups for students, the system provides a platform to discuss, share learn.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to Savitribai Phule Pune University and follows university designed curriculum. Faculties are encouraged to attend syllabus design and restructuring workshops. In addition, college introduces skill development courses to enhance employability of the students. The college ensures that all the teaching days are fully utilized with punctuality. Management ensures provision of necessary infrastructure like library with sufficient availability of reference books, text books, journals, science lab, projectors, dedicated faculties etc. Strong and effective teaching-learning process has been one of the features of the College. The college ensures well planned curriculum delivery and documentation through planning -

- In the beginning of the term, Principal of the College formulates various committees and responsibilities are distributed accordingly.
- HODs provide academic planning of their respective department and accordingly
- Academic Calendar is prepared for effective implementation of annual activities and followed scrupulously. This ensures that teaching hours are not disturbed by co-curricular activities of the college.
- IQAC coordinator prepares time table in consultation with the Principal. Separate time table is prepared for Arts, Commerce and Science faculty.
- For effective implementation of curriculum, teaching plan is prepared and is followed strictly.
- If the curriculum is not completed according to the planning, the faculty members conduct extra classes.
- Daily diary is maintained which contains all daily routine of faculty members. The diary is verified and signed by the Head of the Departments, Vice-Principal and Principal.
- Weekly syllabus completion and weekly departmental report is submitted to Administrative Officer. The same is mailed to Management.
- To focus on ICT, important topics are taught through power point presentation.
- Even students are questioned about the teaching methods and syllabus completion. IQAC is keen to identifying curricular delivery deficiencies and to rectify them.
- Class room teaching is supplemented with activities such as group discussions, seminars; study tours, field visits, competitions, quizzes etc. have proved to be extremely useful to enrich learning experiences of the students.
- Remedial classes for slow learners and advanced learners are conducted.
- Students are given home assignments and tutorial writing based on previous question paper.
- Revisions of important topics are conducted by the faculties.
- The Principal, Vice-Principal and A.O. supervise the effective delivery of the curriculum and suggest methods and means for its effective implementation.
- All curricular, co-curricular & extension activities are undertaken in time as mentioned in Academic Calendar and review is taken during monthly academic calendar meeting.
- Mentorship is followed for overall development of the students.
- IQAC organizes workshops and seminars for effective curriculum implementation and improving teaching practices.
- Monthly academic calendar meeting is conducted and activities are reviewed. In term-end and annual meetings all files with proper documentation as per NAAC standards are examined by IQAC coordinator/Vice-Principal.
- The

College takes feedback on curriculum from the students, alumni and parents and their suggestions are gainfully employed. To sum up, for effective curriculum delivery, teachers play true crucial internal role for implementing, assessing

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate Course in E-Banking		01/02/2019	30	Entrepreneurship	Use of E-Banking for personal and business use
Certificate Course in Dairy and Dairy Product Testing		01/01/2019	30	Employability	Students will be able to work in Dairy Industry
Certificate Course in Medical Lab Testing		01/01/2019	30	Employability	Students will be skilled to work in Pathological Labs

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Accounting and Taxation	16/08/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BVoc	Accounting Taxation	16/08/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	327	50

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Urdu Journalism	01/01/2019	50
Certificate Course in Environmental Studies	01/01/2019	30
Certificate Course in Spoken English	01/01/2019	73
Certificate Course in E-	01/02/2019	50

banking		
Certificate Course in Dairy and Dairy Product Testing	01/01/2019	30
Certificate Course in Medical Lab Testing	01/01/2019	30
Certificate Course in Basic Programming Python Language	01/01/2019	30
Certificate Course in GST	01/02/2019	64
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc		307
BA		85
BCom		168
BVoc		50
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The college has established formal mechanism for obtaining feedback from students, parents, and alumni etc., as per the guidelines of NAAC. Feedback forms are designed and uploaded on college website. The feedback is obtained manually as well as in online manner. The feedbacks so obtained are analyzed and the information is communicated for necessary improvements and development of the institute. Feedback from students is taken formally and informally. The feedback form covers questions related to students' opinion about the college facilities and assessment of individual teachers. The data are compiled and analysed by the feedback committee. Concerned teachers are informed about the feedback. Feedback from students is taken which indicates institutional performance. It helps in assessing the quality of academic inputs for all programmes. Apart from this, students are offered an open platform to express their views in all the activities of the college. This has helped in planning and reorganizing the activities from time to time. Feedback Committee analyses teaching-learning feedback from teachers, students and parents. Decisions for improving the academic process, the infrastructure, library facilities, and laboratory up-gradations are recommended to Local Managing Committee for their proper implementation. The college mainly evaluates and monitors quality of</p>

learning through the result analysis of every course. Accordingly, steps are taken to implement the suggestions towards improvement. The Principal regularly calls meetings of Heads of the Departments for getting feedback on teaching-learning progress of department. Necessary guidance is provided to enhance the quality of teaching learning process, infrastructure and implementation of ICT. The college has a practice to discuss the feedback received from students with every teacher. Necessary instructions are given to the concerned teachers for improvement in the quality of their teaching. College arranges meetings with Head of the Departments with result analysis and students feedback. During meetings, it is verified that the barriers in learning outcome are resolved. Remedial coaching facilitates the improvements in the performance of the students. For every subject, attendance is taken by the respective subject teacher and in case of unsatisfactory attendance of the student it is communicated to their parents. The college has a practice of maintaining daily diary, weekly report sheets and syllabus completion reports. Term-end meetings are conducted in presence of Principal and Vice-Principal, where issues related to performance of students are discussed and accordingly necessary steps are taken for the benefit of students. Career guidance and Placement Cell monitors and facilitates campus placement for the students. Institute regularly takes alumni feedback for ensuring the achievement of the learning outcomes. Parents-teacher meetings are also organized to discuss the performance of the student and remedial measures to be taken, if any. Similarly, self-assessment forms are filled up annually by all staff members. The head of the department gives his/her comments and finally these are scrutinized by Vice-Principal/Principal. Based on self appraisal, confidential reports of staff members are prepared and forwarded to management.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	General	480	306	276
BCom	General	480	348	317
BSc	General	360	379	306
MCom	General	120	68	68
BVoc	Accounting & Taxation	50	78	50

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	999	68	34	1	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
35	30	12	5	0	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Need and Importance: Students seeking admission in our College have poor socio-economic and family background. They neither come with perfect goal, planning and strategies to achieve the goals nor do they have inner desire to be something special in life. At the same time, they undergo problems like finance, academic, personal, domestic, stress, emotional instability etc. they do not know the importance of education as the important goal of life. The effects are poor academic records, absenteeism and finally dropouts. The College undertakes various activities like personal counselling, career guidance programme, student centric method of learning, personal attention etc. Most effective to overcome is Mentoring System for Students. Considering student teacher ratio in the class, it is not easy to give personal attention to individual student. Therefore mentoring is required to solve their problems to achieve emotional stability and to promote clarity in thinking and decision making for overall programme to achieve goals of life. Mentoring system of the College also caters to the needs of the students who require behavioural correction and to gain self-confidence through emotional support

The Practice: The practice is that of creating an efficient mentor-mentee system. Each teacher is assigned ten to twelve students. The teacher is given freedom to select those students who are really in need of counselling. Every teacher is assigned ten to twelve students. The mentee has the same mentor till the completion of the programme. They meet at least once a week to discuss, clarify and share various problems which may be personal, domestic, academic etc. The teacher involves guardians and parents as well whenever necessary. The mentees can meet their mentors and seek advice at any time during the regular working hours or over phone. The students are asked to share their e-mail id and mobile numbers with the teachers and their peers, so that a social network is established. The mentor-mentee system ensures ample attention to every student and it caters their psycho-social, personal and career aspects. The Principal also is kept informed about students and guides and helps the staff and the students accordingly. Career guidance sessions and possibilities of higher educational facilities are made known to the students. The College has a tradition of supporting, guiding and counselling the students and the parents and the public in general commend the efforts of the College.

Evidence of Success: It is needless to say that a mentor gets the job satisfaction. Evidence of success of the practice includes better results in the examinations, more regular attendance, increased participation in co-curricular activities, better discipline and respectful relationship between teachers and students. Prospects of turning out as a well adjusted citizen and a responsible human being also increases through this process. Their proper guidance and counselling helps the students shed off their inhibitions and get motivated and encouraged to involve in participatory learning. Mentoring system of the College also caters to the needs of the students who require behavioural correction and to gain self confidence through emotional support.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1067	33	1 : 32

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
41	33	8	24	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

2018	Dr. Arif Anjum	Vice Principal	Outstanding Educator Award
2018	Dr. Shakeb Ahmed	Assistant Professor	Outstanding Educator Award
2018	Dr. Hamdani Rizwana	Associate Professor	Outstanding Educator Award
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• The college is affiliated to Savitribai Phule Pune University (SPPU) and Evaluation Mechanism is in conformity with the affiliated university. Following the new SPPU Policy, Chief Examiner Officer (CEO) has been appointed by the Management in consultation with the Principal. Continuous Internal Evaluation has been a part of the evaluation mechanism since 2013-14. Examination and Evaluation pattern is discussed in the first meeting of IQAC and details are mentioned in Academic Calendar. All the details of exams are displayed in notice board and at the same time message through SMS is sent to students. • Mahatma Gandhi Vidyamandir (MGV) conducts Term-end exams simultaneously for 13 colleges. Faculties of different institutions of MGV set question papers and papers are assessed under the Central Assessment Programme. • Before the annual exam five years' question papers are given to students and students were asked to write two tutorials based on these question papers. • Continuous internal evaluation of students takes place even in the class. Individual responses of the students after completion of the topic or before the beginning of the new topic are an assessment of individual students' performances. • Faculties conduct formative tests which include home assignments to improve the writing skill, group discussions to improve cooperative quality, competitions on chart making, project writing, poster competitions, quizzes etc. • Account projects are given to students of FYBCom of 20 marks and oral exams are conducted and the same marks are included in annual exam results. • Oral exam of English are conducted of 20 marks and marks are included in annual results of students. • For all courses of FY students' project on sports and exams are conducted by Physical Education Department. • Practical are given to commerce faculty students, examined, finalized and as per the schedule of SPPU oral exams are conducted by external examiner also. • For all courses of SY students' environmental awareness course is compulsory and students have to submit Project of 25 marks and have to appear written exams of 75 marks which are converted into grades in the result sheets. • For slow learners Remedial Classes are conducted. • The College follows CBCS for PG (M.Com.), B.Voc DCAT. The pattern and schedule of continuous internal evaluation is informed to students in the beginning of the term and displayed in the notice board. Faculties evaluate students throughout the semester which includes tests, home assignments, industrial visits, group discussions, seminars, ppt presentation. • The time table for internal examinations of value based certificate courses is prepared by the chief examination officer, displayed on the notice board and

accordingly exams are conducted. • The Internal Squad Committee takes care about copy-free atmosphere in the college. • Thus institution adheres to Academic Calendar for CIE.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

In the beginning of the term, Principal of the College formulates various committees. HODs and Committee coordinators prepare planning of yearly activities including examination. All the activities are incorporated in academic calendar by IQAC coordinator. Academic Calendar includes curricular, co-curricular and extracurricular activities of all the courses. The Calendar is well planned and is outlined in detailed fashion. Further, it is displayed on the College notice board to enable the students to know well-in advance the way programmes are going to be conducted. At the same time as per University workload norms, time table is prepared for each course and faculties are sticks to time table. Time table of each course is displayed in the Notice-board for students and other stake-holders. The college functions and adheres to the minimum days of working (210). The Principal conducts semester- wise meeting regarding smooth implementation of the academic calendar. Monthly academic Calendar meeting is conducted to review execution of activities. The report of the same is sent to Management. All the faculty members follow the academic calendar to complete the task of examination and other activities. The college has an excellent work culture and therefore it seldom faces difficulties in completing the curriculum. Within the planned time frame of the Calendar, Departments follow different evaluation methods throughout the semester as an indicator of the student performance. The continuous internal assessment and evaluation pattern are mentioned in academic calendar. The institution has appointed 'College Examination Officer' (CEO). CEO organizes Exam guidance programme, conducts meeting, displays examination related circulars and notices on notice board, online exam form submission date, last date of filling exam forms, conducts theory and practical exams of all programme, implements CBCS pattern of examination for PG students, arranges Central Assessment Programme for First Year students of B.A., B.Com, BSc., redresses students' grievances, online marks entry, result declaration. The schedule of all these assessment is mentioned in academic calendar. Faculties conduct formative tests which include home assignments to improve the writing skill, group discussions to improve cooperative quality, competitions on chart making, project writing, poster competitions, quizzes etc. The schedules of all these activities are mentioned in academic calendar. Thus Academic calendar is prepared and adhered to Examination and other activities of the college.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.gdabcollege.in/index.php/po-pso-co>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BA		60	35	58.33
	BCom		49	16	32.65
	BSc		74	31	41.89

	MCom		23	17	73.91
	BVoc		42	33	78.57
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.gdabcollege.in/index.php/student-satisfaction-survey>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	60	College	20000	20000

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights	Department of Commerce	08/01/2019
Goods and Sales Tax	Department of Commerce	24/01/2019
Entrepreneurial Skill Development	Department of Commerce	29/03/2019
General Understanding of GST	Department of Commerce	27/03/2019
Recent Trends in Marketing	Department of Commerce	09/03/2019
Accounting System in Textile Industry	Department of Commerce	05/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
	03	

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of Political Science	1
Department of Urdu/Persian	7
Department of Economics	2
Department of Hindi	5
Department of Chemistry	1
Department of Geography	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1641702	1655320

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Vridhhi	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	5881	128329	7	2280	5888	130609
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	40	2	50	0	0	5	3	50	5
Added	6	0	0	0	0	0	0	0	0
Total	46	2	50	0	0	5	3	50	5

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility

Provide the link of the videos and media centre and recording facility

No Data Entered/Not Applicable !!!

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
62600	44421	210600	273480

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has developed well established systems and procedures for maintaining and utilizing physical, academic and support facilities. The systems and procedures are followed as: Management has appointed an administrative officer (AO) for maintenance of support facilities. Day to day maintenance and care is taken by him, in consultation with the Principal. All physical infrastructures are utilized by office staff, students and faculties and they take care of facilities provided to them. For maintenance and cleaning of Principal cabin, office, classroom and other areas / washrooms, the Management has given contract to agency for all cleaning purposes. Daily office, Principal cabin, departments and other official rooms are cleaned. Classrooms are cleaned thrice in a week. The Management has contracted to Vriddhi for the purpose of design, development and maintenance of the College software. The laboratory staffs keep a strict vigil in maintenance and upkeep of chemicals and scientific instruments. Each laboratory has an assistant who ensures that the computers are used properly and sensitive information and equipment is handled with care. For continuous power supply, the College has installed adequate number of UPS. A local electrician provides services of electric fittings, repairing and wiring as and when needed. For drinking water supply the college has installed water purifier and cooler which are maintained by the uninterrupted power supply. Hired technicians, carpenters provide their services for minor repairs in emergency cases. etc. The College maintains Dead Stock Register regularly for outdated physical infrastructure. The college has two computer lab and 46 computers with internet connections in office, exam room, library, departments etc. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. Computers are maintained by maintenance department of the Mahatma Gandhi Vidyamandir. The college has installed CCTV in the campus to monitor working, to maintain safety and record data. Sport facilities are provided to students. The library follows certain protocols in the usage of books. The entry register is kept for staff at the entrance to the library. At the beginning of the first year, each student will be issued library card after collecting their details. New books will be issued to the students only after the previously borrowed books are returned in good condition. At the end of year, all the students must return the books to the library. Likewise the teachers are allowed to take any number of books after entering in the teachers register. They also must return the books after they finish reading. Whoever is leaving the institution be it a

student or a faculty must get a no due certificate from the librarian. For maintaining the library resources and facilities, the college has appointed a library attendant to keep the library resources clean from the dust. At the same time, Earn and Learn student also provide their services for maintaining library records, book arrangements etc.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling	18/07/2018	309	IQAC/ Career Guidance cell
Interview skill (Soft Skill)	24/09/2018	60	Career Guidance cell
Communication Skill(Soft Skill)	06/10/2018	73	Department of Political Science
Remedial Coaching in Economics	01/02/2019	15	Department of Economics
Remedial Coaching(Dept. of English)	15/01/2019	20	Department of English
Remedial Coaching (Dept. of Commerce)	15/02/2019	20	Department of Commerce
Remedial Coaching (Dept. of Zoology)	28/02/2019	40	Department of Zoology
Remedial Coaching (Dept. of Persian)	12/01/2019	25	Department of Persian
Remedial Coaching (Dept. of Chemistry)	28/02/2019	40	Department of Chemistry
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
31	31	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
Any Other	11
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sport Week	Institutional	125
Annual Social Gathering	Institutional	155
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gold Medal	National	1	0	-	Shubham Waghela
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students are involved in the decision-making mechanism in various ways: The

Students Council is a body that has student representative from every class.

The Principal has meetings with these members at which issues related to teaching-learning, student activities, examinations and other facilities in the College are discussed. At the same time, Students' Representative (SR) is an indispensable part of Academic and Administrative bodies/committees of the institution such as IQAC, Alumni Association of the college, NSS, Women Development Cell, Examination committee, Magazine Committee etc. they attend periodic meetings of various committees and put forth valuable suggestions.

Student Council and Students' Representative join hands with Academics and Administration of College in overall development of the College. ? Students' Council /SR contribute commendably for maintaining a disciplined atmosphere in the College. Student Council assist the College Administration to make campus tobacco free, plastic free, observe cycle day, maintain cleanliness in the campus, etc. ? Furthermore, Student Council take active participations in celebrating /conducting our National Festivals like Independence Day, Republic Day, Teachers' Day, Gandhi Jayanti etc. in the College. ? The SR addresses and represents students' views and grievances, and as a spokesperson, conveys these to the concerned authorities for discussion and amicable resolution. ? The Students' Representative provides valuable informal feedback regarding curriculum, teaching learning and evaluation process. ? They also make the student's aware of various extension programmes that form a crucial part of the academic activities of every department. They encourage students to take active participation in all these activities. ? Furthermore they help the teaching staff of the college to organize departmental activities like poster competition, group discussion, field visit etc. ? SR and members of Students' council are actively involved in conducting NSS regular activities and organizing 7 day special camp. ? They take care for the electricity utilization and water conservation by periodic checking and switch-off unwanted light and fans and water tapes leakage.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college was established in 1971 by Late Karmveer Bhau Saheb Hiray with the sole aim to provide education to educationally and financially poor people. The college has established Alumni Association. Thus the financial assistance from Alumni is less in number. The association had been running unregistered till 2018. Efforts are being taken to register the association. The same we submitted to Register office for registration and Alumni Association is registered dated 25/04/2018. The alumni of the Association are prominent people in the field politics and education. Alumni meet is conducted twice a year. During these meets, achievements, progress, and plans are shared, and feedback is taken, which is taken into consideration while preparing the plans. It reviewed the implementation of earlier suggestions given by members. Suggestions were given to drinking water facilities, tidiness of the college, cultural activities, sports competitions etc The alumni network is enhanced with the passage of time. The registration fee for alumni is a minimal Rs. 50. The alumni committee members are always in touch with the old students of the college. The old students take active part in shaping the future of the students. Actually, the association strives to remain adjunct to the college and society to transmute the best on both the sides. Many of our students are holding positions as Head- masters, teachers, theatre artists, journalists, developers, CAs, accountants, etc. The alumni community always keeps in touch with the college and is a close and well-knit body that always has the growth of the organization as its major concern. Though the financial aid from alumni is less in numbers due poor economic background but non financial aid from alumni has many folds given as under. • The alumni contribute in policy making

by their representation in the academic committees such as IQAC, Academic Calendar Committee, Examination Committee etc. • The NSS unit of the College receives the alumni students' help in adopting village, organizing annual NSS camps and carrying out development projects there. • Alumni also help us in organizing, tree plantation campaign and other extension work. • They participate in the Annual College functions such as Independence Day Celebration, Republic Day Celebration, Annual Social Gathering. • Some of the alumni are working in the field of mass media and communication help in providing feedback on the development of college by sharing their views and opinions and thus developing the image of the college in society. • They also assist the College in placement process and provide inputs to the departments about the industry requirements. • Some of the alumni are expertise in their respective fields. They are invited to deliver academic lectures for students and staff on the current developments in their respective field. These sessions inspire the students and expose them to the opportunities in the field for research as well as employment. In the year 2018-19, alumni delivered lectures on the following topics as a career opportunity for the students.

5.4.2 – No. of enrolled Alumni:

228

5.4.3 – Alumni contribution during the year (in Rupees) :

5400

5.4.4 – Meetings/activities organized by Alumni Association :

02 Meetings / 06 Activities

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization involves distribution of decision making power into the hands of multiple processes. Mahatma Gandhi Vidyamandir strongly believes the value of decentralization and participative management. Though principal is administrative and academic head of the college but all the powers are not monopolized by him. The decentralization and participative management is practiced by constituting college level committees and assigning work to faculties. The important committees are IQAC, Academic Calendar committee, Time-able Committee, Examination Committee. Women Development cell, Student Grievances Cell, Career Guidance Cell, Scholarship Committee, Alumni, Parent teacher Association, NSS committee etc. Each committee is headed by a coordinator and few members under the chairmanship of the principal. The Principal, through the Vice-Principals and HODs, supervise various activities of the college. Frequent meetings and interaction sessions are conducted with non-teaching staff along with Laboratory Assistants and Librarian. The responsibilities are defined and communicated through face to face meetings as well as by notifications. A part from LMC, for any development, committee members call a meeting and decisions are taken unanimously. For the final decision and review, the matter is put up in front of Principal and management. Even a peon takes decision regarding general cleanliness of the College. Librarian takes the decision regarding development of library. Personal counselling to the students is carried out in Arts, Commerce and Science Faculty. IQAC decisions are communicated to the management. When staff members demanded computer lab for teaching staff, the purchase committee took permission from Principal and Vice-Principal and new computers are purchased. The Management is kept informed about it. This is how our College exercises

participatory management and decentralization of powers. One example of decentralized and participatory Management is that NAAC coordinator put-forth decision regarding infrastructure development. The management visited and accepted it and made the financial provision of the same. Accordingly, Administrative officer finalized the contract in consultation with Principal and Vice- Principal. The infrastructure development like construction of new rooms, new chemistry lab, computer room, ladies staff room in Municipal campus took place. In addition, CCTV, RO, Solar panel and rear gate is installed. Wash room and staircase is repaired and renovated. Another case showing practice of decentralization and participative management in the College is found in Cultural Activity Committee of the college. The college conducts Annual Social Gathering and Prize Distribution Ceremony every year. Principal holds the meeting and after discussion with the faculty members decides the date and venue of the event. A Gathering Chairman is selected. The Chairman is responsible for all the requirements and smooth conduct of the events. Various committees are formed to distribute the work. E.g. Invitation committee, Photography Committee, Event committee, Purchase Committee, Stage Committee, Anchoring Committee, Refreshment Committee for students, Refreshment Committee for Guests and Faculties, Certificate writing committee, Budget committee, etc. with the preparation of fifteen days, annual social gathering is conducted in a disciplined and systematic way giving smile to all the winners and inner satisfaction to all faculties for quality work.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission of Students The over-all policy of admission is based on norms of Savitribai Phule Pune University Govt. of Maharashtra. Updated prospectus is published every year which contains information about courses available, fee chart, scholarship schemes, disciplinary rules and regulations. Publicity is made in news papers for admission. The approved fee structure charts and admission cancellation norms are also displayed on the notice board. Information about concession in fees, scholarships, free-ships, etc., is communicated through the notices displayed on notice board dedicated for the same. The fees are paid directly in the bank. Principal of the college formulates separate admission committee for Arts, Commerce and Science faculty. All documents are strictly verified by faculty members and low cost education is provided. In commerce faculty admission is given on merit basis after due date, it is opened on 'first come first served basis'. Arts Science faculty admission is opened on 'first come first served

bases. There is no bias and transparency is followed with single window clearance. All documents are strictly verified by faculty members and low cost education is provided. Malegaon being a small town could not attract foreign students because foreign students prefer to study in mega or metropolitan city.

Industry Interaction / Collaboration

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Human Resource Management

Human Resource Management: The teaching and non-teaching requirements of human resource requirements are properly calculated by the principal and reports to the Management and the effective manpower planning is done at the top level management. The advertisements are given in the national newspapers to draw competent and qualified manpower from all over the country. The selection procedure is followed for selecting the staff as per the provisions made by Government of Maharashtra and SPPU. College provides self-appraisal method for the faculty and the staff members are required to fill and submit the prescribed form to office superintendent. The Principal then sends confidential report to Management. Management takes corrective measures on the basis of the report.

There is also a provision for assessment of teachers by students. Feedback forms are made available to the students for giving feedback on teachers. The aim is to assess the teachers. The feedback reports are analysed, discussed for further improvement. IQAC has conducted two workshops for teaching staff and one for non-teaching faculties. Faculties are deputed for orientation, refresher and short term training programmes needed for CAS. Staff welfare scheme, Cultural activities are conducted for staff. Staff Tea Club facility is also provided.

Library, ICT and Physical Infrastructure / Instrumentation

Library, ICT and Physical Infrastructure/Instrumentation The library infrastructure is renovated with modern amenities like internet, e-books, e- journals, and library website. As in all the departments, the library is also covered under CCTV surveillance. At present library keeps 16086 Text Books(1491821), 5838 Reference Books(1195369), 54

Journals(26804) 6000 e-Journals(7942)
 The college has also substantially increased the use of ICT facilities in teaching, learning, evaluation and administration. From the academic year 2015-16, the admissions are being given online. New 'Vridhhi' and Pure study software has been implemented for streamlining administrative and academic procedures. Infrastructure augmentation was taken up a major quality improvement strategy to make the teaching learning process more student centric. Resource mobilization from Management, 2 new class rooms and a store room is constructed on the top floor while a reading room beside library is under construction. Wash room and staircase is repaired and renovated. In Municipal campus, CCTV, RO, Solar panel and rear gate is installed. At the same time chemistry lab, ladies staff room and a new class room is developed. Further, on the terrace of college building a class room of 50 student capacity and computer lab equipped with 25 computers and other peripheral development is in the process.

Research and Development

Research and Development: The Management and College are main source of motivation for promoting research culture. The College has sufficient infrastructure in terms of internet facility, computer lab. and library resources. The college has formulated Academic Research Committee for creating a culture of Research and consultancy. Academic Research Committee conducts meeting and formulates policies to encourage faculty members to attend seminars, conferences, present and publish papers and to generate funds for major minor research projects. The committee removes all the difficulties in this regard. Academic Research committee organized Research Orientation workshop for students to motivate them for research project writing. As a result, 08 research projects have been submitted by students. Duty leaves are sanctioned for attending seminars, conferences, workshops and registration fee are reimbursed to faculties. College deputed faculties on UGC Faculty Improvement Programme, to attend orientation, refresher and short

term programme. All efforts are made to encourage independent, original and quality research. • Staff publication details are a) Book publications _____ b) Research Papers in International Journal _____ c) Research Papers in National Journal _____ d) Paper presentation in Seminar Conference _____

Examination and Evaluation

Examination and Evaluation: • The institution is successfully implementing quality improvement strategy in Examination and Evaluation and for that the institution has appointed Chief Examination Officer and constituted examination committee which conducts meeting, conducts examination guidance programme for students especially First Year students, formulates policies for examination and evaluation, introduces reforms, success fully implements reforms introduced by university (i.e. Online Examination Forms, Online Question Paper Delivery System, Barcode System, Online Marks Entry, Choice Based Credit System for Post Graduate students), provides information about the rules, procedures and regulations relating to various examinations to the concerned faculty and students, display notices related to examination, sends SMS to students from time to time, resolves students' grievances, and successfully conducts all the exams. In class room subject teachers also guide the students about the theory and practical examination. • The examination process for the first year students i.e. preparing admit cards, marks entry, revaluation, etc. is carried out through 'Vridhhi' and Pure study software. The verification and revaluation process of first year examination is followed at college level as per University rules. • First Year examination of B.A., B.Com, and B.Sc. are conducted by the college. Faculties are involved in question paper setting, conducting project viva, oral exams and performing all the examination duties. For First Year B.A., B.Com, B.Sc. examinations, Central Assessment Program (CAP) is arranged. Internal marks are sent to MGV which declares results of the First Year students in the first week of June. • Term end exams of all courses

are conducted as per the schedule given by institute of 60 marks. University exams are conducted at the end of each term as per the well planned schedule given by the University. Practical exams are conducted. At end of second term online marks entry is done by individual subject teacher. • Internal Squad and Chief Examination Officer monitors the examination process and ensures smooth and more transparent examination. At the same time, it resolves the cases of misconduct of students. • Departments conduct broad-based continuation evaluation. • University declares Results of second and third year students in the second week of June. • A broad based mechanism for continuous internal assessment of the students in theory and practical is evolved under Choice Based Credit System for P.G. students.

Teaching and Learning

Teaching and Learning: • The college IQAC prepares academic calendar by taking into account the dates of commencement and conclusion of the terms, teaching schedule, internal examination schedule, declaration of the results at the first year level, workshops to be organized, celebration of national days, annual social gathering, extra-curricular, co-curricular activities etc. • At the same time, every teacher prepares course wise weekly teaching plan and submits it to NAAC coordinator which is mailed to Management by A.O The teaching plan is strictly followed to complete the syllabus in time. • In addition to the teaching plan, every teacher maintains teachers' diary in which teachers maintain personal timetable, daily teaching activity report, participation in extra-curricular, co-curricular activities, research activities, details of examination work, leave records, meetings attended, etc. • IQAC prepares separate time table for Arts, Commerce and Science Faculty to implement systematic teaching learning process. • Traditional method of teaching is followed along with modern teaching tools like power point presentation by teachers and students as well. Teachers prepare notes for students. • Class room teaching is supplemented with activities such as group discussion,

guest lectures, study tours, field visits, competitions, quizzes etc. have proved to be extremely useful to enrich learning experiences of the students. • Remedial classes for slow learners and advanced learners are conducted. • Revision of important topics is conducted by the faculties. • Adjustments of lectures are made so that teaching schedule should not get disturbed. • The revised syllabi of SPPU for PG (M.Com) are innovative in the sense that it provides varied methods of teaching and learning. These academic innovations have resulted in better attendance of students and more of involved teaching and learning.

Curriculum Development

Curriculum Development: • The college takes every measure possible to understand the needs and requirements of the students before the commencement of the program. Students are counselled at the time of admission. At the same time, personal counselling programme is conducted for every programme in the beginning of the term. • The College is affiliated to Savitribai Phule Pune University. The curriculum is designed and revised by BOS. Faculty members took active participation in Syllabus revised workshops and put-forth various suggestions • The college is continuously augmenting infrastructure facility in order to implement the curriculum effectively like construction of 4 new class rooms, a store room, chemistry lab, ladies staff room and computer lab is constructed. Wash room and staircase is repaired and renovated. In Municipal campus, CCTV, RO, Solar panel and rear gate is installed. • The College offers 3 UG (B.A.) B.Com. B.Sc.) and 1 PG (M.Com) programme. Elective options are available in all the courses. • The College received permission to continue one year diploma course in Computer Accounting and Taxation under community college. • UGC approved B.Voc course is implemented since 2018-19. For professional courses, there is separate computer lab. • Value added Certificate Courses (8) in Urdu Journalism, Environmental Studies, Spoken English, E-banking, Dairy and Dairy Product Testing, Medical Lab Testing Basic Programming Python Language and GST are conducted to increase the skill and

employability of the students. • Free of cost two week NET/SET coaching for M.Com students and CPT /IPCC coaching for B Com students are conducted by career Guidance cell. • Separate time tables for Arts, Commerce, Science and other programmes are prepared. Academic Calendar with well planned annual activities is prepared. Teaching plan, daily diary, weekly report, and syllabus completion report is maintained for effective implementation of the curriculum. • In tune with the changes of syllabi made by the university, the college procures required number of books and research journals in the library. • Through a series of interactive activities like group discussions, power point presentations, quizzes, debates, field visits, projects, poster competition based on curriculum that will help the students to develop their high order cognitive skills such as critical analysis, problem solving and evaluation. • Syllabus is enriched through cross cutting issues like community issues, environmental issues, human values, professional ethics, gender equality, are introduced through guest lectures and various activities. The specific committees conduct all these programmes. • Gender equality programmes on Gender Sensitization, Women and health, Women Empowerment, Violence against Women, Rights of Women in India, Female feticide, Self Employment for Girls, Women and Moral Values, Guest lecture on International Women's Day are conducted by IQAC and Women cell. • On environmental issues Population day, Geography day, Ozone Day, Poster Competition on Save Water, Tree plantation, Save papers to Save trees, Pledge ceremony for no use of plastics have been organized by the Dept. Of Geography. IQAC conducted guest lectures on "Swachh Bharat and Swachh Malegaon Abhiyan and Pollution and Health Hazards. • The NSS Unit of the college organizes enrichment programmes such as-Tree plantation, Celebration of birth and death anniversaries of National leaders / great personalities, Voters awareness programme, Beti Bachav Beti Padhav , road safety rally, Cleanliness Campaign etc. • Career guidance cell conducted

guest lectures on Interview techniques, and Introduction to MBA course. • Human Values and Professional Ethics are taught to PG students. • Students are encouraged to participate in academic related state level competitions like, elocution competition, debate competition, etc. • The feedback from students, parents, and alumni regarding curriculum delivery are annually obtained, analyzed and remedial measures are initiated to improve the system.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The management, Principal, Vice-Principal and HOD's use email and Whatsapp services for planning and development
Administration	College has Vriddhi MIS software for administration. Apart from that management uses outlook office 365 for administration.
Finance and Accounts	College has Vriddhi MIS software and licensed Tally for finance and accounts.
Student Admission and Support	Over all admission process is online on the college website. Apart from that we have SMS platform for the updates to the students.
Examination	Savitribai Phule Pune University has online exam form system and all the internal marks are also uploaded on university website. There is separate module for home exams in Vriddhi MIS Software.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	organised for teaching staff	organised for non-teaching staff				
2018	Swayam Training for teachers	One Day Workshop on Impact of Cashless Policy on The Development of Banking Sector	16/10/2018	16/10/2018	32	5
2019	FDP for Teaching Staff	One Day Workshop on Kendriya Lekha Parikshan Purva Niyojan	29/01/2019	29/01/2019	4	20

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Swayam Online Course Certificate	1	02/11/2018	28/02/2019	90
Teaching Urdu At Secondary Stage	1	15/10/2018	24/02/2019	90
Student Assessment Evaluation	1	01/11/2018	28/02/2019	90
Refresher Course in Disaster Management	1	21/11/2018	28/02/2019	90
Innovation and Best Practices in Educational Skills	1	10/11/2018	28/02/2019	90

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	9	0	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1) Provident Fund 2) Casual Leave 3) Earned Leave 4) Medical Leave 5) Maternity Leave 6) NOC for long term loan 7) Medical benefits in case of illness and/or accident	1) Provident Fund 2) Casual Leave 3) Earned Leave 4) Medical Leave 5) Maternity Leave 6) NOC for long term loan 7) Medical benefits in case of illness and/or accident	1. Students Welfare fund 2. Earn Learn 3. Student Aid Fund 4. Student Insurance 5. Medical

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

(i) Internal Audit: It is conducted by a qualified leading Chartered Accountant appointed by the management. The auditor certifies the financial statements of the Institute and issues auditors' report. The reports of internal audit are placed before the management. (i) External Audit: a) External Audit is conducted by the Joint Director Higher Education, Pune Region, Pune, b) External Audit by the Account Officer, Higher Education Department, Pune Region, Pune c) External audit by the office of the Principal Accountant General (Audit-I) Maharashtra, Mumbai d) External Audit by the Respective Funding Agencies (like UGC/BCUD/DST/SPPU).

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Umeed Foundation Mumbai Educational Counseling and Assistance Center	16062	Scholarship
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Activities: 1) Conducted regular meetings faculty-wise. 2) Corrective action was taken as per suggestions from parents. 3) Special Girls' Parents' meet was conducted on Safety and Security of girls students.

6.5.3 – Development programmes for support staff (at least three)

i) Casual leave ii) Medical leave iii) Medical financial aid iv) Maternity leave v) Earn leave vi) MGV loan facility vii) Reimbursement of registration fee for conference and seminars

6.5.4 – Post Accreditation initiative(s) (mention at least three)

No Data Entered/Not Applicable !!!

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Sensitization	19/01/2019	19/01/2019	80	13
Importance of Women fitness	17/01/2019	17/01/2019	80	12
Women and dietary Habits	17/01/2019	17/01/2019	86	8
Women Empowerment	17/01/2019	17/01/2019	86	12
Violence against Women	19/01/2019	19/01/2019	80	10
Rights of Women in India	17/01/2019	17/01/2019	86	15
Female feticide	17/01/2019	17/01/2019	80	10
Employments for Girls	17/01/2019	17/01/2019	86	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Environmental Consciousness Activities: i) Celebration of World Population day (11/07/2018) ii) Celebration of Ozone day (16/09/2019) iii) Guest Lecture on Swachh Bharat Swachh Malegaon (21/01/2019) iv) Environmental Pollution and health Issues (21/01/2019) **Environmental Sustainability/Alternate Energy initiatives:** i) Motivation for the use of LED ii) Installation of Solar Pannel iii) Motivation for the use of Cycle iv) Use of cluster vehicle

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	6
Ramp/Rails	Yes	6
Scribes for examination	Yes	6

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	01/08/2019	The code of conduct uploaded on website http://gdabcollege.in/index.php/code-of-conduct for all stakeholders. Institute ensure all stakeholders to obey code of conduct.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence day	15/08/2018	15/10/2018	105
Yoga Day	21/06/2018	21/06/2018	30
Voters Awareness	25/01/2019	25/01/2019	99
Communal Harmony Week	19/11/2018	25/11/2018	33
Women's Day	08/03/2019	08/03/2019	35
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Use LED bulbs in the campus has increase 2. Spitting and use of tobacco is strictly prohibited and for that instructions at various places are written. 3. Dept. of Geography conducted pledge ceremony like no use of plastic in campus and out of campus(14/01/2019) 4. Cycle day is Observed every Saturday 5. Guest Lecture on Save papers to save trees (05/02/2019) 6. NSS unit has conducted college cleanliness programmes 7. Place ceremony no use of Plastic in Campus and Out of Campus (18/08/2018) 8. Pledge Ceremony

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES NO. 01 1. Title of the Practice: Introduction of Skill Development Courses (Accounting and Taxation) 2. Objectives of the Practice: Skill and knowledge are the main forces to drive economic and social

development. In India there is big gap between demand and supply of skilled manpower. There is also need to re-skill skilled manpower. There is difference between the pace of change in education system and industrial requirements. To overcome this issue, government has set-up NSQF (National Skill Qualification Framework). In view of this, our college has initiated to work with the change.

The main object of the practice to provide skilled manpower to industry and employability to the students. 3. The Context Accounting and taxation is one of the most important factor in business. It plays a vital role in the growth and development of the organization. Therefore accountant with professional knowledge is highly important for the organization. In the year 2017, government launched GST (Goods and Services Tax) in India, which gives new challenge to the business organisations. From small to large business organizations Malegaon city is textile industry hub, having more than 5000 business firms. There is always shortage of skilled manpower in the domain of accounting and taxation due to change is accounting and taxation system. 4. The Practice In the year 2015 college initiated skill development cell and applied to UGC for Scheme of Community College and UGC sanctioned Diploma in Computerized Accounting and Taxation for two years. In Maharashtra only 3 colleges were selected under Accounting and Taxation subject. The main purpose of the scheme is to provide skilled training in consultation with industry partners and different stakeholders. To make course more resulted oriented we adopted policy of one student one industry partner. We conducted 48 MoUs with industry partners for curriculum development, outcome based training, placement, guest lectures, industrial visits, seminars and workshops. In addition to the above, we also got extension of scheme for further two years and in the year 2018, UGC sanctioned degree program i.e. B.Voc in Accounting and Taxation. Currently, we are offering full time diploma and degree programs in Accounting and Taxation. We have continuous guests' lectures from Chartered Accountants, Tax Consultants and industrialists. 5. Evidence of Success : Since 2015 we have trained about 200 students and having placement percentage between 50 to 60. The main purpose of the practice is employability and it is proved by placement either salaried or self-employment. The above results indicate that to make our conventional education system into employability, we need continuous interaction with relevant stakeholders especially industry partners.

6. Problems Encountered and Resources Required As per NSQF guidelines, the skill component will be assessed by related Sector Skill Councils. There is no specific Sector Skill Council for accounting taxation. The related SSC is BFSI but they are not much interested to conduct skill assessment. The institution should have adequate infrastructure like computer lab, ICT Classroom and skilled faculties. 7. Notes (Optional) BEST PRACTICES NO. 02 1. Title of the Practice: One Teacher One Extension Activity 2. Objectives of the Practice: Extension activities means involvement of teachers and students for exchange of knowledge and resources between institution and the society. It is also known as community engagement. The basic objectives of the practice are 1) To involve teacher and students for community engagement. 2) To provide knowledge and resources to the close stakeholders of the institution. 3) To develop sense of community help among students. 4) To facilitate society through involvement of departments of the institution. 3. The Context The higher education institutions should be hub for knowledge dissemination. The institutions should not benefit only to the students but indirectly to the society. In view of the above aim the college decided involvement of every teacher for community engagement. The institution assigned one extension activity for one teacher. 4. The Practice The college has started policy of one teacher one extension activity for community engagement of every teacher. One teacher or group of teachers along with students conducted one extension activity in the areas of soft skill to high school students, environmental issues, rubella awareness, joy of giving, cloth and fruits distribution to needy people, evey-check up camp, distribution of books etc. 5. Evidence of Success : The college conducted

35 extension activities with the help of students and teachers. The activities resulted benefits to the about 2000 people of the society. 6. Problems Encountered and Resources Required The faculties suffered problems like i) faculties have lack of knowledge for community engagement ii) lack of cooperation from officials iii) lack of motivation among students for community services. 7. Notes (Optional)

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

To achieve the broad vision of Mahatama Gandhi Vidyamandir, parent organization, "Bahujan Hitaya, Bahujan Sukaya" and our College's vision to provide quality education to students belonging to economically backward and deprived class. In keeping with this humanitarian objective and mission of the college to encourage higher education, tapping hidden jewels from backward area of Malegaon by providing need based and skill based quality education and shaping overall personality development. In order to educate deprived class students the College starts its activity at least 8 to 10 months prior to start of admission process. Group of assigned faculty members are deployed to different junior colleges of the Malegaon who organize career counselling lectures, one to one counselling and special meetings with students along with their guardians, if required, for the students whom faculty feels has potential to sparkle if properly shaped by providing higher education. For economically backward students who may be dropped out due to non availability of funds and/or non contribution to family income are provided admission fee concessions / instalment facilities. Moreover, after careful screening the College select students for Earn-While Scheme where students avail opportunity to learn, work and earn at the same time. The teaching-learning process in the College is very strong. Beside UG and PG programmes College offer various short courses which is designed to develop employability among our students who are originated from poor and illiterate weaver families of powerloom town of Malegaon. 14 research papers published in UGC Approved Journals and 17 books and book chapters are published. Three teachers have received awards. All the teachers make use of ICT tools in their teaching. The overall development of students is achieved by facilitating their participation in various activities - academic, sports, social service, leadership, cultural etc. Students are provided exposure to advanced learning through research projects, exhibitions and student seminars. Students are also encouraged, trained and guided to take part in various competitions organized outside the College by other institutes. Many of our students received awards on extracurricular activities through state level debate, state, national and university level sports, etc.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The college has effective planning and implementation system. The college has following plans for the next academic year 1) Introduction of new add-on courses and effective mode of delivery by using e-content and online system. 2) Establishment of new 25 computer lab with SMART Classroom. 3) Actions to be taken from Feedback Analysis. 4) Effective implementation of N-List (online library system) for faculty and students. 5) Establishment of language lab. 6) To Start M.Voc in Accounting and Taxation 7) Renovation of science labs and purchase of

new equipments. 8) Purchase of Sports Equipments. 9) Teachers' participation in conferences, seminars, workshops etc. 10) Publication of research papers / articles in UGC CARE Scopus journals. 11) Establishment of Start-up Innovation Cell. 12) Implementation of One Faculty One Extension Activity policy. 13) Participation of Alumnus in college development.