



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	MAHATMA GANDHI VIDYAMANDIRS ARTS SCIENCE AND COMMERCE COLLEGE SURGANA DIST NASHIK
Name of the head of the Institution	Dr. A.V. Patil
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02593223230
Mobile no.	9011027607
Registered Email	principalsurgana@ymail.com
Alternate Email	iqacsurgana16@gmail.com
Address	College Road, Surgana
City/Town	Tal. Surgana, District Nashik
State/UT	Maharashtra
Pincode	422211

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Agnes John Kharat
Phone no/Alternate Phone no.	02593223230
Mobile no.	8975777984
Registered Email	iqacsurgana16@gmail.com
Alternate Email	agneskharat@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.asccollegesurgana.com/downloads/iqac/aqar%202018-19%20surgana%20college%20%20%20submitted.pdf">http://www.asccollegesurgana.com/downloads/iqac/aqar%202018-19%20surgana%20college%20%20%20submitted.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.asccollegesurgana.com/downloads/iqac/academic%20calendar%202019-2020.pdf">http://www.asccollegesurgana.com/downloads/iqac/academic%20calendar%202019-2020.pdf</a>

<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C	61.45	2004	16-Feb-2004	15-Feb-2009

<b>6. Date of Establishment of IQAC</b>	16-Jun-2005
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Three expert lectures were organized with the help of Bahishal Mandal:	20-Jan-2020 3	100
Computer Training programme for office staff and students.	04-Sep-2019 1	85
Students are constantly motivated to take part in research activities. Teachers are trying to develop research attitude among students:	04-Jan-2020 16	3
IQAC has encouraged Community college team to organize:	11-Oct-2019 3	50
State level seminar on Current Scenario of Indian Economy was organized by Department of Economics on 23rd & 24th Jan. 2020	23-Jan-2020 2	132
Workshop cum seminar was organized on Revised accreditation framework: issues and perspectives on 18th September 2019 by IQAC	18-Sep-2019 1	29
Timely submission of AQAR 2017-18 to NAAC	28-Dec-2019 10	15
Preparation and analysis of students' database for the academic year 2018-19 (General/SC/ST/OBC/DIVYANG), gender distribution of students and other details.	06-Sep-2019 4	15
Academic Calendar of the year 2019-20 was prepared and displayed on notice board for teachers and students.	16-Jul-2019 15	24
Regular Meetings of IQAC	23-Aug-2019 4	29
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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
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Institute	Bahishal Shikshan Mandal	S.P.P. University	2019 365	12000
Institute	Avishkar Grant	S.P.P. University	2019 365	3000
Institute	B.Voc. Grant	UGC	2019 365	4000000
Institute	Vocational Education and Training	womens & Child development trust	2020 60	10000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	Yes
If yes, mention the amount	6000
Year	2019
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
? Organization of gender sensitization programme like Nirbhay Kanya Abhiyan Workshop, Vadhu-Var Makeup workshop were organized successfully through SDO	
? IQAC has motivated teachers to use ICT tools to enhance teaching and learning system. These efforts are being reflected in more departmental ppts, e-books, e-materials and video lectures.	
? Organization of State level seminar on Current Scenario of Indian Economy was organized by Department of Economics on 23rd 24th Jan. 2020	
? Efforts were taken to enhance the quantity and quality of research culture through research publication, paper/poster presentation, book publication, etc. These efforts are being reflected in the enhanced output of research.	

? Students are constantly motivated to take part in research activities. Teachers are trying to develop research attitude among students. Three students have participated in Research Competition: Avishkar at district level. All of them were selected for University level Avishkar Competition.

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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	Achivements/Outcomes
To encourage students to participate in the College, University level Sports events.	Students actively participated in the Sports and games. • Akash shinde selected for under 19 Junior India Camp Kabbadi • Girls KhoKho team won at intercollegiate competition • Boys Kabbadi team won at intercollegiate competition • Two students participated in Kabbadi at state level and one student participated in kabbadi at national level.
To organize expert lectures and workshops for B.Voc. students	Community college team has organized: • Expert lecture on Role of Hospitality & Tourism in Economics on 11-10-2019 • Workshop on Hospitality & Tourism on 15 & 16/10/2019
To encourage faculty members to attend International, National and State level conference / Seminar / Workshop	12 faculty members have participated in various International, National and State level conference / Seminar / Workshop
To encourage faculty members to participate Refresher, Orientation Programme.	17 faculty members have participated in Refresher and Orientation Programme.
To encourage faculty members to publish books.	Four faculty members have published reference books during this academic year.
To publish Research Articles in National and International Peer Reviewed Journals.	Published more than 25 Research papers / Articles in Peer Reviewed, Impacted International, National Journals and Conference Proceedings
To encourage all the departments to organize National and State level Seminar / Conference	State level seminar on Current Scenario of Indian Economy was organized by Department of Economics on 23rd & 24th Jan. 2019
To organized workshop cum seminar on Revised accreditation framework for staff members.	Workshop cum seminar was organized on Revised accreditation framework: issues and perspectives on 18th September 2019 by IQAC
To prepare and submit the AQAR of the academic year 2018-19	AQAR of the academic year 2018-19 was prepared and submitted successfully.

To Prepare Academic Calendar	Academic Calendar of the year 201920 was prepared and displayed on notice board for teachers and students. Accordingly all the activities were carried out during the year
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
College Development Committee	09-Apr-2021

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2020
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Date of Submission	21-Jan-2020
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	M.I.S. used in college administration is VRIDDHI ERP having following features: • Network Based Multiuser System. • Easy menu driven system. • Fully customizable by user without source code. • Real Time admission receipt voucher printing. • Can setup Multiple Admission Counter during rush hours. • Compatible with all versions of Windows Operating System. • Quick Repot Printing with preview. • Search within report, zoom within output report view • Output exportable in file formats like .DOCX, .XLSX, PDF, .TXT, .HTML, .XML. • Multiuser with user level and institution level privileges and security. • Designed using world's fastest free desktop database. • No need to purchase additional expensive Back End database. • 100 portable and secured databases from any unauthorized access. • Software carries various modules sections and all modules are integrated. • Single point data entry to avoid repetitive data entry work. •
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Interface with Web Camera Scanners for Photo capturing. • Easy Customization in report by user himself. • No limit over number of transactions, Number of Institutions. • Designed to meet total computerization of day to day work in office. • User level Configuration settings and parameter setup made it flexible. • Keeps track of a student those are admitted not yet confirm his admission. • Multi lingual OPAC for Library. • User level control over menu and function accessibility. • User can open unlimited faculties, unlimited course as per the need of college. • User can define each Fee Head name type of Fee head. • User can predefine required amount to be collected under each fee head as per the fee structure of the course. • Flexible to modified fee amount on case to case basis at the time of actual admission. • Each report available from Vriddhi is real time query base report. • Format of the output report changes as per the change in user parameters. • Online application of Vriddhi classic is available. • Online data will be completely synchronized with college server. • Online application reduces traditional data entry performed by the college staff. • Online application provides important information for parents, teachers and students.

## 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 institution follows the curriculum prescribed by the affiliating Savitribai Phule Pune University. • At the beginning of the session, College Development Committee conducts a meeting to develop strategies for effective implementation of the curriculum. Accordingly, each department prepares its academic calendar. IQAC compiles the information from all departments and prepares an Academic calendar very meticulously and uploads it on the website before the academic year commences. This is an effective mechanism which sets the goal of curriculum completion in the teaching and learning system. Accordingly an effective time table is prepared by time table committee and displayed on notice board. • Teacher being the important source of learning process, the appointments of the teachers are done well in advance before the commencement of the academic year so that teaching is not hampered. • The college declares the dates of the University and College Examinations well in advance so that students get ample time to prepare for examinations and the teachers complete the curriculum in time. • The list of holidays as per University and State

circulars is put on the notice boards and on website for the planning of the academic sessions. • All the departments take departmental meetings on the regular basis to supervise the teaching-learning process. Different innovative teaching methodologies, creative pedagogies, new initiatives and activities to be organised and implemented to complete the curriculum effectively are discussed in the departmental meetings. The departmental timetable is prepared and the care is taken to see to it that it is getting executed properly. The workload is distributed to the staff-members. Teaching Plan of allotted subjects is prepared by each faculty. Faculties are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars and industrial visits besides the regular/traditional chalk and talk methods. The care is taken to complete the curriculum in a stipulated time. The head of the department takes review of the departmental activities from time to time. The departments analyze the results at the end of the examinations to gauge the learning outcomes of the students.

- The implementation of curriculum is smoothly administered by teachers at individual level. Every teacher follows individual timetable. Class-wise, course-wise and number of lecture wise teaching plan is prepared by the individual teacher. Teachers complete the curriculum within the stipulated time. Every teacher enjoys the freedom to follow any innovative idea of teaching they wish. According to the need teachers also take extra lectures to complete the syllabus.
- Besides the degree programmes, certificate courses are also being provided to develop additional skills of the students.
- All faculties of the college are permitted to attend FDPs, Orientation and Refresher Courses conducted by various HRDCs of India.
- Workshops and conferences organized from time to time by the support of funding agencies like UGC and BCUD.
- Extension activities are introduced by giving students topics that are beyond the classroom textbook study to provoke their individual and creative thinking.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	Nil	Nil	Nil

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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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
BA	F.Y.B.A.	15/06/2019
BSc	F.Y.B.Sc.	15/06/2019
BCom	F.Y.B.Com.	15/06/2019

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

	Certificate	Diploma Course
Number of Students	Nil	88

### 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
Beauty Parlor Training course in association with women and child development department Nashik	26/12/2019	60
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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
BA	History	35
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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
Regular feedback from students by both UG and PG Students is obtained in the prescribed format on the curriculum and teachers' performance and their suggestion are later analyzed by IQAC. Student's feedback is taken regarding different aspects of the college and teaching and non teaching staff such as Cooperation of the Administrative Staff, Availability of Library Resources and E resources, Transparency of the Results, Washroom facility, Drinking water facility, Syllabus completion by the teachers etc. The points are calculated according to the grades given by the students in various criteria. The grades are given as A, B, C, D, and E. The Average and percentage of various criteria are calculated. The strength and weaknesses mentioned by the students are summarized. Feedback from Alumni is being taken during their personal visit to the college, their informal meeting with the faculty and during alumni meeting. The Head of Department and teachers informally collect the oral and written feedback from the parents during their personal meeting and parents meet. The college collects regular feedback from faculty, students, alumni and parents in the curriculum of different subjects and tries to communicate the same to Board of Studies to reconsider in the process of curriculum. Feedback is collected from academic peers whenever they are invited as guest lecturers or as chief guest for different programs, during seminars, workshop and conferences.

### CRITERION II – TEACHING- LEARNING AND EVALUATION

#### 2.1 – Student Enrolment and Profile

##### 2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
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Programme	Specialization	available	Application received	
BA	Marathi, History, Economics, Politics (English, Geography at General Level up to S.Y.)	1440	885	885
BSc	Chemistry, Botany, Zoology (Physics, Geography, Mathematics, English & Marathi at General Level up to S.Y.)	720	453	453
BCom	General Commerce	360	111	111
MA	Marathi	120	91	91
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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
2019	1449	91	31	1	2

## 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
31	31	68	5	Nil	12

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Almost all students from our institute belong to tribal community. Most of them lacks proper academic background and financial backup. It is our policy to entertain the hopes and aspirations of students from tribal region irrespective of caste, sex, religion and financial background. All the staff including teaching and non teachings are involved in the students mentoring. Teachers play prime role in students mentoring. Mentoring of students is based on the following objectives: • To identify and address the problems faced by slow learners and first generation learners • To encourage advanced learners • To decrease the student dropout rates • To prepare students for the competitive world. Every year College conducts Induction Program for First year students right after the admission process to acquaint them with the following topics: a) About the College, its

management and its various functioning b) Examination guidelines, patterns, rules and disciplines c) Career opportunities of all courses and programs d) Value Education and its importance e) Health and stress management to cope up with the present academic and professional challenges. f) Information about all mandatory committees like Anti Ragging, Anti Sexual Harassment Cell. Teachers from all faculties of the College, i.e. Arts, Science and Commerce guide Second and Third year students about the subjects of their specialization. They are enlightened about different career avenues related to their subject of specialization. Teachers help students academically not only through classroom teaching but also by offering notes, reference books, online resources and extra classes. Besides academic counseling and mentoring, teachers also extend support to students through personal counseling. Departments maintain the records of class tests/surprise tests, attendance records, records of student seminars etc related to the reviewing of the performance of the students. Departmental teachers maintain interaction with students through individual meetings and social networking sites. The mentors use both formal and informal means of mentoring. The mentor system, apart from its formal part, also exists as a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1540	31	1 : 50

## 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
31	29	2	Nil	11

### 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
2019	Mr. Somnath Pawde	Assistant Professor	NSS Regional Coordinator appointment by S.P.P.U. Pune
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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
MA	Master of Arts in Marathi	Semester	04/11/2020	05/12/2020
BSc	Bachelor of Science	Semester	04/11/2020	01/12/2020
BCom	Bachelor of Commerce	Year	30/10/2020	12/11/2020
BA	bachelor of Arts	Year	04/11/2020	12/11/2020
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• The college has initiated continuous and comprehensive internal evaluation in accordance with the norms and guidelines of affiliating university, S.P.P.U.Pune • Examination committee prepares the examination schedule and it is communicated to the students on the notice board. Concerned teachers make announcement in the classrooms. • The benchmark of the evaluation includes attendance, tutorials, practical's, filed visits, research projects, assignments, seminars, oral presentations and the score secured in the internal examination. • PG and First year B.A., B.Sc., B.Com. Programmes have choice based credit system. Continuous internal evaluation is undertaken as per university rules. • All the teachers of concerned subjects submit question papers through the head of department to the examination committee. The question papers for the internal examinations are prepared in a uniform pattern as per guidelines of university. • The exam is conducted on common schedule and supervised by junior supervisors. • Syllabus for the internal examination is communicated to the students in advance by the concerned subject teachers. • Online internal marks are submitted to the university through teachers log in account on the university internal examination portal. • College has appointed internal squad for the prevention of malpractices in the examination. • Mobiles are strictly prohibited in the examination hall. • Mark list of the students are prepared after the evaluation and documented for the further clarification. • Students are also evaluated on the basis of their classroom performance, their initiative in participating in academic activities and the like. Term end papers are shown to the students so that they have an idea about how they were evaluated and what they need to work on. All assessment examinations and result-related operations are computerized. • First year theory papers are evaluated through Central Assessment Programme (CAP) at institute level and UG and PG theory courses are evaluated through Central Assessment Programme (CAP) at affiliating university level.

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

The college have to adhere to the academic calendar published by the affiliating university. Before the commencement of every semester respective departments prepare a detailed study plan, assignments for the individual teachers and the number of classes allotted to each course. On the basis of this detailed timetable and academic calendar for the entire semester is planned by respective departments. Departments submit it to IQAC and accourdinlgy IQAC prepares the academic calendar of the college in accordance with the academic calendar of S.P.P.U.Pune and make it available for teachers and students. Academic calendar specifies the teaching learning schedule of every academic year and continuous internal evaluation. Examination committee also prepares tentative schedule of CIE. It is mandatory for the students and faculty to adhere to the academic calendar for the completion of the academic activities in a disciplined manner. In every academic year, semester wise examination committee meetings are organized for the better conduction of CIE. The Principal of the college regularly conducts meetings of various college committees to ensure the better functioning of the academic and examination related activities. The effectiveness of the process is maintained through effective monitoring by the Principal/Vice-principal. The Principal/Vice Principal sees to it that all departments follows academic calendar. The college has a vibrant culture of instilling desire for knowledge and scientific temper among the students through a number of activities.

## 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)

### 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
Master of Marathi	MA	Marathi	46	45	97.82
Bachelor of Science	BSc	Botany, Chemistry, Zoology	120	111	92.50
Bachelor of Commerce	BCom	Commerce	18	12	66.66
Bachelor of Arts	BA	Marathi, History, Politics, Economics	210	109	52.36

[View File](#)

### 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)

## 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
<b>No Data Entered/Not Applicable !!!</b>				
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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 (IPR)	IQAC	27/12/2019

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
<b>No Data Entered/Not Applicable !!!</b>				
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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
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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
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#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Department of Geography	1
Department of Commerce	1
Department of Marathi	1

#### 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)
National	Economics	2	6.1
National	Commerce	1	6.02
National	Marathi	2	6.1
International	Physics	2	Nill
International	Botany	1	Nill
International	Zoology	4	Nill
International	Economics	5	6.62
International	Marathi	1	6.62
International	Commerce	1	6.62
Nill	Political Science	2	6.38

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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
Marathi	4
Political Science	1
Zoology	1

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#### 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
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No Data Entered/Not Applicable !!!

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#### 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
<b>No Data Entered/Not Applicable !!!</b>						
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
<b>Presented papers</b>	6	6	3	Nill
<b>Resource persons</b>	Nill	2	1	5
<b>Attended/Seminars/Workshops</b>	Nill	5	1	Nill
<a href="#">View File</a>				

### 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
<b>Rally for AIDS awareness</b>	NSS	21	68
<b>Human Rights Day</b>	NSS	12	64
<b>National Youth Day</b>	NSS	19	72
<b>Road Safety campaign</b>	NSS	12	76
<b>National Unity Day</b>	NSS	18	56
<b>Constitution Day</b>	NSS	21	61
<b>Vachan Prerna Din</b>	NSS and Library	16	54
<b>Workshop on Computer Literacy</b>	NSS	15	71
<b>NSS Day</b>	NSS	9	63
<b>Teachers Day</b>	NSS, Department of Zoology	11	67
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#### 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
<b>Avishkar</b>	<b>Three project selected for District Level Avishkar</b>	SPPU	3

	Competition		
Avishkar	One Project selected For University Level Avishkar Competition	SPPU	1
NSS Regional Coordinator	NSS Regional Coordinator	SPPU	1550
<a href="#">View File</a>			

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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Bride and Groom Make up Workshop	SWO and MGVS Arts, Science Commerce College Surgana	Gender Equity	7	121
International Women's Day	NSS and MGVS Arts, Science Commerce College Surgana	Gender Equity	7	35
Nirbhay kanya Abhiyan	NSS	Gender Equity	16	120
Road Safety campaign	NSS	Road Safety campaign	12	76
Swachhata Abhiyan Rally	NSS and SWO	Swachh Bharat Abhiyan (Cleanliness Campaign)	17	59
Rally for AIDS awareness	NSS and Civil Hospital Surgana	AIDS awareness	21	68
<a href="#">View File</a>				

### 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
Biodiversity Survey From Surgana	36	Nagar Panchayat, Surgana	30
<a href="#">View File</a>			

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

For testing and analysis of Soil, water and Nutirinet	Research Linkage	Advance Research Lab, Vani, Dist. Nashik	15/06/2019	30/04/2020	36
<a href="#">View File</a>					

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
Nagar Panchayat, Surgana	27/12/2019	Biodiversity Survey From Surgana	36
Sai Beauty and Skin Care	15/06/2019	Beauty Skin care Education Training	3
Hotel Lake View, Saputara	15/06/2019	Travel and Tourism Training	3
<a href="#">View File</a>			

#### 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
150000	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
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
<a href="#">View File</a>	

##### 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 patially)	Version	Year of automation
Vridhhi	Fully	2.0	2010

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	3954	1277236	9	3467	3963	1280703
e-Books	Nill	Nill	164300	5900	164300	5900
Journals	24	57946	Nill	16436	24	74382
e-Journals	6000	5900	Nill	Nill	6000	5900
Digital Database	1	17500	Nill	5900	1	23400
CD & Video	6	1200	Nill	Nill	6	1200
Library Automation	9130	Nill	1091	Nill	10221	Nill
Weeding (hard & soft)	Nill	Nill	57	5980	57	5980
Text Books	5176	541271	1082	149905	6258	691176
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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
Dr. Agnes Kharat	Zoology- Type Study Paramoecium	You tube (library website)	15/08/2019
Dr. R. Y. Bhandare	Zoology- Animal Ecology	You tube (library website)	15/08/2019
Prof. S.R. Pawade	Marathi- 1. Marg Shodhatana 2. Sharadjoshiyogdan	You tube (library website)	15/08/2019
Prof. Satish Ahire	ICT Technology	You tube (library website)	15/08/2019
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#### 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	36	1	2	0	0	1	12	50	0
Added	5	0	0	1	0	0	2	100	0

Total	41	1	2	1	0	1	14	150	0
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
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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
You tube (library website)	<a href="https://asckrc.weebly.com/e-classes.html">https://asckrc.weebly.com/e-classes.html</a>

#### 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
3500000	3555387	4200000	4253902.96

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 established systems and procedures for maintaining and utilizing physical facilities. The physical and academic facility policy would provide the basis for equitable allocation and efficient utilization of facility based on the critical needs of educational research and administrative activities. All the physical, academic and support facilities are augmented and maintained through various college committees such as College Development Committee (CDC), Purchase Committee, Library Committee, Campus Development and Beautification Committee. Central coordination of facility allocation will ensure the effective and optimal utilization of the facilities. The policy would help to 1. Establish standard procedures for the use of physical and academic facilities. 2. Properly schedule different activities without any hindrance. 3. Increase the degree of communication and coordination among different users and caretakers. Scope of Policy: This policy is intended to cover the following types of facilities in the college: • Academic and Administrative offices • Classrooms, Seminar Hall • Gymkhana and Sport facility • Library and Study Room • Laboratories ? DEAD STOCK: Dead Stock register is maintained and updated regularly. Dead Stock verification and inspection is carried out during the internal audit at the end of the academic year. Any discrepancy in stock is brought to the notice of the concerned authority. ? Classroom utilization: Classroom utilization Schedule is decided by time table committee headed by the Principal. The time table is designed by the committee so that the available classrooms are used optimally. The College functions in two shifts i.e. Arts Commerce in morning and Science classes in the noon shift along with the practical in morning session. Classrooms can be used for other academic activities and organized events when there is no instructional schedule. Use of the classrooms for these activities must be made with prior permission of the authority. ? Laboratory Utilization: The concerned head of department, Vice-Principal and time table committee decides the allocation of the laboratories according to necessity in accordance to the time table in such a manner that will ensure maximum utilization without any problem. ? Academic and Administrative office: Office space is allocated to administrative staff. Administrative office includes Principal, Vice-Principal, Office Superintendent and IQAC Cabin. It also includes section for Account, clerical department,

Scholarships and Admission, A separate office is allocated to the Exam department. A cabin is allocated to College Examination Officer (CEO). ? Seminar Hall: Seminar hall and conference rooms are allocated by the prior permission of Principal as per need of the event or program. It is allocated for the following purposes: • For the general staff meeting. • For Workshops, Seminar, Co-curricular and Cultural Activities. • Any other event permitted by the Principal. Sometimes the college space is also allocated to external users on the basis of their request. While allocating space to the external users the care has to be taken so that academic classes and other academic activities in the college are not disturbed. The space is allocated for the following activities: • Seminar hall for lectures NGO. • Meeting room for alumni meeting. • Meeting hall for legislative assembly, different government organization. ? Gymnasium and Sport facility: The rules regarding utilization of Sport facilities are laid by the college authorities. They aim to serve as general guideline to internal users and external users and source of information pertaining to college sport facilities. Announcements concerning the above will be made via notice boards on the premises accordingly. All sports facilities present in the campus are mainly used for sports education, training, competition and recreation by college students, faculty and staff members. Green gym equipments are fitted inside college campus. Free access to green gym is given for all students and staff members. A well equipped gymnasium is allowed to use by the students with the permission of Physical Director. The schedule of gymnasium is decided by Physical Director in consultation with Gymkhana Committee and the Principal. ? Library: Library membership is provided to all students and staff of college. All members get access to library facility along with Identity card. Library Committee is functional which takes care of the library matters and functions. ? Purchase committee: Any purchase or maintenance over two thousand rupees has to be put before purchase committee, which then passes it and sends it for the approval of the governing body of Mahatma Gandhi Vidyamandir, Nashik. Upon the approval the work is carried out. ? Upgradation of software and hardware and maintenance of ICT facilities is done by the Dnyanai Computers, Surgana and IT Department of Mahatma Gandhi Vidyamandir, Panchvati Nashik. The college successfully runs Earn and Learn Scheme. Student Welfare officer who has been nominated by college and approved by university, looks after Earn and Learn Scheme. The students working under this scheme help in maintaining and cleaning the college campus, garden, library etc. The college has appointed security guard for campus and college security and maintenance. The maintenance work related to facilities like toilet blocks, computer labs, equipment, furniture, refilling of fire extinguishers, electric work, plumbing, RO-water-facilities, water tank cleaning, etc. is maintained time to time.

<http://www.asccollegesurgana.com/downloads/iqac/Procedures%20and%20Policies.pdf>

## **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
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Government of India and S.P.P. University, Pune	1187	5740945

b)International	Nil	Nil	0
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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 implemetation	Number of students enrolled	Agencies involved
Bridge Course For Mathematics, English and Science	01/07/2019	100	Institute
Yoga Workshop	10/09/2019	120	Institute
Remedial Coaching for English and Mathematics	11/10/2019	83	Institute
Dr. M. R. Jaikar Employability Skill Programme	17/02/2020	85	SPPU Pune
<a href="#">View File</a>			

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
2019	NET/SET Workshop	97	97	Nil	Nil
2019	Expert Lecture on Competitive Examination	79	79	Nil	Nil
2019	Expert Lecture on NivedanskhetratilSandhi	100	100	Nil	Nil
<a href="#">View File</a>					

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
Nil	Nil	Nil

## 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

Nil	Nil	Nil	Nil	Nil	Nil
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
2020	3	B.Sc.	Botany	MVP, Satana, MGVS, Nashik	M.Sc.
2020	5	B.Sc.	Chemistry	HPT Arts, RYK Sci. College Nashik	M.Sc.
2020	6	B.A.	History	MGV, Nashik	M.A.
2020	4	B.A.	Economics	Dang Seva Mandal, MGVS Nashik	M.A.
2020	13	B.A.	Politics	HPT Arts, RYK Sci. College Nashik , MGV, Nashik	M.A.
2020	16	B.A.	Marathi	MGV, Nashik	M.A.
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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
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Hair Style Competition	Institute	45
Sarre day/Tie Day	Institute	63
Cricket	Inter college, Inter Group	18
Kho Kho	Inter college, Inter Group	12
Kabaddi	Aswamedh, National, State, Inter Group, Inter College	12
Athletic	Inter college	10
Chess	Inter college	4
Wrestling	Inter college, Inter	1

	Group	
Shutting	Inter college	1
Cross Cuntry	Inter college	6
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### 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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college is supposed to forms a student council as per the Maharashtra University Act, 1994. S.40 (2) (b) but due to stay orders by state government student council has not formed in the college since last academic year. In spite of this students are represented actively in academic and administrative bodies like IQAC, College Development Committee, Student welfare Association, Student Grievance Redressal Cell, Anti - Ragging Cell , etc. • Magazine Committee: The College publishes an Annual Magazine entitled "Apuvai" which provides a platform for our students to express their creative ideas. • Grievance Committee: The committee looks into the problems of students. The students can approach the committee for their academic, administrative and personal problems in the college. • Alumni Association: Alumni Association offers a unique platform for the past students of the college to interact with the students from all the faculties of the college. • Anti-Ragging Committee: The Anti-Ragging Committee is established in the college looks in to the problems faced by the victims of ragging. • Internal Quality Assurance Cell: This Cell was formed as per NAAC guidelines. It ensures continuous development in all the administrative, teaching and learning aspects of the college. • Discipline Committee: This committee helps to maintain discipline in the college campus. • Student Welfare Association: It provides support to meritorious economically backward students. Earn and Learn Scheme has been actively implemented for the poor and needy students, who would like to work for a few hours in the college campus to get some financial help. Student welfare association has organizing several students' centric and developmental activities during the academic year 2019-2020 as follows. 1) SET-NET Exam Workshop: A one-day SET-NET workshop organized in association with Savitribai Phule Pune University, Student Development Board and the College of Arts, Science and Commerce Surgana on January 14, 2020. 2. Nirbhaya Kanya Abhiyan Yojana: One day Nirbhaya Kanya Abhiyan Yojana, was organized in association with SPPU Pune, Student Development Board and the College of Arts, Science and Commerce Surgana on February 5, 2020. 3) Makeup Workshop (Bride and Groom): One Day Workshop organized in association with SPPU Pune, Student Development Board and Institution on 10 January 2020.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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5.4.2 – No. of enrolled Alumni:

105

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association of the college is registration under Society Registration Act 1860/21 is in process. • Outgoing students have good rapport with the faculty members of their respective departments. • The alumni meet is useful to obtain the feedback from outgoing students. Such interactions may be useful to introduce new activities for the benefit of students. • The alumni association is actively engaged in the development of the college by sharing their experiences and suggestion. • Alumni meet regularly and extend full cooperation in the development of the college. • During academic year two alumni meets were organized by the institute.

## **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)

Our institute is practicing the participated management system. It ensures this by giving opportunities to all participating in decision making. Administrative as well academic structure of the institute is designed in such a manner which supports participative management. The administration is decentralized to a large extent. Various committees have been formed to plan and monitor the functioning of different departments/ section of the college. Various committees are formed to undertake various activities which are a sign of the decentralization of administration. The Principal with the support of Heads of the Departments and various committees participate in decision-making. A Vice-principal is appointed by the Management in consultation with the Principal and he performs duties as assigned by the Management and Principal. The Principal forms various committees in consultation with the Vice-Principal to look after the various activities in the college. The head of each department is given independence and accountability for planning and implementation of respective curriculum for teaching, paper wise distribution of curriculum among teachers, planning of practical classes, internal examinations. Heads are also given authority to plan strategy for future departmental progress, plan projects, send proposals to UGC, BCUD and plan seminars in their departments etc. The work of administrative affairs such as admissions procedure, examination NAAC etc. are decentralized by constituting committees and appointing its coordinators for the smooth conduct and functioning of them. The powers and the rights are well defined to the each coordinator, HODs etc. for effective decentralization. The functioning of the college and different administrative bodies takes place by coordination of each other. The perspective institutional plan is developed through consultations of the Management with Principal and faculty. Teachers play a significant role in the planning and implementation of development of the college. Students Council is involved wherever necessary.

Infrastructural developments are planned by the management in close consultations with the faculty who give their infrastructural requirements to the Principal. College Development Committee encourages and guides for the smooth functioning on the institute. The Principal ensures that all provisions of the University Statutes, rules and regulations of government of Maharashtra and UGC are implemented properly. The Principal arranges meetings with IQAC, various committees to carry out and give effect to the decisions of the top

management. Importantly, the Principal in association with faculty of various Departments involves in strategies and decision-making for academic growth. The Chairpersons of various committees and HODs arrange meetings with their respective members to discuss and implement the plans and policies. The recommendations of the HODs and Chairman of various Committees are submitted to the Managing Committee and the Management takes suitable decisions for implementation. All co-curricular and extension activities are planned and executed by the coordinators of different committees and associations. HoDs take independent decisions on finalization of academic calendar, finalizing the schedule of internal assessment, field visit, organizing departmental workshops and seminars etc. The different committee members in charge of organizing various events take independent decisions on the schedule of the event. Financial empowerment is provided to the HoDs and Library committee to take decision on purchase up to a certain amount.

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

Yes

## 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
Curriculum Development	<p>The college is affiliated to S.P.P.U.Pune and has to adhere to the syllabus designed by the University. Some of the faculty members are actively involved in syllabus framing committee. These members convey the suggestions for the improvement of the syllabus to the university and accordingly syllabus is designed. Faculty members prepare teaching plans in accordance with the academic calendar before the beginning of every semester. Since the teaching plan is based on the academic calendar, the completion of courses can be ensured in time.</p>
Teaching and Learning	<p>The Management ensures effective and efficient transaction of the teaching learning process by: a) Recruiting highly qualified and competent teaching faculty b) Promoting professional development of faculty by providing support 1. to undergo refresher courses 2. to equip themselves in modern pedagogical tools 3. to pursue doctoral programs 4. to attend and organize National and International Seminars 5. by replacing faculty proceeding on leave with substitute teachers to ensure good and unaffected teaching learning process. Academic calendar is prepared at the beginning of the year to ensure timely completion of syllabus. Teachers are encouraged to use ICT, GD, Seminar, Experimental</p>

methods of teaching along with traditional chalk and talk method.

Examination and Evaluation

The college has initiated continuous and comprehensive internal evaluation in accordance with the norms and guidelines of affiliating university, S.P.P.U. Pune. Examination committee prepares the examination schedule and it is communicated to the students on the notice board. Concerned teachers make announcement in the classrooms.

The benchmark of the evaluation includes attendance, tutorials, practicals, filed visits, research projects, assignments, seminars, oral presentations and the score secured in the internal examination. PG Programme and First year of B.A., B.Com. B.Sc. programme have choice based credit system and internal evaluation is undertaken as per university rules. All the teachers of concerned subjects submit question papers through the head of department to the examination committee. The question papers for the internal examinations are prepared in a uniform pattern as per guidelines of university. The exam is conducted on common schedule and supervised by junior supervisors. Syllabus for the internal examination is communicated to the students in advance by the concerned subject teachers. Online internal marks are submitted to the university through teachers log in account through the university internal examination portal. College has appointed internal squad for the prevention of malpractices in the examination. Mobiles are strictly prohibited in the examination hall. Mark list of the students are prepared after the evaluation and documented for the further clarification.

Research and Development

Academic Research Coordinator is appointed for smooth conduction of research activities. Research committee motivates the faculty to undertake Major/Minor research projects. The faculty is inspired / facilitated to participate in Regional, State, National and International conferences. Institute provides TA / DA for the same. The departments are encouraged to organize conferences/seminars and workshops. The faculty is encouraged to participate in the conferences,

seminars and workshops and present/publish their research papers. The faculty is motivated to take up research work leading to M.Phil and Ph.D. Students are also encouraged to participate in Research Competition organized by S.P.P.U. Pune.

Library, ICT and Physical Infrastructure / Instrumentation

The College has developed library facilities for modern teaching-learning-research activity. The ASCCS Library is one of the leading college libraries in tribal area of Maharashtra. It caters to the academic needs of students, faculty, visitors and other user groups. The library has over 8528 thousand printed documents and it subscribes to over 24 journals. Through INFLIBNET facility library member can get access to over 6000 electronic journals. Library has established contacts with several organizations for interlibrary loan arrangement. The college library provides facilities like circulation of books, reference service, reprography service, newspaper clippings, information display and notification, user orientation / information literacy and reading room facility. Almost all the Science disciplines and the Humanities follow ICT enabled teaching methods. The college has established systems and procedures for maintaining and utilizing physical facilities. All the physical, academic and support facilities are augmented and maintained through various college committees such as College Development Committee (CDC), Purchase Committee, Library Committee, Campus Development and Beautification Committee. Central coordination of facility allocation will ensure the effective and optimal utilization of the facilities.

Human Resource Management

The faculty and the administrative staff are deputed to the training program organized by the management and other institutes as per the need. The Management sanctions study leave to the teacher selected for FIP of UGC. The college motivates teachers to participate and present research papers in National/ International conferences with financial incentives. Teachers are encouraged to apply for more of Minor and Major research projects to various funding agencies. Study leaves are

granted to teachers for completing their research projects. The faculties are being motivated and facilitated to participate in Refresher/Orientation/FIP. Principal, Vice-principal along with IQAC formed various academic and administrative committies and distribute Duties of Co-curricular, extra-curricular and extension activities. Chairperson and members of these committees manages different academic and administrative responsibilities which is monitored by IQAC.

Industry Interaction / Collaboration

1. We have tie-up with Hindustan Computers, Malegaon for the office and Library management "Vriddhi" software.  
2. We have collaboration with "Advance Research Lab" Vani for soil, water, leaf, petiole and nutrient testing services.

Admission of Students

From June 2013, the online admission process has started for all courses. The website for online admission is [www.ascsurgana.vriddhiedubrain.com](http://www.ascsurgana.vriddhiedubrain.com). The students (UG and PG) fill the merit forms online and merit list is displayed. The counseling team helps the students to make the choice of the medium of instruction and subjects. The candidates are given admission through counseling following the statutory reservations and Norms of Savitribai Phule Pune University. According to the merit list students are given admission for the respective courses. The admission program is displayed in detail on the College notice board immediately after result declaration by the University and admission to 2nd and 3rd Year of UG and 2nd year of PG courses of all streams is given accordingly. There is a provision to admit students under management quota to the extent of 10 of the sanctioned seats.

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

E-governace area	Details
Planning and Development	<p>The Vision and Mission Statement is uploaded on the institutional website.</p> <p>Physical and academic facilities: Utilization and Maintenance Policy, academic calendar are uploaded on the institutional website. Use of ICT in the process of planning college events and activities is common practice.</p>

Implemented SMS system for dissemination of information including regular notice to all stakeholders. Institute uses personal emails for the dissemination of important notices and reports. E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and most importantly it is cost and time effective. Institute is using Vridhhi software with Student, Examination, Finance Account, Employee and Library Modules.

Administration

The college authorities are using MIS software for the supervision of all service modules in the office. The Principal communicate with Governing Body members as well as the teaching and nonteaching staff through email. All important administrative information including notices is communicated with the staff through principal with the help of Social media like WhatsApp group messages system or individually. The college office, campus is equipped with CCTV cameras installed at various places of need. Surveillance on mobile is also available for Principal and management authorities. Biometric attendance for all staff members is compulsory. IQAC collects information from the staff members through Google forms, Google Docs. All departments have separate mail id. Google drive is used by all the departments to keep departmental records.

Finance and Accounts

The accounts of the institution are maintained through the Tally software. Vridhhi software is used for the transparent functioning of accounts. Online salary generated through online Sevartha Pranali.

Student Admission and Support

Student admissions are carried out through online system. Student Admission is carried out through the Students' Module of the Vridhhi software. Computer generated fee receipts are issued to students.

Examination

Examination section uses "Vridhhi" Software for smooth functioning. This software can help in generating seat

Numbers , Hall Ticket, F.Y results, class wise roll call list, student fees Records. Examination forms are filled online. Internal mark submission is done through the online portal of the university.

### 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
2019	Miss. K. K. Bhoje	National seminar on" Role of NAAC in sustainable Development of Higher Education	Dadasaheb Bidkar Arts, Science Commerce College, Peth, Nashik	240
2019	Mr. G. B. Yelmame	Workshop on" F. Y. B. Sc. Syllabus framing"	K. J. S. College, Kopargoan.	650
2019	Mr. S. D. Mohan	Workshop on " C. B. C. S. Implementation	S. P. Pune University, Pune	680
2020	Mr.S.M.Bhoje	Conference on" Contemporary issues in political science"	Shivaji University, Kolhapur	1900
2019	Mr.S.M.Bhoje	State level seminar on "Research Methodology in Humanities"	Naik College, Nashik	300
2019	Mr.S.M.Bhoje	National seminar on" Role of NAAC in sustainable Development of Higher Education	Dadasaheb Bidkar Arts, Science Commerce College, Peth, Nashik	240
2019	Mr.S.M.Bhoje	Workshop on " C. B. C. S. Implementation	S. N. Arts, D. G. M. Commerce and B. N. S. Science College, Sangamner	610
2019	Mr.S.M.Bhoje	Workshop on "H.T.E. Sevarth	J. D. Office, Pune.	930

		Paraneli"		
2019	Mr. S.D. Mohan	Workshop on "restructure of S.Y.B.Sc syllabus"	S.P. Pune University, Pune.	330
2019	Dr. R Y Bhandare	National conference on "emerging Trends and Challenges in Biosciences"	R.B. Attal Arts, Science and Commerce College, Georai, Beed	1420
<a href="#">View File</a>				

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 organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Computer Training programme for Teaching and office staff	Computer Training programme for Teaching and office staff	04/09/2019	04/09/2019	28	8
2019	Workshop on online payment System/Mode	Workshop on online payment System/Mode	12/09/2019	12/12/2020	28	8
2019	Workshop cum seminar was organized on Revised accreditation framework: issues and perspectives by IQAC	NA	18/09/2019	18/09/2019	29	Nil
2020	State level seminar on Current Scenario of Indian Economy	NA	23/01/2020	24/01/2020	29	Nil
2020	NA	Vruddhi software operating and Tally	27/01/2020	27/01/2020	Nil	8

workshop

[View File](#)

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
FDP	1	01/10/2020	15/10/2020	15
FDP	1	21/05/2020	30/12/2020	10
Refresher Programme	1	16/12/2019	28/12/2019	14
Refresher Programme	1	18/11/2019	30/11/2019	14
Refresher Programme	1	24/02/2020	07/03/2020	14
Refresher Programme	1	23/07/2019	05/08/2019	14
Refresher Programme	1	15/07/2019	27/07/2019	14
Refresher Programme	1	18/08/2019	31/08/2019	14
Orientation Programme	1	11/09/2019	01/10/2019	21
Orientation Programme	2	03/03/2020	23/03/2020	21

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
29	31	14	19

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance, Financial Assistance for attending seminars, conferences, workshops and various Training Programmes, Leave under FIP Programme	Group Insurance, Financial Assistance for Attending workshops and various Training Programmes	Earn Learn Scheme, Insurance for students, Govt./ University Scholarships, Counseling etc.

## 6.4 – Financial Management and Resource Mobilization

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

Institute maintains finance and accounts systematically. The accounts of the college are audited by the Govt. Auditor regularly as per the provision of the Maharashtra University Act 1994 and the state Government norms. Management takes periodic review of financial position of the organisation. Institution

conducts internal and external financial audits regularly. Internal audit is conducted after every six months. External audit is conducted after end of accounting period. Internal and external auditors are appointed by parent institute. Audit report and audited statements of accounts are discussed in College Development Committee and also submitted with Governing Council. Queries and suggestions are resolved satisfactorily. The institute also ensures timely submission of audited utilisation certificate to various funding agencies.

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
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

1183416.03
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## 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	NA	Yes	IQAC
Administrative	No	NA	Yes	Parent Institute

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

Our institute believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders. • Although the college does not maintain formally registered parent-teacher association, yet interactions of teachers with parents during parent-teacher meetings of different departments come up with new suggestions related to the overall development of the students. • Teachers have been able to communicate with parents to prevent early marriages of both girls and boys. • Our teachers are also creating awareness among parents and teachers about avoiding traditional alcohol drinking practices of tribal communities which often leads to alcohol addiction. • The parents play an important role by providing feedback for improvement. • The parents meet is organized to have discussions upon important developments in the college. • The parents are made aware of the performance of their ward and provided knowledge related with career development of their wards.

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

1. Computer Training of the office staff so that they are able to handle the online admission and registration of students. 2. Vruddhi software operating and Tally workshop was conducted for the office staff. 3. Workshop on online payment System/Mode for both teaching and non-teaching staff was organized by Commerce Department.

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

1. Use of ICT in teaching and learning is encouraged. 2. Choice Based Credit System (CBCS) have been introduced for F.Y. B.A., B.Com. and B.Sc. level. 3. Economics Department has organized State level seminar on Current Scenario of

Indian Economy. 4. Four faculty members have published reference books during this academic year. 5. 17 faculty members have participated in Refresher and Orientation Programme. 6. Faculty members have Published more than 25 Research papers / Articles in Peer Reviewed, Impacted International, National Journals and Conference Proceedings

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
2019	Regular Meetings of IQAC	23/08/2019	23/08/2019	03/03/2020	12
2019	Academic Calendar of the year 2019-20 was prepared and displayed on notice board for teachers and students.	16/07/2019	16/07/2019	30/07/2019	24
2019	Preparation and analysis of students database for the academic year 2018-19 (General/SC/ST/OBC/DIVYANG), gender distribution of students and other details.	01/08/2019	01/08/2019	09/08/2019	15
2019	Timely submission of AQAR of Academic year 2017-18 to NAAC	01/12/2019	28/12/2019	28/12/2019	15
2019	Workshop cum seminar was organized on Revised accreditation	18/09/2019	18/09/2019	18/09/2019	29

framework:  
issues and  
perspectives  
on 18th  
September  
2019 by IQAC

2020

State  
level  
seminar on  
Current  
Scenario of  
Indian  
Economy was  
organized by  
Department  
of Economics  
on 23rd 24th  
Jan. 2020

23/01/2020

23/01/2020

24/01/2020

125

2019

IQAC has  
encouraged  
Community  
college team  
to organize:  
Expert  
lecture on  
Role of  
Hospitality  
Tourism in  
Economics on  
11-10-2019,  
Workshop on  
Hospitality  
Tourism on  
15  
16/10/2019

11/10/2019

11/10/2019

16/10/2019

50

2020

Students  
are  
constantly  
motivated to  
take part in  
research  
activities.  
Teachers are  
trying to  
develop  
research  
attitude  
among  
students:  
Three  
students  
have  
participated  
in Research  
Competition:  
Avishkar at  
district

04/01/2020

04/01/2020

20/01/2020

3

	level. Three students were selected				
2019	Computer Training programme for office staff and students.	04/09/2019	04/09/2019	04/09/2019	85
2019	Fire safty workshop for teaching and Non teaching staff and students	04/09/2019	04/09/2019	04/09/2019	85
<a href="#">View File</a>					

## 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
International Women's Day	08/03/2020	08/03/2020	55	20
Nirbhay Kanya Abhiyan	08/01/2020	08/01/2020	111	Nil
NET-SET Guidance Workshop	14/01/2020	14/01/2020	65	32
Bride & Groom Makeup Workshop	10/01/2020	10/01/2020	86	35

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

A) Use of renewable energy resource • Since the college campus receives sufficient sunshine in the dry season, the college has also installed solar system sanctioned by BCUD, Savitribai PhulePune University, Pune. • In chemistry laboratory rain water is used as an alternative for distilled water to save energy. In summer and winter day's sun heat is used for drying chemical preparations instead of electric oven. B) Energy Conservation: • Energy Conservation: Energy being the valuable asset of nature, the conservation and optimal usage of strength is a need of the hour. So our institute always tries to preserve the energy wherever viable in some of methods. • Staff of this institution is instructed for careful usage of power and to switch off electrical appliances and equipments whenever they are not in use. • Instructions for careful use of electricity and gas burners are displayed properly and communicated orally during practical sessions to the students. • Students are encouraged to use bicycle instead of motorcycles. • Awareness is created among students about electricity saving, fuel saving and water saving. • The institutional building layout and construction has made in such a way

that helps to use maximum sunlight. Since the college functions during day time, much use of electricity for lighting is not needed. The class rooms have sufficient ventilation for natural lighting. Even fans are switched on only in summer season. C) Solid waste management: • To promote solid waste management dust-bins are kept at strategic places so as to facilitate easy collection of solid waste. • The solid waste is collected every day and processed according to the nature of the waste. • The college has a canopy of trees which generates leaf litter. This is collected and processed residue of this used as fertilizer. • The torn out and old books and newspapers from the library are sold out for recycling, other waste paper is shredded and disposed off. • Broken glassware is re-fabricated and reused. Maintenance, repairing and remodelling of furniture are done regularly. D) Liquid waste management: 1. Use of micro-scale techniques for experiments in Chemistry is practiced avoid generating large scale liquid chemical waste. 2. Hazardous chemicals are treated before disposal. Solvents are reused after distillation and in some cases the liquids are diluted before draining them. Waste generated from Botany, Zoology, and Chemistry and Physics departments is autoclaved and disposed off. E) E-waste management: Beyond repair computers result in E-waste and are disposed-off for recycling.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	12
Ramp/Rails	Yes	12
Rest Rooms	Yes	12
Scribes for examination	Yes	12

#### 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
2019	1	1	08/08/2019	1	Cleaning Campaign	Clean the Environment	150
2019	1	1	20/07/2019	1	Green Drive	Tree Plantation	100
2019	1	1	16/12/2019	1	Road Safety Awareness Raliy	Service to Community	102
2019	1	1	01/12/2019	1	observation of Worlds AIDs Day	Public Health	120

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
-------	---------------------	--------------------------

<p>Code of Conduct Handbook</p>	<p>15/07/2019</p>	<p>The UGC has clearly mentioned from time to time in its reports and drafts the code of conduct for various stakeholders involved in higher education system. The code of conduct has to be followed by the Teachers, students, Supporting staff and Management according to the ideals of the profession. The college has laid special emphasis on human values of living peacefully efforts are taken by he staff to appreciate the students and colleagues, show good will to others and allow others to grow. The students are categories told by their teachers to adhere to discipline and respect the elders. A discipline committee constructed for this purpose looks into this aspect. Code of conducts are displayed on college website.</p>
<p>Code of Ethics for Principal</p>	<p>15/07/2019</p>	<p>The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD). These codes of</p>

		conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organisation.
Code of Ethics for Teachers	15/07/2019	Professional ethics are personal and corporate rules that govern behavior with the context of a particular profession. As prescribed by UGC the professional ethics for teaching profession and responsibilities towards students, colleagues, authorities, guardians and society are described in detail.
Code of Ethics for Students	15/07/2019	- All students shall be responsible to the Principal, Vice-Principals, faculty members and other designated persons for their conduct. Students code of conduct is explained in detail in the document.
Cod of Conduct for Supportive Non-teaching staff	15/07/2019	Being the employees of the MGV's Arts, Science and Commerce College Surgana all the supporting non teaching staff should follow the code of conduct as mentioned in the document. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2019	15/08/2019	101
Celebration of Republic Day	26/01/2020	26/01/2020	105
World AID's Prevention Day	01/01/2020	01/01/2020	95
Celebration of National Constitution Day	26/11/2019	26/11/2019	90

August Kranti Din/ International Tribal Day	09/08/2019	09/08/2019	80
Swami Vivekanand Birth Anniversary, National Youth Day	12/01/2020	12/01/2020	105
Yoga Day Celebration	21/06/2019	21/06/2019	50
Constitution Day	26/11/2019	26/11/2019	61
Human Rights Day	10/12/2019	10/12/2019	64
International Womens Day	08/03/2020	08/03/2020	75
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<ul style="list-style-type: none"> <li>• <b>Water Harvesting:</b> Rain harvesting is done by collecting roof water. Harvested water is transferred to soak pits near bore well, thus water conservation is done.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Check dam construction:</b> There is AMATI River at the backside of college and to avoid soil erosion, we have developed barrier.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Efforts for carbon Neutrality:</b> As the college campus is in a tribal surrounding and away from the main road and industrial area, Carbon emission is not yet a problem. Under environment awareness program college has taken project "Tree plantation and Conservation" Thus college has contributed its efforts for carbon neutrality. Every year trees are planted on regular basis.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Hazardous waste management:</b> The college is avoiding generation of hazardous waste as much as possible. However, separate soak pit is constructed near chemistry laboratory to dispose the chemical wastes from the laboratories. Students and staff are encouraged to maintain plastic free campus.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Exhaust fans</b> are installed in the laboratories to exhaust the hazardous gases.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>E-waste management:</b> Institute is trying to reusing the electronic hardware parts as much as possible.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Tobacco smoking, chewing of panmasala, gutkha, alcohol</b> is prohibited in the college campus.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>The Department of Botany</b> of the college looks after the Botanical garden. The garden is watered regularly.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Students of Earn and learn Scheme</b> have active participation in maintaining the cleanliness of the campus.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>LPG</b> is used in chemistry department laboratory which is helpful for neutralization of carbon.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>The college</b> has established a LAN for office business which facilities paperless transition.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>The college</b> has made separate arrangements for vehicle parking.</li> </ul>

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

**BEST PRACTICE - I** 1. Title of the Practice: Conservation of Musical Instruments from Surgana Taluka. 2. Objectives of the Practice: a) Musical Instruments used

among tribal communities of Surgana are made from things which are naturally available. The first objective is to conserve and restore these musical instruments. b) At present very few people are aware about these instruments. Due to lack of awareness among young generation this fascinating art of playing music with ancient instruments is becoming outdated. So to create awareness about this ancient culture of musical instruments among youth is the second objective. 3. The Context: Surgana Taluka is a tribal region where most of the people are from Konkan tribe. Geographically this region is surrounded by valleys and mountain ranges of Sahyadri mountains dense forest area. Highest rainfall is recorded every year from Surgana region. This region is surrounded by full of natural beauty during the rainy season. The Konkans are the majority tribe among the tribals in this taluka followed by tribes like Hindu MahadevKoli, Warli, Harijan and Charan' communities living in harmony with each other. All these tribes celebrate many festivals during the year. They play music at every occasion. Musical instruments are very unique which are made from natural resources. A traditional music of unknown authorship, which is transmitted orally, is what one calls folk music. The origin of it is the beliefs and customs of ordinary people of a community. There are some musical instruments of these people, which represent all forms of the traditional songs of the community. Yatpagai, Duff, Dak, Madhal, Tarpa, Kathya, Dera, Kingari, Timki, Chitkora, Tur, Piri, Bana, Tipri. , Nagara, Ghangali, Kundudi, Pava, Ghungru, Tasha, Dholaki, Dholtuntunehe are the instruments used by the tribal people of this region. Tribal people sings and dance along with these instruments and celebrate the festivals of Dongarya Dev, Diwali, Holi, Akshay Tritiya, Bhaya, etc. Music is common practice one the occasion of the wedding ceremony. Songs or instruments are also played on the occasion of ones death. Thus music is unavoidable part of these communities. 4. The Practice: This Practice is run by the department of Marathi of our college. Various instruments from local communities are collected, restored and conserved in the department. Special awaarens is crated among students of the department about these instruments by assigning different projects to B.A. as well as M.A. students. Most of the students belong to tribal communities. But in this modern era and changing life culture, these students are forgetting the old traditional knowledge and cultural heritage of music. In the past, tribal people used to entertain themselves through musical instruments, but also used it as a means of survival or earning. They make money by selling these musical instruments, playing them on various occasions. In order to make these college students aware of this, they are given projects like project writing, interviews with musicians and instrumentalists. The college has purchased all these instruments and has kept them in the Marathi section. In the near future the college will provide training facility to play and prepare this instrument and preserve this cultural heritage in the form of musical instruments. 5. Evidences of success: Due to the availability of tribal musical instruments in the college, Student's enthusiastically writing research projects on it. Some students are getting training from local communities to play this instrument. In Surgana taluka, banjo is played at bandlagna. Many students are working in the local music bands where they are playing these traditional musical instruments. Through traditional musical instruments the traditional culture is preserve for the next generation. 6. Problems Encountered and Resources Required: Some of the above instruments are out of date. There is no knowledge about how to prepare them. Today, the banjo is not played in the band. There are some traditional musical instrument are available but we still don't know how to play them. Most of the instruments from the past were made from particular material which is not available now so now these instruments are being made from different materials. The college has preserved that old instrument as a historical treasure. 7. Notes (Optional): As Surgana is a tribal dominated taluka, all the students here want to learn musical instruments. This is rich cultural heritage of this region which can be prove

to be means of livelihood of many people from this region. The college is playing instrumental role in preserving, restoring and conserving the musical heritage of this region. BEST PRACTICE - II 1. Title of the Practice: Science Practical demonstration in the adopted Junior college. Collaboration with Adopted college for the effective implementation of practical work in our college Laboratory. 2. Objectives of the Practice : This Practice is run by the faculty of science. The aim of the practice is to share the laboratory resources with needy students of the adopted college. It also aims at reaching out to the places where it is difficult to create the infrastructure needed to conduct some to the science practicals. Through this practice we aim to develop scientific approach among students of this region and this best practice seems to fulfil partially the motto of the institute, "Bahujan Hitay, Bahujan Sukhay"

3. The Context: Establishing a well equipped science laboratory is a very expensive matter. It needs laboratory apparatus, chemicals, spacious rooms, electricity, refrigeration, trained staff along with a laboratory assistant to take care of the laboratory. It also requires safety measures in case of mishap. It is especially very difficult for Jr. College of tribal area to make such a large investment for well furnished laboratory. In this situation the students from the tribal areas are literally deprived from the experience of carrying out the scientific experiments in well equipped laboratory. They only learn these experiments theoretically through the books. The faculty of Science in our college has identified this need and provide them practical assistance in our institution laboratory. 4. The Practice: Our College has adopted one junior college from Surgana region. The college has set-up of Laboratory of all department's are well equipped with all advanced equipments. The teachers of the Science faculty contribute a lot in this respect. They conduct and teach the experiments and practical to the students of the adopted Jr. College. Teachers conduct practical demonstration for students of 11th and 12th std. They try to cover the practical prescribed in their Science practical syllabus. Students are given an opportunity to handle apparatus and they also can enjoy the practical performing experience in the college laboratory. 5. Evidences of success: Since last one year adopted college students are enjoying benefits of the laboratory. There is increase in passing percentage of the science student of junior college. At the same time the teacher's willingly contribute towards the success of the practice as they are very well aware of their sense of social responsibility. 6. Problems Encountered and Resources Required: Initially it was difficult to manage time table for this activity. But in the due course of the time we could do it. Now every year we are to training a new batch of the students.

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

<http://www.asccollegesurgana.com/downloads/igac/2019-20%20Best%20Practices.pdf>

### 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

The devotional motto of the institution is "Bahujan Hitay Bahujan Sukhay" so the institute always aspire to approaches the underprivileged section of the society. The college was established in 1992 for providing higher education for the tribal community who were socially and economically deprived. The college holds the distinction of being one of the pioneer institution providing higher education to the tribal students in the surrounding region. Educational improvement is a stepping-stone to economic and social development, and the handiest instrument for empowering the tribal. Our mission is to reach out and uplift the students of hilly tribal by giving them new directions, heights and ambitions through education and to impart quality and value based education to

the students. Objectives of the institute are as follows: • To increase the gross enrollment ratio of higher education. • To create health awareness through education. • To empower girl students through education to become morally, socially and economically independent. • To promote national integrity, equality and social justice among the students. • To confiscate language barrier from the tribal students. • To conserve customs and traditions of this tribal community. • To bring the tribal community into the main flow of society. • To empower tribal community in agriculture field through education.

• Academic and professional development of teachers and staff. - Extension activities include NSS, Sports and cultural activities. Our NSS unit has been one of the assets of the college, promoting the spirit of social service among the students. Institution has organized Awareness regarding Evils of dowry, Drug addiction, Anti superstition, Women empowerment, Self-help group, Right to information and Right to education was made among villagers through Street Play by our NSS volunteers. - Along with the conventional courses, college has simultaneously running the technical and skill-oriented courses to impart and enhance the self-employability of students through community college B.Voc. Programmes. The college has initiated B.Voc. programmes in Diploma in Beauty and wellness, Advance diploma in Hospitality Tourism, Diploma in Clinical Science Medical Lab Technology, Diploma in Banking Finance, Diploma in Analytical Chemistry Techniques for Pharmaceuticals and Dress Designing Tailoring. - The college also has centre for Yashwantrao Chavan Maharashtra Open University (YCMOU), Nashik, where students can enrol for distance education programmes like B.A. and B.Com. - The college has well equipped laboratories for all the programmes concerned. - Apart from academic excellence, the college also pays sincere attention to the physical, moral and cultural development of students. Students have shown outstanding performance in sports tournaments at state and national level - The faculties are well qualified with good research experience. Professional and academic development of teachers is always encouraged. Faculty members are encouraged to participate in an international, national conferences / seminars / workshops and present their research paper. Faculty members participate in short term courses, orientation programmes and other training programmes.

Provide the weblink of the institution

<http://www.asccollegesurgana.com/downloads/igac/Institutional%20Distinctiveness.pdf>

### **8.Future Plans of Actions for Next Academic Year**

Future plans of the institute are primarily aiming at scaling the intellectual environment of the institute. This includes aiming at inducting a better quality of students, faculty and intellectual output. All this will be helpful for the betterment of the local tribal community. • To start few more PG Courses. • Enhancing academic excellence. • Enhancing social compatibility of the students by giving better opportunity of social interaction through activities of NSS. • Enhancement of infrastructural facilities. • Imparting value based education among students. • Establishment of E-corner / ICT Cell: Students, teaching and non-teaching staff will be trained modern technologies of ICT, E-mail, Google classrooms, blog preparation etc. • Faculty encouragement for recognition and awards. • Student encouragement for research activities. • Increasing participation of sport students at national and international level. • Purchasing new instruments and equipments for laboratories. • Promoting experiential learning. • Organizing workshop on NET/SET examinations • Strengthening placement and competitive exam guidance cells. • To start certificate courses in Skill Development. • To motivate faculty members to acquire Ph D guide-ship • To acquire representation on Academic bodies of the Affiliating University. • To sign MOU with organisations and Institutions. • To register the existing Alumni Association.

