Mahatma Gandhi Vidyamandir's

Smt. Pushpatai Hiray Arts, Science & Commerce Mahila Mahavidyalaya, Malegaon Camp, Dist. Nashik

Annual Quality Assurance Report (2016-2017)

Submitted by

IQAC

Smt. Pushpatai Hiray Arts, Science & Commerce Mahila Mahavidyalaya, Malegaon Camp, Dist. Nashik, Maharashtra

Submitted to

National Assessment and Accreditation Council (NAAC)

Bangalore (India)

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2014to June 30, 2015)

	Part – A	
AQAR for the year	2016-17	
I. Details of the Institut	tion	
1.1 Name of the Institution	M.G. Vidyamandir's Smt. Pushpatai Hiray Arts, Science & Commerce Mahila Mahavidyalaya,	
1.2 Address Line 1	Loknete Vyankatrao Hiray Marg Malegaon , Camp	
Address Line 2	Taluka: Malegaon , District: Nashik	
City/Town	MALEGAON	
State	MAHARASHTRA	
Pin Code	423105	
Institution e-mail address	sphmcollege@gmail.com prinsphmcollege@gmail.com	
Contact Nos.	(02554) 250827; 253241	
Name of the Head of the Instit	tution: Dr. Ujjwala S. Deore	
Tel. No. with STD Code:	(02254) 250827	

Mobile:

Name of the IQAC Coordinator:

Mobile:

9011027604

Dr Bharathi S.Khairnar

9960651582

drkhairnarbharti@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879): MHCOGN10511- Smt. Pushpatai Hiray Arts, Science & Commerce Mahila Mahavidyalaya, Malegaon Camp

1.4 Website address: www.sphmcollege.com

Web-link of the AQAR: http://sphcollege.com/AQAR2014-2015

1.5 Accreditation Details

Sl. No.	Cyala	Grade	CGPA	Year of	Validity	
S1. NO.	Cycle	Grade	COFA	Accreditation	Period	
1	1 st Cycle	В		Jan- 2004		
2	2 nd Cycle	В	2.74	Feb- 2014	May-2019	
3	3 rd Cycle					
4	4 th Cycle					

1.6 Date of Establishment of IQAC: 15/04/2004

1.7 AQAR for the Year: 2016-17

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

i. AQAR 2010-11 (09/09/2011) ii. AQAR 2011-12 (28/09/2012) iii. AQAR 2013-14 (08/05/2013) iv. AQAR 2013-14 (18/09/2014) v. AQAR 2014-15 (05/09/2015) vi. AQAR 2015-16 (28/08/2016)

1.9 Institutional Status	
University	State V Central Deemed Private
Affiliated College	Yes V No
Constituent College	Yes No V
Autonomous college of UGC	Yes No V
Regulatory Agency approved Inst	itution Yes No V
(eg. AICTE, BCI, MCI, PCI, NCI)	
Type of Institution Co-education	on Men Women V
Urban	√ Rural Tribal
Financial Status Grant-in-	aid V UGC 2(f) V UGC 12B V
Grant-in-aid	d + Self Financing Totally Self-financing
1.10 Type of Faculty/ Programme	
Arts V Science	Commerce Law PEI (Phys. Edu.
TEI (Edu) Engineering	g Health Science Management
Others (Specify)	
1.11 Name of the Affiliating Univers	ity (for the Colleges) Savitribai Phule Pune University, Pune
1.12 Special status conferred by Cent	ral/ State Government UGC/CSIR/DST/DBT/ICMR etc.
Autonomy by State/Central	Govt. / University
University with Potential for	Excellence UGC-CPE
DST Star Scheme	UGC-CE
UGC-Special Assistance Pro	gramme Remedial Coaching DST-FIST

UGC-COP Programmes

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2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	02
2.4 No. of Management representatives	02
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and	01
Community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	01
2.9 Total No. of members	19
2.10 No. of IQAC meetings held	04
2.11 No. of meetings with various stakeholders:	No. 02 Faculty 06
Non-Teaching Staff Students 02	Alumni 02 Others 02
2.12 Has IQAC received any funding from UGC d	uring the year? Yes No
If yes, mention the amount	
	•

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 03 Intern	national - National 1 State 2 Institution Level	
(ii) Themes	Role of Music in Human Life Role of Environmental Chemistry in our Life Indian Languages, Culture and Traditions	

2.14 Significant Activities and contributions made by IQAC

- Motivation of students to participate in S.P Pune university zonal level Avishkar competition
- Facilitating sharing of resource and spreading smooth conduction of various students training programs
- Motivation towards research oriented activities
- Meeting with Alumni and parents
- Grievance redressal cell
- Career Guidance cell
- Internal audit conducted by IQAC
- Arrangement of national conference and state level seminars
- Women Empowerment cell

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To equip all departments with modern technological ICT tools	Partially achieved
 To motivate teachers for submitting research projects 	Partially achieved
 To procure additional books and Journals for central library 	• Achieved
 Planting more trees and aiming towards green campus 	• Achieved
 Organising more environmental awareness programs 	Achieved
 To encourage faculty to present papers at seminars and conference in India and abroad To encourage faculty to participate in faculty 	 Encouraged and partially achieved
development programs arranged by various central and state agencies	• Achieved
Construction of Multi-purpose Hall	Achieved
Construction of Lecture Halls and Laboratories	Under construction
To organize National conference and state level seminars	Achieved
Skill Development Programmes	• Achieved
• To implement Short Term Self-Financed Certificate Courses	• Achieved
To start Entrepreneurial Development Cell	Achieved
* Attach the Academic Calendar of the year as Annexure.	

2.16 Whether the AQAR was placed in statutory body Yes V	No
Management V Syndicate Any other body Provide the details of the action taken	
AQAR was approved by the management for submission to NAA	AC office

Part – B

Criterion - I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	03		03	
UG	15			
PG Diploma		-		
Advanced Diploma				
Diploma				
Certificate				
Others				06
Total	18			06
Interdisciplinary	01			
Innovative				

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

Pattern	Number of programmes
Semester	08
Trimester	
Annual	10

1.3 Feedback from stakeholders* (On all aspects)	Alumni	V Parents V Employers Students V				
Mode of feedback :	Online	✓ Manual ✓ Co-operating schools (for PEI) —				
*Please provide an analysis of the feedback in the Annexure						
1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.						
No revision / update of regu	lation or s	syllabi.				

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

No new department / center is introduced. However an extra non-grant division of F.Y

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	25	14	Nil	

2.2 No. of permanent faculty with Ph.D.

16

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

Asst. Associate		Professors		Others		Total			
Profes	sors	Professo	ors						
R	V	R	V	R	V	R	V	R	V
04	14							04	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

	-



2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	18	20
Presented papers	10	18	16
Resource Persons		01	11

- 2.6 Innovative processes adopted by the institution in Teaching and Learning:
 - Power point presentation, Access to e- books, conducting tutorials and tests, excursions and educational tours arranged for the direct exposure to techniques, field visits.
 - Modern ICT Tools, implementation of value added Short Term Self-Financed Certificate Courses, regular assessment through open book tests, group discussions, seminars for students.
 - Innovative writings through Wall-papers, Annual Magazine of the college.
 - Library provides E-resources to students and faculty.
 - Book Exhibitions are organized by Library.

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- 2.8 Examination/ Evaluation Reforms initiated by the Institution (For example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, and Online Multiple Choice Questions)
 - Introduction of the Credit and Semester/ Grading system for P.G programs.
 - Introduction of Bar code system to maintain the transparency in the assessment of answer papers.
 - Photocopy of the assessed answer books is issued to the students on demand.
 - Double evaluation of the answer paper on the demand of students.
- 2.9 No. of faculty members involved in curriculum
 Restructuring/revision/syllabus development
 as member of Board of Study/Faculty/Curriculum Development workshop

00	00	00

2.10 Average percentage of attendance of students

85-90%

2.11 Course/Programme wise

Distribution of pass percentage: (Final Year Students)

Title of the	Total no. of students	Division					
Programme	appeared	Distinction	I %	II %	III %	Total	Percentage
	аррешен	%				Pass	%
B.A	158	1.90	8.90	14.55	5.70	49	31.01
B.Com	48	2.08	18.75	6.25	00	13	27.08
B.Sc.	151	22.51	19.86	3.31	00	69	45.69
M.A	04	00	20	60	20	04	100%
Marathi							
M.A Hist.	15	40	53.33	00	00	14	93.33
M.A Music	Result is	00	00	00	00	00	000
	under						
	process						

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

- The prospective plans and policies for various activities has been derived by the IQAC and it has been proposed to various departments for the calendar year.
- The IQAC in consultation with the Principal holds formal and informal dialogues with the faculty members and frames the agenda to be carried out.
- The IQAC monitors the execution of activities proposed by it for various departments and reviews it annually.
- Comprehensive review of students' performance, efficient use of infrastructure facilities and academic activities is done.
- Soft skill development program is arranged for the final year students.
- Remedial coaching classes for SC/ST/OBC and minority students (first year Arts/Comm./Sci.) in the subjects of English, Mathematics, Statistics, Economics and Accountancy are held.
- Weekly lectures for the preparation of competitive examinations are arranged.
- Term wise teaching plans prepared by each concerned teacher are checked and implementation of the plan is verified by the concerned HOD.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programs	Number of faculty benefitted
Refresher courses	02
UGC - Faculty Improvement Programs	
HRD programs	
Orientation programs	
Faculty exchange programs	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	03	Nil	Nil
Technical Staff	00	Nil	Nil	Nil

Criterion - III

3. Research, Consultancy and Extension

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

The college has an Academic Research cell (ARC) which in collaboration with IQAC acts as support and enabling system for faculty to pursue their research career successfully along with teaching. The ARC comprise of research coordinators one from humanities and one from Com. and Sci. and few faculty who have an aptitude for research and those who can provide guidance for faculty to pursue research are selected as its members, The IQAC has helped the individual faculties in successfully completing International/National/State/RegionalSeminars/Conferences/Workshops/training programs and Symposia.

3.2 **Details** regarding major projects

	Completed	On going	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	On going	Sanctioned	Submitted
Number		03	03	01
Outlay in Rs. Lakhs		1082500	400000	125000

3.4 Details on research publications

3.5 Details on Impact factor of publications:

	International	National	Others
Peer Review Journals	04	01	
Non-Peer Review Journals			07
e-Journals		01	01
Conference proceedings	07	17	14

Pange	Average	h_index	Nos in SCOPIIS	

Range		Average	٧	h-index		Nos. in SCOPUS	
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3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2016-17	UGC	1082500 Rs	854500 Rs.
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2016-17	BCUD-SPPU	400000 Rs.	
Students research projects (other than compulsory by the University) "Avishkar")08, 05	2016-17	Institution	10,000 Rs	10,000 Rs
Any other(Specify) 1) General Development Grant	2016-17	UGC	340480 Rs.	340480 Rs.
2) Teacher Fellowship 2016-17	2016-17	SPPU	303803	303803Rs.
3) Quality Improvement	2016-17	SPPU	407742	407742
Total				1916525

1916525 RS

3.7 No. of books publishe	d i) With ISBN No.	C	hapters in Edited Books	07
3.8 No. of University Dep	ii) Without ISBN No			
	UGC-SAP	CAS	DST-FIST	
	DPE		DBT Scheme/funds	s
3.9 For colleges	Autonomy	CPE	DBT Star Scheme	
	INSPIRE	CE	Any Other (specify	r)

3.10 R	Revenue	generated t	hrough	consult	ancy								
3 11 1	No of co	onferences		Lev	el	Internation	al Na	itional	State	University	College		
3.111	NO. 01 C	Jinerences		Num			01	ttionai	02				
Or	ganized	by the Inst	itution		soring			CUD	BCUD				
	C	•		_	_			PU					
				agend	cies		SP	PU	SPPU				
3.12 N	3.12 No. of faculty served as experts, chairpersons or resource persons 08												
3.13 N	lo. of co	llaboration	S	Iı	nternatio	onal	Nation	nal -	-] .	Any other -			
										_			
3.14 N	lo. of lir	ikages crea	ted duri	ng this	year								
3.15 T	otal buc	lget for rese	earch for	r curren	t year ii	n lakhs :							
Fro	m Fund	ing agency	1492	:500	From	Managemen	t of Ur	niversit	y/College	_			
To	tal		1492	500									
3.161	No. of p	atents recei	ved this	vear	Type o	f Patent			Numbe	ar .			
	r			<i>y</i>	Nation		Appli	ed -	- Nullibe	:1			
					1 vacioni	ui	Grant		. <u>-</u>				
					Interna	tional	Appli		_				
							Grant		-				
					Comm	ercialised	Appli		-				
							Grant	ed -	· -				
		search awa stitute in th		ognition	s rece	eived by facul	ty and	researc	ch fellows	S			
	Total	Internatio	nal Na	ational	State	University	Dist.	Colle	ege				
	06	1	01		02	02	I	01					
3.18 No. of faculty from the Institution Who are Ph. D. Guides and students registered under them 28 3.19 No. of Ph.D. awarded by faculty from the Institution													
3.20 N	lo. of Re	esearch sch	olars rec	ceiving	the Fell	owships (Nev	wly en	rolled +	- existing	ones)			
		IRF		SRF		Project Fe	llows	01	Any of	ther			

3.21 No. of students Participated in N	ISS events: 200			
	University level	200	State level	
	National level		International level	
3.22 No. of students participated in N	NCC events: Nil			
	University level		State level	
	National level		International leve	1
3.23 No. of Awards won in NSS:	Nil			
	University level		State level	
	National level		International level	
3.24 No. of Awards won in NCC:	Nil			
	University level		State level	
	National level		International level	
3.25 No. of Extension activities organ	nized			
University forum	College forum	10		
NCC	NSS	50	Any other	10
3.26 Major Activities during the year	in the sphere of ex	tension a	activities and Institu	tional Social

- Responsibility
 - Police Raising Day- Participation In Cultural Programmes
 - Seven Day Residential Camp was organised at an adopted village near Dabhadi-Rokdoba.
 - Tree plantation and its nurturing was undertaken.
 - Rallies on female foeticides, road safety awareness and youth rallies were arranged.
 - Cleanliness campaigns and health awareness programs were arranged.
 - Women empowerment programs were arranged.
 - Blood Donation Camp arranged for students.
 - Observation of Yoga Day on 21st June.
 - Workshop on Women's sexual harassment at workplace was arranged.
 - Lecture series for Seiner Citizens of Malegaon City was arranged.
 - Felicitation function of Mother's and Widows of Soldiers was organised.
 - Voter's enrolment Camps were organised.
 - Oath taking Ceremony of Pledge in preamble of India for the better services of Nation.
 - Rally on Clean India and Healthy India.

- Celebration of Global Hand wash Day.
- Rally on International Aids Eradication Day.
- Student's participation in a three day University level Workshop on Friendship with Nature and Value Education.
- Awareness Programme Eradication of Plastic Garbage.
- Celebration of Hindi Divas on the Day of National Language Hindi.
- Celebration of International Literacy week.
- Celebration of Ozone Day and Global Warming and Environmental Protection.
- Lecture Series organised on Road Security, Vehicle Licence, Traffic rules and Accident free India.

Criterion - IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.5 acres			3.5 acres
Class rooms	15			15
Laboratories	07	00		07
Seminar Halls	01	00		01
No. of important equipment's	35 computer,	10 computers,	college	45
purchased (≥ 1-0 lakh) during the current year.	2watercoolers	3 water coolers.		05
Value of the equipment purchased		150000	college	1,50,000Rs
during the year (Rs. in Lakhs)		Rs		
Others				

4.2 Computerization of administration and library

• All financial activities, admission process and examination process are computerized.

4.3 Library services:

	Existing	g 2015-16	Newly	added	То	tal	
	No. Value		No. Value		No.	Value	
Text Books	7200	511202	98	14855/-	7257	526057	
Reference Books	9407	2678574	425	272085/-	9832	2950659	
e-Books	INFLIB		INFLIB			5750	
	NET		NET				
Journals	46	17245/-	56	23320	102	40565	
e-Journals	INFLIB		INFLIB				
	NET		NET				
Digital Database							
CD & Video	160 3				160	31396	
Others (specify)	60				60		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	35	01	17	09	01	01	15	00
Added	10	00	02	00	00	00	00	00
Total	45	01	19	09	01	01	15	00

- 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.
 - The college has maximized the usage of ICT in most of its functional units involved in teaching, learning, administration and governance. Computer literacy and information communication technology (ICT) has been an integral part of almost all the departments. Computers with internet facility have been made available in all departments and library as recommended by NAAC. Few departments have been equipped with fixed and portable LCD projectors for effective dissemination of curriculum. Special collection of Manuscripts is maintained in Library. Electronic surveillance system CCTV is provided in Principal's Office, Office Library and Exam Department.

4.6 Amount spent on maintenance in lakhs:	
i) ICT	
ii) Campus Infrastructure and facilities	

iii) Equipments		
iv) Others		
	Total:	Nil

Criterion - V

5. Student Support and Progression

- 5.1 Contribution of IQAC in enhancing awareness about Student Support Services
 - The students' progression towards higher level of education and employments is the priority of the institution. The college tracks this progress through career and guidance cell and individual department. To achieve this we have:- 1)college website 2) College prospectus 3) Notice board 4) Parent- teachers meeting 5) Communication with students representative by IQAC. 6) Alumni meeting 7) Stake holders meeting. 8) Collaboration with NGO's. 9) Effective Entrepreneurial Development Cell
- 5.2 Efforts made by the institution for tracking the progression

The attempts made by the institution for tracking the progression of the students

- Free of cost computer with internet access made available.
- Students are guided to participate in the Avishkar research festival and other outdoor competitions.
- Remedial coaching is provided to SC/ST/OBC and minority students.
- Students are guided for participation in state and National level debate competitions.
- Visits to various industries and educational tours are arranged.
- Formal and informal communication with alumni.
- Record of LC/TC/ Migration is maintained.
- Provision of Modern ICT Tools.
- 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1190	46	Nil	Nil

(b) No. of students outside the state

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(c) No. of international students

	No	%		No	%
Men			Women		

Last Year (2015-16)						Т	his Y	ear(201	6-17)		
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
315	116	48	572	00	1182	476	119	49	592	00	1236

Demand ratio 1:1 Dropout 9.5 %

- 5.4 Details of student support mechanism for coaching for competitive examinations (If any)
 - Extra consultation time is allotted for students by concerned teachers.
 - Counselling of students by experts.
 - Campus interviews in bank recruitment programs is arranged.
 - Nirbhay kanya abhiyan (Special Guidance to girl students for self-protection) is arranged.
 - News paper clips of Advertisements I various sections are displayed on notice board.
 - Students are encouraged to appear for various Competitive Exams in which they secure some prices.

No. of students	benefic	iaries		200						
5.5 No. of students qualified in these examinations										
NET		SET/SLET		G/	ATE [CAT			
IAS/IPS etc.		State PSC		U	PSC [Others			

- 5.6 Details of student counseling and career guidance
 - Established competitive examination cell and counselling centre (Department of Psychology)
 - Two lectures per week are arranged on career guidance for the students.
 - Counselling centre provides personal counselling, marital counselling, educational counselling, child development counselling etc.
 - Counselling on Career Guidance.

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5.7 Details of campus placement: Nil

	Off Campus		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			55

5.8 Details of gender sensitization programmes

- Road show on female foeticide.
- Health awareness and female nutrition programme.
- Nirbhay kanya (self defence) campaign.
- Any issues related to girl students are immediately addressed by the women's cell and college management.
- Inspirational Lectures were organised.
- Workshop on Women's sexual harassment at workplace is organised.

5.9 Students Activities

5.9.1	No. of students participated	d in Sports	s, Games and oth	er events		
	State/ University level	09	National level	01	International level	
	No. of students particip	ated in cu	ltural events			
	State/ University level		National level		International level	
5.9.2	No. of medals /awards	won by stu	idents in Sports,	Games and	d other events	
Spor	ts: State/ University level		National level	01	International level	
Cult	ural: State/ University level		National level		International level	

5.10 Scholarships and Financial Support

	Number of Students	Amount			
Financial support from institution	Nil	Nil			
Financial support from government (Scholarship + free ship)	694	3427245 Rs			
Financial support from other sources (University)	68	598000 Rs			
Number of students who received International/ National recognitions	Nil	Nil			

5.11 Student organized / initiative	S				
Fairs : State/ University level		National level		International level	
Exhibition: State/ University level		National level		International level	
5.12 No. of social initiatives under	rtaken by	the students	10		

5.13 Major grievances of students (if any) redressed: Students Grievance against the watchman on the main gate of the gate was received. Proper action was taken against the watchman by the authority. Some complaints about the sports equipment where received and they were made available. A complaint against library was received and proper solution was given.

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision statement

"To impart quality education for the all-round development of the women through excellence in knowledge, value education, and to make girl students globally competent and empowered"

Mission Statement

"To impart educational facilities to the women and to conduct welfare schemes for Tribal, Economically and Especially backward students."

6.2 Does the Institution has a management Information System

1. Administrative procedure

- a. Daily rough cash book ,personally checked by accountant and principal
- b. Pre-planned administrative feedback meeting
- c. IQAC, LMC and governing council meetings for feedback and decision making
- d. Periodic meetings of various committees and decision making there on.
- e. Departmental meeting on syllabus and feedback correction

2. Student Admission

- a. Daily day end reports on admission status
- b. Parents meeting twice in a year.

3. Students' record

- a. Query based software used for maintaining students' record.
- b. Monthly attendance record.
- c. Record of fees in installments and its recovery.

4. Evaluation and Examination procedure

- a. Existence of full-fledged examination committee and updated maintenance of concerned records.
- b. Periodic meetings of examination committee.
- c. In house central assessment program for quick feedback on evaluation.
- d. Moderation of papers at the border cases before declaration of results.

5. Research committee

a. Active research committee for related administration and decision making.

6. UGC Plan committee

a. A committee is formed to look after the submission of proposal and proper utilization of UGC funds obtained under development and other schemes.

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

6.3.1 Curriculum Development

As the college is affiliated to University of Pune, BOS develop the curriculum besides

- Few faculty members have been working as BOS member.
- Faculty is actively participating in syllabus structuring & revision workshops.
- Regular feedbacks on curriculum development.

6.3.2 Teaching and Learning

- Preparing academic calendar.
- Submitting and following teaching plan.
- Guest lectures and seminars are arranged.
- Use of internet for teaching purpose and lectures by using ICT.
- Conducting unit tests, group discussions, home assignments, projects on real life data.
- Outdoor learning through educational trips, visits, excursions etc.
- Motivating students for research activities.
- Monitoring teaching process by IQAC
- Students feedback

6.3.3 Examination and Evaluation

- Centralized term end exam at institutional level.
- Centralized CAP and cross examination for assessment work.
- Revaluation facility and provision of Xerox copies of answer sheets.
- Internal credit tests for science faculty at each semester.
- Credit and choice based system for PG Courses.

6.3.4 Research and Development

- Established research committee for inculcating research culture.
- Motivating teachers to submit major and minor projects of BCUD and UGC.
- Guiding staff for improving API through participation in conference, seminar
- Encourage students for participating in Avishkar research activities.
- Encouraged faculty to acquire M. Phil and Ph.D.
- Supporting faculty with study leaves, allowances.
- Improving library and laboratory facilities for research.
- Publishing Research Papers in UGC approved Journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Most of the functioning of the central library is done with the help of Modern software. OPAC service is used for searching the books.
- The college has its own canteen providing food at subsidized rate.
- Reading room facility for library.
- Improved ICT learning resources.
- Each science department is provided computer facility with internet.
- Provision of vehicle parking and better toilet facility.
- Better sports facility with a lady instructor
- Separate music department with good infrastructure.

6.3.6 Human Resource Management

- A student being a prime human resource, the college strives to develop this resource through variety of activities like, N.S.S., social and cultural activities, gymkhana activities, soft skill development programs etc.
- Parents meeting
- Alumni
- Computer literacy for non-teaching staff.
- Development of teaching staff through refresher course, orientation course and workshop etc.
- Study leaves under UGC's faculty development program
- Arts, Commerce, Science association.
- Student Welfare Scheme, Earn while Learn Scheme.

6.3.7 Faculty and Staff recruitment

The recruitment of the faculty and non-teaching staff is done on the basis of type of post created, strictly by following the rules and regulation laid down by the state government, University and UGC etc.

6.3.8 Industry Interaction / Collaboration

- Industrial visits are planned.
- Industrialists are invited to deliver lectures.
- Students are motivated to undertake research project based on industry

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- UG students are admitted as per the merit list.
- PG students are admitted on first come first serve basis.
- Admission process is computerized and online.
- Counseling of students for proper subject and career selection is done.

6.4 Welfare schemes for: to maintain the healthy relation and atmosphere in the college following facilities are made available for the teaching staff, non-teaching staff and students.

Teaching	Staff annual gathering celebration
	Assistance to avail loan facility through MSG Staff Credit Society.
Non-teaching	Uniforms and other safety gadgets
Students	Free of cost computer and internet facility
	Admission fees in installments
	Financial aid through students welfare schemes
	Facility of Earn while you Learn scheme

6.5 Total corpus	fund	generated
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Nil

6.6 Whether annual financial audit has been done

Yes V No

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

Audit Type	Ex	ternal	Internal					
	Yes/No	Agency	Yes/No	Authority				
Academic	No	No	Yes	Principal				
Administrative	No	No	Yes	IQAC				

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For UG Programmes Yes No $\sqrt{}$

For PG Programmes Yes No V

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

- The University of Pune has introduced credit based semester and grading system since 2011-12. Our college has implemented the system proactively. Bar code system is also introduced from the academic year 2013-14
- The management has introduced centralized term end exam at F.Y.B.A/B.Com/S.YB.Com/T.Y B.A/B.com

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

The university has recently introduced options for acquiring autonomous status for CPE ranked colleges.

6.11 Activities and support from the Alumni Association

The past students of the college working in the diverse fields and major part of the alumni are house wives. They attend alumni meets regularly. The alumni is going to be registered and some funds are received.

6.12 Activities and support from the Parent – Teacher Association

The college has introduced the concept 'parent- teacher'. A committee is formed to conduct their meets and convey the quality aspects to them like

- Attendance of students,
- Discipline in the campus,
- Academic results,
- Facilities available in the campus,
- Co-curricular and extra -curricular activities

6.13 Development programmes for support staff

The support staffs play an important role in the development of the institution taking into consideration their health and creation following activities have been introduced,

- Time bound allotted duties.
- Support of out- door sports participation.
- Participation in training programmes

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

The solid waste is disposed of properly. The college has botanical garden having lush of plants, and grass. Energy conservation through awareness and bicycle day once in a week. Drainage lines are covered. This makes the institution eco-friendly.

Criterion - VII

7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.
 - Earn and learn scheme
 - Nirbhay kanya abhiyan (self defence)
 - Internal academic audit conducted by IQAC
 - Botanical garden with medicinal plants
 - Counseling center for girls
 - Entrepreneurial Development Cell
 - Self-Financed Short Term Certificate Courses
- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
 - Guidance on SWOT analysis = Principal of the college provides guidance to staff
 - Internal Academic Audit=carried out as per the plan
 - To start certificate courses= * college has started some short term courses for girls, like stitching, rangoli, hand craft, communication skills and translation skill, etc.
 - Enhancing participation in Avishkar Research Festival-2016
 - = participated 15 research projects in Avishkar Research Festival -2016.
 - Frequent updating of college website as a tool of ICT.
 - = Regular notices, teachers profile are uploaded.
 - Enhancing participation of students in various Debate, Elocution and Cultural Competition.
 - 04 students from economics and chemistry department participated in zonal level Avishkar Competition.
- 7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

Annexure-III & IV

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

7.4 Contribution to environmental awareness / protection

Every year college organizes tree plantation programs in the college campus and the adopted village at Rokdoba during N.S.S. Camp. The department of Botany looks after the botanical garden in the college campus. The college faculty makes the people aware of the role of trees in the survival of the living things, during the N.S.S camp and else- where. The trees in the college campus are counted and the name plates are tucked on it. The college conducts green audit. Two supervisors look after the campus.

The college observes no vehicle day. Earn while you learn division of the college maintain the cleanliness of the campus. The department of Zoology launched vermiculture project for solid waste management. The S. P. Pune University, Pune has started compulsory Environmental Awareness Course for S.Y.B.A/B.Com/B.Sc. students

7.5 Whether environmental audit was conducted?	Yes	٧	No	
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7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:

- Significant student support activities and related cultural activities
- Motivating research activities.
- ➤ Remedial coaching classes for SC, ST, OBC, and Minority students.
- ➤ The first college under University of Pune jurisdiction offering Music at UG level and the only college to offer education in Music at PG level.
- > Students are active in extra-curricular activities.
- ➤ Only centre of PG Course in Music in the whole region of S.P.Pune University, Pune.
- Community Radio Service.

Weaknesses:

- Less flexibility in career options.
- Non-grant P.G course.
- Students with low merits from regional medium.
- ➤ Poor communication skills in students.

Opportunities:

- Full Automation of library.
- More number of minor/ Major research projects.
- Subscription to more journals.
- Training for faculty and non-teaching staff.
- Increase in number of publication of paper in good journals.

Challenges:

- To attract meritorious students.
- Winning participation in international and national level events.
- To increase the number of university rankers.

8. Plans of institution for next year

- To organize community development programs
- To procure additional books and journals for central library.
- To plant more trees to aim towards green campus.
- To organize gender sensitization programs.
- To start P.G courses.
- To establish English Language Lab.
- To implement some new environmental awareness programs.
- To organize National /International Conferences/Seminars.
- To arrange campus beautification programs.
- To start certificate course and diploma courses in various subjects.
- To construct more classroom and Laboratories for increased number of students.
- To encourage teachers to publish research papers and participate in Seminar and Conferences.

Name: Dr Bharati S. Khairnar	Name:	Dr. Smt.	Ujjwala Shivaji Deore
Signature of the Coordinator, IQA	 C	Sig	nature of the Chairperson, IQAC

Annexure I

Mahatma Gandhi Vidyamandir's Smt. Pushpatai Hiray Arts, Science & Commerce Mahila Mahavidyalaya, Malegaon Camp, Dist. Nashik

ACADEMIC CALENDER 2016-2017

JUNE

- 15th June -Institution Flag Hoisting ,Opening meeting with Principal
- 15th June to 30th June Admission Process
- 21st June- International Yoga day celebration
- 26th June- Celebration of Anti Drug and Anti Addiction day
- Time Table Preparation
- Distribution work load & Planning
- Departmental meeting with Principal
- Display and Distribution of FYBA/B.Com/B.Sc. Annual Exam Result
- Meeting about plantation in the campus.
- Preparation of Result Summary of the previous year.
- With Principal HOD meeting every Friday
- Swachhata Abhiyan
- Department weekly report writing and weekly meeting with Principal

JULY

- Plantation week Celebration from 1st July to 7th July
- Admission Process till 15th July SY/TY/BA/B.com/B.sc
- 15th July to 31st July process of P. G. Admission
- 3rd July observation of Loknete Vyankatraoji Hiray Death Anniversary
- 11th July World Population Day
- 16th to 20th July principal Address
- -Arts, Science, Commerce Faculty
- 26th July Rajashri Shahu Maharaj Birth Anniversary
- Social Justice Day
- 31st July Munshi Premchandra Birth Anniversary
- Plantation of Medicinal Plants in the Botanical Garden by Department of Botany
- Filling up Examination Forms of October/Nov.
- Display and Distribution of SY/TYBA/B.Com./B.Sc. & MA Result
- Principal meeting with HODs, Every Friday weekly report are submitted by all HODs.
- Remedial Coaching Classes on each Sunday/Holiday.
- Fresher's welcome at Spl Level by Respective students
- Plantation of Various Plants in the Campus.
- Practice and Various matches

AUGUST

Preparation of AQAR by IQAC committee

- 1st August Birth Anniversary of Lokmanya Tilak and Annabhu sathe
- Birth day Celebration Dr. Apoorva Bhau Hiray (MLA MLC) (Co-ordinatar of Mahatma Gandhi Vidyamandir)
- 7th Aug Ravindranath Tagore Smurtidin
- 9th Aug Krantidin
- 15th to 24th Aug Parents and Alumni Meeting
- 15th Aug Celebration of Independence Day
- NSS Activities, Tree Plantation, NSS Volunteer Registration
- Inauguration of Completive Exam Cell
- Filling up Examination Forms of OCT/NOV
- Inauguration of counseling Cell
- Display of Notice for Avishkar for student and Faculty
- Meeting with staff for preparation of Major/Minor research project.
- Organization of Appoorva sur Malhar programme on the Occasion of Appoorvabhau Hiray Birth Day
- Cleaning of College Campus by Botany Students, NSS and Earn and Learn students.
- Sports practice and various matches participate and organization
- PG Regular Assessments (as per Credit System)
- Elections of Students Council & UR
- 29th Aug celebrations of Sports Day
- Weekly Meeting and Dept. Weekly report Submitted to Principal.

SEPTEMBER

- Submission of AQAR to NAAC office, Bangalore by IQAC
- 5th Sept- Birth anniversary of Dr. Radhakrushnan and Teachers Day
- 8th Sept- World Literacy Day
- 14th Sept- Hindi Day Celebration
- 1st week Inauguration of Science Association
- Inauguration of Social Science Association
- 16th Sept- Ozone Day Celebration
- 3rd week- Inaugurations of staff Academy
- Preparation of Internal Exam of Science Faculty
- 4th week- Celebration of NSS week & organization of Health Check-up Camp
- 27th Sept- Tourism Day
- Regular Activities of NSS and Earn and Learn scheme
- Death Anniversary of Pandit Bhatkhande & Birth Anniversary of Pandit Vishnu Digambar Paluskar
- Principals weekly meet with HODs & Dept. weekly report Submission.
- Medical Check-up of First year students (FYBA/B.com/.B.sc)
- Organization of Competitive Examination lecture
- s on each Wednesday & Saturday
- Cleaning and watering to plant.
- Sports practice and Various matches
- Supplementary Exam- FY/SY/TY BA/B.com
- Notification of College Magazine "Apoorva Sampada"

OCTOBER

- 2nd Oct- Mahatma Gandhi Jayanti & Lal Bahadur Shastri jayanti
- Celebration of International Peace Day
- Practical Examination of Backlog students of Science Faculty
- Celebration of Mental Health week by Dept. of Psychology
- 15th Oct- World Blind Day
- 16th Oct- World Food Day
- 21st Oct- Cultural programme on the occasion of General Secretary Hon. Prashantdada Hiray's Birthday
- Staff meeting regarding University Exam, FY/SY/TY BA/B.com/B.Sc & MA
- Preparation of Avishkar research projects by the students.
- Guest Lecturer by staff Academy
- Guest Lecture by Social Science
- Principal Meeting with HODs and Dept weekly report submission
- Organization of Lecture on Competitive Exam at each Wednesday and Saturday.
- Question Paper Setting of Term End Exam
- Regular Activity of NSS and Earn and Learn scheme
- Protion completion report submission
- Term End Meeting
- Sports practice and Various matches
- University Exams ST/TY BA/B.com/B.Sc and PG level
- Supplementary Term End Exam FY/SY/TY BA/B.com

NOVEMBER-

- 6th Nov- Death Anniversary of Karmveer Bhausaheb Hiray
- 26th Nov- Reopening of Second Term Flag Hoisting
- 28th Nov Mahatma Jyotiba Phule Smrutidin
- Principal Meeting with HODs & Dept weekly report submission
- Diwali Vacations
- Sports practice and Various matches
- University Exam Oct/Nov SY/TY/BA/B.com/B.Sc/MA

DECEMBER

- 1st week- Term End Examination FY/SY/TY BA/B.com
- 1st Dec- Celebration of World AIDS Day
- 6th Dec- Dr. Babasaheb Ambedkar Mahaparinirvan Din
- 10th Dec- Celebration of Human Rights Day
- 3rd week Soft Skill Development programme (10 Days Workshop)
- Audit of Examination Remuneration
- 4th week NSS 7 Days Special Winter Camp
- 4th week- Study Tours and visit to Industries
- 4th week Extra Mural Activities & Adult Education programme
- 30th Dec- Birth Anniversary of Late Renuka Aaji Hiray
- 24th Dec- Indian Consumer Day Celebration
- Nirbhay kanya Abhiyan
- Notification by Earn & Learn Scheme for the Scholarship of Economically Backward students and Savitribai Phule Scholarship
- 25th Dec- Christmas (x Mas) Celebration
- Assessment of Term End BA/B.com Exam
- Regular Activities of NSS and Earn and Learn programme
- Participation in Avishkar Zonal Level and University Level Competition.
- Sports practice and Various matches
- Principal meeting with HODs and Dept weekly report submission

JANUARY

- 3rd Jan- Savitribai Phule Jayanti
- 1st week CHEMIAD Exam Madhava Competition
- Statistics Quiz
- Distribution / Display of Oct/Nov Exam Result
- Rashtriya Yuva Saptah (National Youth Week) on the Occasion of Swami Vivekanand Jayanti.
- 6th Jan- Journalist Day
- 14th Jan- Geography Day
- Filling up Annual Exam Form held in March/ April
- Preparation for state / National Level Debate Competition organization at M.S.G. Collage & LVH Collage Nasik
- Organization of Lecture on Competitive Exam on each Wednesday & Saturday
- 26th Jan- Flag Hosting _ Independence Day
- Sports practice and various matches
- Principals meeting with HODs and Dept Weekly report submission

FEBRUARY

- Organization of National level Seminar
- 16th Feb- Death Anniversary of Maharaja Sayajirao Gaikawad
- 10th Feb- Celebration of Foundation Day of Savitribai Phule Pune University of Pune
- 17th Feb- Death Anniversary of Smt. Renukabai Hiray
- Last week- Celebration of various Days & competition
- Competitions Rangoli, Mehendi, Pak kala(Cookeries) ,Flower Arrangement, Science Exhibition ,Essay Writing , Various Quiz, Science Day
- Cultural Programme & Prize Distribution
- Preparation of Term End Result 27th Feb Marathi Rajbhasha Din (World Marathi Day)
- Organization of Lecture for Competitive Exam Call on each Wednesday & Saturday
- NSS Regular Activities
- Preparation of Practical Examination
- 28th Feb- National Science Day
- Annual Gathering
- Principal Meeting with HODs and Dept. weekly report submission

MARCH

- 1st March- Karmaveer Bhausaheb Hiray Jayanti
- "1st March to 3rd March"- 3 days Lecture series organized by Sanstha Near Bhausaheb Hiray Samadhi.
- Competitive Exam Guidance
- Practical Examination of B.A/B.com/B.Sc
- Oral Examination of Dept of English, Marathi & Hindi
- 8th March- World Women Day
- 10th March Savitribai Phule Smrutidin
- 11th March- Maharaja Sayajirao Gaijkawad Jayanti
- Dead stock Checking of all department
- 15th March World Consumer Day
- Syllabus Completion report submission,
- Collage Audit submission of expenditure
- 4th week- University Annual Examination
- Exam Preparation, Examination Meeting
- Environmental Awareness- Project, Report submission
- Annual Exam- Environmental Awareness SY BA/B.com/B.Sc.

APRIL

- Meeting with Principal about University Exam Answer sheet Assessment
- First week- Assessment of FY BA/B.com/University Exam Paper
- University Exam SY/TY BA/B.Sc./MA
- Preparation of Development Report
- Publication of "Apoorva Sampada" College Magazine
- Preparation of Booklist to be ordered in Next Year
- Filling of "self-Appraisal form"
- Students Feedback on Courses Taught.
- Preparation of college prospectus for the next year.

Annexure-II

Feed Analysis

- Feedback on teaching has been a routine practice of IQAC. The feedback is taken for all undergraduate and post graduate programmes conducted in the college. The feedback is taken once in a year for all programmes
- The various parameters which teaching is assessed are: Communication skills, quality of teaching, subject knowledge, content and method of delivery, resourcefulness and readiness of teacher and accessibility and availability of teachers in College/ Department
- The students are asked to grade teachers on a scale of "A" to "D" where A being excellent and D being average. Apart from this the students also have to marks / assess the curriculum/ syllabus.
- A detailed timetable for execution or this programme is prepared by the IQAC. A circular is issued by IQAC detailing out the procedure on how and when to conduct the feedback.
- The feedback received by the IQAC is then assessed and analysed
- The results are discussed with the principal. Wherever improvement is needed, an interaction meeting is organized along with the teachers and Head of the Departments to discuss the feedback to seek improvement in teaching. Efforts taken by teachers to enhance the quality of their teaching are also appreciated
- The analysis of feedback for the year 2016-2017 revealed that some teachers have poor communication skills. Suggestions and recommendations were given to the teachers in the interaction meeting.
- However the overall efforts made on teaching in classroom and method and content of deliverables have been appreciated by the students

Best Practices-1

Annexures-III

Title: Propogation of Learner Oriented Thinking

Goal-

- To provide several opportunities to students which facilitate learning of life skills
- To promote independent thinking and learning abilities among girls students

The context-

The annual cultural events, the annual musical festival, the annual sports events and various departmental festivals provide a platform for students to bring out their leadership and managerial skills and other hidden talents. Students are actively involved in advertising, obtaining sponsorship and organizing the events on large scale. This enhances their interpersonal and communication skills. They also learn to deal with group hostilities, denials, failures and criticism with a positive attitude, students through departmental associations organize various co-curricular activities such as seminars, workshops, exhibitions and various competitions like posters, projects, essay, poetry reciting, elocution and debate. This gives them an opportunity to share their knowledge and experience with peer, faculty, develops leadership qualities and enhances their potential in respective subject areas. Annual science exhibition and project competitions help students to develop innovative thinking. Floral decoration, hairstyle ,mehendi, cookery competitions, singing and dancing competitions arranged on the occasion of annual social gathering provide them a platform to come out with their innovative practices and hidden talents.

The Practice:-

The college provides several opportunities to students which facilitate learning of life skills. The annual cultural events sports events including departmental festivals are organized entirely by the students. These festivals provide a platform for students to bring out their leadership and managerial skills and other hidden talents students are the annual culture events the annual musical festival provide a platform for students to bring out their leadership and managerial skills and other hidden talents. Students are actively involved in advertising, obtaining sponsorship and organizing the events on large scale. This enhances their interpersonal and communication skills. They also learn to deal with group hostilities, denials, failures and criticism with a positive attitude students through departmental associations organize various cocurricular activities such as seminars, workshops, exhibitions and various competitions like posters, projects, essay, poetry reciting elocution and debate. This gives them an opportunity to share their knowledge and experience with peer, faculty, develops leadership qualities and enhances their potential in respective subject areas. Annual science exhibition and project competitions help students to develop innovative thinking. Floral decoration, hairstyle ,mehendi, cookery competitions, singing and dancing competitions arrange on the occasion of annual social gathering preform vide them a platform to come out with their innovative practices and hidden talents

Evidence of success:-

The success is seen in the form of science projects, poster presentation, singing and dancing abilities of the students which are demonstrable and appreciated by all the stakeholders. There are activities conducted by every Arts department which is very specific to their subjects. This also provides multifaceted composition of student's community of our college which includes the students from, Malegaon city and the nearby rural set up. Focus is also on the creation of generation of sensitive and compassionate human beings who are socially responsible and culturally well developed. Many students get motivation through these programs and participate in social outreach programs where they reside and work with the underprivileged sections of society.

Problems Encountered and Resources Required:-

The problem encountered is related to financial assistance to certain extent. The college provides financial support for this activity, as there is separate provision made in the annual budget and some activities are supported by well-wishers.

Best practices-2

- Involvement of the teachers and principle association for timely and qualitative improvement of the courses
- Publication of the annual magazine of the college with innovative themes and ideas
- Clean campus: Awareness and action components
- Regular interaction with the senior administrative officials of the university
- Co-operation received from all academic and administrative department on sustainable basis
- More emphasis on transaction of knowledge in frontier areas of research and pedagogy
- Motivate the students to think act and try to solve problems on case by case
- Low unit cost