

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ▶ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

Bharati Vidyapeeth's Dr. Patangrao Kadam Mahavidyalaya, Sangli

1.2 Address Line 1

Bharati Vidyapeeth's Dr. Patangrao Kadam Mahavidyalaya,

Address Line 2

Sangliwadi, Sangli

City/Town

Sangli

State

Maharashtra

Pin Code

416416

Institution e-mail address

bvpkc_sangli@yahoo.co.in

Contact Nos.

Office: 02332535993, 02332535229

Name of the Head of the Institution:

Principal Dr. D. G. Kanase

Tel. No. with STD Code:

02332535993

Mobile:

+919822845334

Name of the IQAC Co-ordinator:

**Dr. Mrs. Jaya Vikas
Kurhekar**

Mobile:

+919423869169

IQAC e-mail address:

bvpkc_sangli@yahoo.co.in

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

NAAC Executive Committee no. and date: **EC/62/RAR/028**

1.4 Website address:

www.dpkmsangli.bharativedyapeeth.edu

Web-link of the AQAR:

dpkmsangli.bharativedyapeeth.edu/DPKMIQAC/Review

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	85-90	Jan 8th, 2004	5 years
2	2nd Cycle	A	3.14	Jan 5th, 2013	5 years
3	3rd Cycle	-	-	2018	-
4	4th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

Jan 4th, 2004

1.7 AQAR for the year (for example 2010-11)

2014-2015

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

- i. AQAR : 2012-13 on **25th July 2016**
- ii. AQAR: 2013-14 on **26th July 2016**
- iii. AQAR: 2014-15 on **27th July 2016**

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Science

1.11 Name of the Affiliating University (for the Colleges)

Shivaji University, Kolhapur

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="x"/>		
University with Potential for Excellence	<input type="text" value="x"/>	UGC-CPE	<input type="text" value="x"/>
DST Star Scheme	<input type="text" value="x"/>	UGC-CE	<input type="text" value="x"/>
UGC-Special Assistance Programme	<input type="text" value="x"/>	DST-FIST	<input type="text" value="x"/>
UGC-Innovative PG programmes	<input type="text" value="x"/>	Any other (<i>Specify</i>)	Eight career Oriented Courses and M.Sc. Analytical Chemistry
UGC-COP Programmes	<input type="text" value="x"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers

**6,
Dr Mrs J V Kurhekar,
Mr. Sanjay Thigale,
Mr Prakash Gaikwad,
Mr. T R Sawant,
Dr. Amit Supale,
Mr. Prakash Kumbhar**

2.2 No. of Administrative/Technical staff

1, Mr. Amol Wande

2.3 No. of students

UR and CR

2.4 No. of Management representatives

2, Dr. H. M. Kadam; Mr. Mohanrao S. Kadam

2.5 No. of Alumni

2, Dhanwade G. S., DSO, Sangli; Dr. Jaypal Chougule,

2.6 No. of any other stakeholder and community representatives

2, Mr. Dinkar Patil, Mahadevi Keripale

2.7 No. of Employers/ Industrialists

1, Infosys, Mr. Mhatugade Sarjerav

2.8 No. of other External Experts

2, Dr. S. F. Patil, Dr, Uttamrao Bhoite

2.9 Total No. of members

18

2.10 No. of IQAC meetings held

Seven; July, August, September, October, December,
January, February

2.11 No. of meetings with various stakeholders:

No. **2, two**

Faculty

7, seven

Non-Teaching Staff

**2,
two**

Students

**2,
two**

Alumni

Others

-

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

-

√

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

3

International

-

National

1

State

1

Institution Level

1

(ii) Themes

- 1) Workshop on NET SET examination preparation in Chemistry**
- 2) University level conference in Hindi**
- 3) State level conference in Economics**

2.14 Significant Activities and contributions made by IQAC

- 1) Time to time display of conferences on notice board**
- 2) Intimation of Refresher / Orientation courses to staff**
- 3) Preparation of files of individual teachers**
- 4) Departmental input file preparation**
- 5) Preparation of files of Reports of extra-cellular activities, by conveners.**
- 6) Preparation of result analysis of University exams**
- 7) Report of Lead college activities of college**
- 8) Preparation of proposal for College for Potential for Excellence.**
- 9) Preparation of proposal for Conferences**
- 10) Preparation of proposal for Minor and Major Research Projects.**

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
<p>Activities planned in the Academic Calendar, before the beginning of new year and tried to implement as rigorously, as possible.</p>	<ul style="list-style-type: none"> • Workshop on NET SET examination preparation in Chemistry • University level conference in Hindi • State level conference in Economics • Various activities carried out in college

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes

Management Syndicate Any other body

- | |
|---|
| <p>1) Staff
2) Local Managing Committee</p> |
|---|

Provide the details of the action taken

- | |
|--|
| <p>1) Corrections done as per discussions
2) Additions done as per discussions
3) Reports sent to NAAC
4) Reports sent to parent institution
5) Reports kept in Staff Reading Room.</p> |
|--|

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	2	1	-	-
PG	1	-	yes	-
UG	3	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	8	-	-	-
Others				
Total	14	1		
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: **CBCS/Core/Elective option / Open options: No flexibility because college is affiliated to Shivaji University, Kolhapur.**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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

Yes, syllabus updated every 3 years by Shivaji University, Kolhapur

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

Yes, Lab recognition of Dept of Microbiology for M.Phil. and Ph.D., by Shivaji University, Kolhapur

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	6	20	-	1 PT

2.2 No. of permanent faculty with Ph.D.

6

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
6	28	19	-	1	2	1 PT	-	-	

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	70
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	44	29
Presented papers	05	18	-
Resource Persons	-	-	-

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

1) Seminars 2) Projects 3) Unit tests, periodically taken after each unit 4) Quiz 5) Group Discussion 6) Brain Storming 7) skits

2.7 Total No. of actual teaching days

180

during this academic year

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

Cannot bring about any reforms as college is affiliated to Shivaji University, Kolhapur

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

BOS -1	Faculty - 2	Curriculum dev workshop - 5
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2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.		29.18 (29)	17.35 (17)	33.89 (34)	-	91.03 (91)
B.A.		9.61 (10)	9.98 (10)	13.18 (13)	-	93.49 (94)
B.Com.		3.54 (4)	18.58 (19)	25.66 (26)	-	97.4 (97)
M.Sc.	18	2	4	--	-	33

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

IQAC implements INTERNAL Assessment through;

1) Tests 2) Seminars 3) Projects 4) Tours / Excursions 5) Online exams

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2, ARS + AMS
UGC – Faculty Improvement Programme	4 (BVDU Pune) +1
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	Workshops for new syllabi of all subjects.
Staff training conducted by other institutions	Lead College – 3 Committee members
Summer / Winter schools, Workshops, etc.	Yes
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	23	-	0
Technical Staff	-	-	-	2

Staff in college:

Senior -26

Junior - 10

Vocational - 8

Office staff and class IV – 13

Criterion – III

3. Research, Consultancy and Extension

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

- 1) Each department has been instructed to give projects related to environment to the students
- 2) Faculty members spread awareness about environment by giving lectures in and out of the college, on radio, on TV etc.
- 3) Faculty members undertake projects related to environment.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	3	1	-
Outlay in Rs. Lakhs	-	400000/-	370000/-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	12	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	5 years	UGC	-	-
Minor Projects	2 years	UGC	770000/-	2,80000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total			770000/-	280000/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	1	-
Sponsoring agencies	-	UGC	-	SU KOP	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of parent institute
 Total

3.16 No. of patents received this year

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

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="√"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="√"/>	Any other <input type="text" value="-"/>

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

- **Rakshabandhan by students for truck, bus, trolley drivers, 10/8/14**
- **Slogans competition on AIDS by district AIDS control cell, Sangli and college, 21/8/14**
- **National Unity and self employment workshop by Yuvak biradari in Mumbai, in college for NSS, 100 students participated, 4/9/14.**
- **Deaddiction message and awareness through road plays at Nandre and Bidri, by NSS students, 7/10/14**
- **“Crisis management and personality development” lecture by Arjun Koli, organized by NSS for students, 24/9/14**
- **Cycle Rally organized to create awareness about voting by Collector office and college, 100 students participated, 10/10/14**
- **Lecture on Deaddiction by Dr Suresh Patil, organized in college by NSS, 21/8/14**
- **Sakal Young Inspirators’ and college organized a lecture of reporter Vivek Patil through NSS for college students, 26/11/14**
- **Lecture of Dr Pramod Pabrekar, ex NSS State coordinator and PR officer on “Role of youth in NSS”, for college NSS students, 27/9/14**
- **AIDS week celebration, rallies, lectures, video display for NSS students wrt AIDS.**
- **Rally for “Deaddiction” in Sangliwadi, with 100 NSS students and posters, 31/12/14**
- **Grantha Dindi rally, 4th Jan 2015, From Rajwada chowk to Kacchi bhavan, 200 NSS students**
- **Human chain an dslogans on VOTING, by NSS students at sangliwadi, organized by ZP, Sangli and NSS, 23/1/15**
- **NSS CAMP AT SHIVAJI UNIVERSITY KOLHAPUR, to develop work culture (3/2/15 to 9/2 15)**

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	5 acre	-	-	
Class rooms	23	-	-	
Laboratories	8	-	-	
Seminar Halls	1	-	-	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		15	UGC and Parent institute	
Value of the equipment purchased during the year (Rs. in Lakhs)		886229/-	UGC and Parent institute	
Others		-	-	

4.2 Computerization of administration and library

College admissions have been totally computerized while library activities and accessions have been partly computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6853		628	37785/-	7481	
Reference Books	12224		780	76355/-	13004	
e-Books			Inflibnet N-LIST member	5000/-		
Journals	110		2	13975/-	24	
e-Journals						
Digital Database						
CD & Video	141		5	2157/-	146	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	70	2	72	02	02	07	13	
Added	01	2	72	02	03	07	13	
Total	71	2	72	02	03	07	13	

Technology up gradation (Library):

Total computers – 4

Software – e-Granthalaya (NIC Govt of India)

Books Data entry – Yes

Journals data entry – No

Barcoding - Yes

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

All departments have computers with internet access and many departments have teachers undertaking research and using internet as well as computers. They train the students to use internet for references and projects; as well as extra information required for co-curricular activities. Students are encouraged to use online services and online forms filling and thus they are being trained for e-governance and networking.

4.6 Amount spent on maintenance in lakhs :

i) ICT

-

ii) Campus Infrastructure and facilities

-

iii) Equipments

886229/-

iv) Others

See table below

4.6 : AMOUNT SPENT ON MAINTENANCE

IV) OTHERS

ITEMS	2014-15
BUILDING REPAIR	340509=00
GARDEN	29530=00
WATCHMAN	16500=00
CLEANING	350748=00
LIGHT BILLS	255905=00
PHONE	19845=00
WATER	1195=00
TAX	112683=00
ICT	
CAMPUS INFRASTRUCTURE AND FACILITIES	-
EQUIPMENT	57843=00

Equipments purchased in the year 2014-15

DEPARTMENT	AMOUNT SPENT	NUMBER OF INSTRUMENTS
Chemistry	637830=00	7
Microbiology	NIL	Nil
Zoology	10,331=00	Nil
Physics	5068=00	Nil
Botany	Nil	Nil
Statistics	Nil	Nil
Geography	Nil	Nil
Computer Science	233000 = 00	3
TOTAL	886229=00	

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC keeps an account of internal exams in the college and encourages all sorts of research as well as students' development activities like workshops related to respective subject training, NET-SET, recent trends in subjects, modern techniques used in subjects etc. IQAC encourages teachers to join FDPs, training programmes, attend conferences, publish as well as present papers, undertake major and minor research projects which will pose an ideal and an inspiration before the students.

5.2 Efforts made by the institution for tracking the progression

Progress of the institute is being tracked with the help of following criteria;

- 1) Result analysis of each University exam**
- 2) Analysis of Feedback forms by students about teachers.**
- 3) Environmental audit (through external agencies)**
- 4) Academic audit (inter-departmental)**
- 5) Suggestion box meant for students, for anonymous complaints or suggestions.**
- 6) Participation and Prizes in various external competitions like elocution, projects, posters, paper presentations, rangoli etc**
- 7) News with reference to college activities in news papers.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1047	41	11	-

(b) No. of students outside the state

-

(c) No. of international students

-

	No	%		No	%
Men	633	60.86	Women	407	39.13

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
584	79	-	95	01	805	602	93	-	205	03	940

Demand ratio **1 : 1**

Dropout % **1%**

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

College has competitive examination guidance centre in college, which guides the students with reference to various questions asked, syllabus, how to study, for competitive exams.

It arranges lectures of experts to guide the students.

It conducts various tests to test and guide the students

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

Competitive examination guidance centre in college guides the students with reference to various competitive exams, career building, personality development etc.

Student counselling is done by every dept., when a student enters at first year level, with reference to marks, academic inclination and capacity.

All types of difficulties and grievances are taken care of and help is rendered whenever and wherever possible.

No. of students benefitted

Almost all college students

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

On Campus:

No. of organizations visited – **two**

No. of students participated: **136 + 25**

No. of students placed: **8 + 5**

Off campus:

No. of organizations visited – **two**

No. of students participated: **33 + 54**

No. of students placed: **none selected**

5.8 Details of gender sensitization programmes

Sexual Harassment prevention cell, Ladies' association, anti-ragging cell, grievance redressal cell in college undertakes gender sensitization programs.

5.9 Students Activities

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

State/ University level	1	National level	2 in 5 events
International level	-		

No. of students participated in cultural events

State/ University level State National level

5.9.2 No. of medals /awards won and other events
 Sports: State/ University level

National level

Cultural: State/ University level

National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	205	414139=00
Financial support from other sources		

Number of students who received International/ National recognitions –

- A) **2 in national level sports**
- B) **2 in University level cultural events**

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision :

The motto of our institution is “Social Transformation through Dynamic Education”. The vision statement of the college is, “**To empower the youth to face global challenges**”.

The aims and objectives of the college are to impart Quality Education to the students, to bring about their all round academic excellence, to imbibe in them the sense of social commitment and to build their character.

The mission statements are:

1. To provide advanced educational facilities and access to information.
2. To bring about intellectual awakening.
3. To impart value based education.
4. To create society based on the principles of equality and social justice.
5. To bridge the gap between the rural and urban.
6. To empower the women to face the challenges of the new era.
7. To create an awareness about the environment.

6.2 Does the Institution has a management Information System

NIL

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

6.3.1 Curriculum Development

- **Many of the staff members are on Shivaji University, Kolhapur formulated committee for “New syllabus designing” and they actively participate in the same.**
- **Other staff members from the same dept give suggestions regarding syllabus and if it is to be modified.**

6.3.2 Teaching and Learning

- **Regular tests after every unit completion**
- **Seminars made compulsory for third year students**
- **Departmental curricular activities like brain storming, research projects, quiz, crosswords, essay , poster, model and chart competitions, etc**
- **Identification of weak and bright students and counselling and extra coaching done**
- **Teaching using chalk and board, face to face interaction, Power point presentations, slides, transparencies, internet, video clippings etc**
- **Teaching done according to teaching plans.**
- **Students taken on study tours.**
- **Students encouraged and guided to face competitive exams.**

6.3.3 Examination and Evaluation

- **Unit tests every month**
- **CIE done as per examination committee planning**
- **Final year students given marks on seminars**
- **Second year students given marks on research projects on Environmental Science**
- **Semester pattern exams as decided by Shivaji University, Kolhapur, at the end of every term**

6.3.4 Research and Development

- **Chemistry and Microbiology labs recognised for research by Shivaji University Kolhapur and Physics, Chemistry and Microbiology labs recognised for research by Bharati Vidyapeeth University, Pune.**
- **PhD students working for their degrees in chemistry and Microbiology labs.**
- **Three Faculty members have undertaken Minor Research projects.**
- **Five teachers working for PhD.**
- **Faculty members attend conferences, seminars, workshops for their own academic development.**
- **Faculty members publish papers in National and international journals and present papers in conferences, seminars, workshops for their own academic development.**
- **Research projects are given in Science subjects to final year students, to develop their research culture.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **Library is enriched from time to time, with reference books, text books, encyclopaedia, journals, newspapers and magazines.**
- **Reading room with large space and light helps the students to study.**
- **Staff reading room enables the staff members to take advantage of the library.**
- **Book Bank system helps systematic distribution of books to students.**
- **Partial computerization of library has made transaction easy.**
- **Books are added to the library through Research projects of teachers**
- **Conference proposal has been sent for a seminar on Library related theme.**
- **College is equipped with computers in every department, internet services, Scanning and printing equipment.**
- **College infrastructure is enough to house all courses, with spacious labs and conference room as well as auditorium.**

6.3.6 Human Resource Management

- **Management of parent institute, Bharati Vidyapeeth, Pune, is the ruling authority in college.**
- **College is affiliated to Shivaji University, Kolhpar, for all academic purposes.**
- **Management of human resource in college is centrally done through college hierarchy.**
- **The Principal heads the college, distributing the academic work to Heads of departments of various subjects. Several committees are formed with a convener and few members, who carry out the work allotted to the committees. Class teachers of classes are given the responsibility of respective classes, with reference to attendance. Office personnel are allotted different tables and work, related to college admissions and administration. Class four personnel are allotted cleaning, maintenance and other service duties.**
- **IQAC committee in college is formed by the principal and is responsible for internal quality of academic, curricular, co-curricular and extra-curricular activities conducted and to be conducted in the college.**
- **IQAC also ensures the record keeping of all the committees and academics in the college.**

6.3.7 Faculty and Staff recruitment

- **Recruitment of faculty and staff is done according to the norms laid down by the university. It basically depends on the student strength.**

6.3.8 Industry Interaction / Collaboration

- **Various collaborations through MOUs have been established in college.**
- **During this year, no particular MOU was done but an MOU with Nature Foundation Group has been planned, which will be materialized in the coming year.**

6.3.9 Admission of Students

- **Admission committee is formed by the principal, which looks after the admissions in college.**
- **Admissions are given according to the norms laid down by the university.**
- **Admission process is totally computerized, which makes other related processes easy.**

6.4 Welfare schemes

Teaching	-
Non teaching	BVSN- Sevak nidhi from salary
Students	Scholarships

for

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Nil

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

Nil

6.11 Activities and support from the Alumni Association

- 1) They organize annual events,**
- 2) Give suggestions for progress of the institute,**
- 3) Inspire and motivate younger generations.**

6.12 Activities and support from the Parent – Teacher Association

- They help in evaluation of teaching, non-teaching staff, infrastructural strong and weak points, administration etc**

6.13 Development programmes for support staff

- Revis
- 1) Supporting staff is deputed for conferences, whenever possible.**
 - 2) Lectures are conducted for them, whenever possible.**
 - 3) They are encouraged to publish and present papers.**
 - 4) They are encouraged to publish articles of relevance, in journals and magazines.**

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

- 1) Continuous planting of trees.**
- 2) Maintenance of planted trees.**
- 3) Through NSS, cleaning, de weeding and maintenance of college campus and ground.**
- 4) Students are encouraged to develop habits of environment maintenance and cleanliness.**
- 5) Students are encouraged to spread the message to nearby villages and houses.**
- 6) Environmental audit is done through external "Nature" agency.**
- 7) Rain water is collected directly on the terrace and used in labs for practical purposes.**

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- 1) Principals' welcome dialogue with the students of all faculties.
- 2) Principal's meeting with staff members to discuss all issues in college.
- 3) Uniforms introduced for all students of I, II, years and optional for III year.
- 4) Introduction of fun fair and funny games during Annual gathering.

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

- 1) All exams conducted as per schedule.
- 2) College elections conducted without any interference.
- 3) Garden in front of the college to be re-structured and new trees to be planted.

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

- 1) Every important day with reference to national day and national leaders, is celebrated in college.
- 2) Every achievement of teachers and students is appreciated. Individuals are felicitated during programs and news given in news papers, displayed on notice board, during annual prize distribution ceremony, in Vichar Bharati and Dnyan Bharati.

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

7.4 Contribution to environmental awareness / protection

- 1) Planted about fifty trees and maintained them.
- 2) Given environmental projects to B.Sc. II and III students so as to create awareness.
- 3) Staff members spread awareness about environmental protection and conservation, by giving lectures and writing articles in magazines and news papers.

7.5 Whether environmental audit was conducted? Yes No

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

- 1) Meetings are taken by the Principal and IQAC committee from time to time and exam reforms in internal assessment are discussed.
- 2) Teachers are asked to evaluate themselves with reference to teaching and extra-curricular activities.

8. Plans of institution for next year

- 1) To get the Microbiology laboratory recognized for research.
- 2) To start M.Sc. Microbiology program in the department of Microbiology.
- 3) To construct a shed for vehicles of staff.
- 4) To construct a separate WC unit for ladies staff.
- 5) To adjust extra common time in the time table for all college students for Personality Development and English Communication Skills.
- 6) To send a proposal for financial aid for infra-structural development to university.
- 7) To re-arrange Biology and Physics labs.

Name: **DR. MRS. JAYA VIKAS KURHEKAR** Name

Principal Dr. D. G. KANASE

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE II

Planner for the year – 2014-15			
Dr. Patangrao Kadam Mahavidyalaya, Sangli			
First Term		11/06/2014 to 18/10/2014	
Diwali Vacation		19/10/2014 to 09/11/2014	
Second Term		10/11/2014 to 30/04/2015	
1st Week	2nd Week	3rd Week	4th Week
11 Jun – 14 Jun	16 Jun-21 Jun	23 Jun-28 Jun	30 Jun-5 July
<ul style="list-style-type: none"> • Commencement of Admissions 	<ul style="list-style-type: none"> • Staff Meeting • I.Q.A.C. Meeting 	<ul style="list-style-type: none"> • Career Oriented Courses Council-Meeting • Meetings of Committees for Extra-curricular and co-curricular Activities • Submission of Depart. Wise Result Analysis 	<ul style="list-style-type: none"> • Class room Teaching beings with Provisional Time Table • Finalization of Subject/s • Meetings of Subject/s for Extra-curricular and co-curricular Activities • Submission of Annual Teaching Plans
5th Week	6th Week	7th Week	8th Week
7 July-12 July	15 July-20 July	22 July-27 July	05 Aug-10 Aug
<ul style="list-style-type: none"> • Class room Teaching beings with Final Time Table Principal's Address • Departmentwise Meetings of Finilization of AQAR for 2013-14 • Submission of Detailed Planning by various committees 	<ul style="list-style-type: none"> • Meetings of Heads of the department with Principal of I.Q.A.C. Meeting of Submission of AQAR 2013-14 of Inauguration of Co-curricular and Extra-curricular activities 	<ul style="list-style-type: none"> • Lead College Meeting • Debate, Elocution & Essay Writing-Screening Of First Year Students • Publication Of Wall Paper • Inauguration Of Co-Curricular And Extra-curricular activities 	<ul style="list-style-type: none"> • L.M.C. Meeting • I.Q.A.C. Meeting • Peer Group Exaluation of the College Activities

9th Week 12 Aug – 17 Aug	10th Week 19 Aug – 24 Aug	11th Week 26 Aug – 31 Aug	12th Week 2 Sept. – 7 Sept
<ul style="list-style-type: none"> • Screening and selection of students for cultural activities • Selection of teams and individuals for zonal & Inter zonal sports Competitions. 	<ul style="list-style-type: none"> • Selection of teams and individuals for zonal & Inter zonal sports Competitions • Screening & selection of students for cultural activities • Internal Examinations Unit Test-1 	<ul style="list-style-type: none"> • Independence Day (15th Aug) • Alumni Meet-Feedback • Feedback from employers & Social workers • Publication of wall paper 	<ul style="list-style-type: none"> • Feedback from Second & Third year Students • I.Q.A.C. Meeting • Shramdan in College campus
13rd Week 9 Sept. – 14 Sept.	14th Week 16 Sept. – 21 Sept.	15th Week 23 Sept. – 28 Sept.	16th Week 30 Sept. – 5 Oct.
<ul style="list-style-type: none"> • Feedback from Second & Third year students • Lead College Meeting 	<ul style="list-style-type: none"> • Blood Donation Camp Feedback from community 	<ul style="list-style-type: none"> • Internal Examination Unit Test-II • Seminars (from 10th sept, to 3rd Jan) 	<ul style="list-style-type: none"> • Career Oriented Courses Council-Meeting • Publication of Wall paper
17th Week 7 Oct. – 12 Oct.	18th Week 14 Oct. – 19 Oct.	19th Week 21 Oct. – 26 Oct.	20th Week 28 Oct. – 2 Nov.
<ul style="list-style-type: none"> • I.Q.A.C. Meeting • Interclass Competitions Debate, Elocution & Essay writing 	<ul style="list-style-type: none"> • Parents-Teachers Meet-Feedback from partents • Inter Class Competitions- Debate, Elocution and Essay writing • Terminal Examination 	<ul style="list-style-type: none"> • Feedback from First year Students • I.Q.A.C. Meeting • Meeting Various Co-curricular and Extra-curricular committees • L.M.C. Meeting 	<ul style="list-style-type: none"> • University Oct/Nov Exam • Diwali Vacation
21st Week 4 Nov. – 9 Nov.	22nd Week 11 Nov. – 16 Nov.	23th Week 18 Nov. – 23 Nov.	24th Week 25 Nov. – 30 Nov.
<ul style="list-style-type: none"> • University Oct/Nov Examination • Diwali Vacation 	<ul style="list-style-type: none"> • Diwali Vacation ends on 10th November • Staff Meeting • Declaration of terminal Examination Results • I.Q.A.C. Meeting 	<ul style="list-style-type: none"> • N.S.S. Camp • Department Meeting 	<ul style="list-style-type: none"> • Campus Interviews (Placement) • Conduction terminal Examinations for the students who were absent previously

25th Week 2 Dec. – 7 Dec.	26th Week 9 Dec. – 14 Dec.	27th Week 16 Dec. – 21 Dec.	28th Week 23 Dec. – 28 Dec.
<ul style="list-style-type: none"> • Publication of Wallpaper • Meeting of HODS with 	<ul style="list-style-type: none"> • Meetings of all committees for co & activities 	<ul style="list-style-type: none"> • Annual Sports-Shramdan in college campus 	<ul style="list-style-type: none"> • Collection of articles from the students for college magazine • Annual Sports
29th Week 30 Dec. – 4 Jan.	30th Week 6 Jan. – 11 Jan.	31th Week 13 Jan. – 18 Jan.	32nd Week 20 Jan. – 25 Jan.
<ul style="list-style-type: none"> • Prize Distribution Ceremony and Annual Social Gathering • Annual Sports 	<ul style="list-style-type: none"> • Bith day of Dr. Patangrao Kadam (Founder-Bharati Vidyapeeth, Pune & Chancellor Bharati Vidyapeeth University) • Filling of teachers evaluation forms by students 	<ul style="list-style-type: none"> • IQAC Meeting • Publication of Wallpaper 	<ul style="list-style-type: none"> • Viva-voce-subject wise/Paper wise • Parents Meet Department wise Meeting for the Preparation of Department inpulfiels
33rd Week 27 Jan. – 1 Feb.	34th Week 3 Feb. – 8 Feb.	35th Week 10 Feb. – 15 Feb.	36th Week 17 Feb. – 22 Feb.
<ul style="list-style-type: none"> • Viva-voca-subject wise Paper wise • L.M.C. Meeting 	<ul style="list-style-type: none"> • Career Oriented Council Meeting • Unit test III (for third year students only) 	<ul style="list-style-type: none"> • Campus interview (Placement) • Lead College Meeting 	<ul style="list-style-type: none"> • Publication of Wall Papers • I.Q.A.C. Meetings
37th Week 24 Feb. – 1 Mar.	38th Week 3 Mar. – 8 Mar.	39th Week 10 Mar. – 15 Mar.	40th Week 17 Mar. – 22 Mar.
<ul style="list-style-type: none"> • Unit Test III (for first and second year students) • Meetings of committees for Extracurricular and Co-curricular activities 	<ul style="list-style-type: none"> • Send off third year students • Meeting with office staff for A.Q.A.R. 	<ul style="list-style-type: none"> • Submission of records of Internal Examinations • Career Oriented Council Meeting 	<ul style="list-style-type: none"> • Submission of True copies of Conferences, Workshops attended by the staff and attendance in Refresher Courses • L.M.C. Meeting
41st Week 24 Feb. – 29 Mar.	42nd Week 31 Mar. – 5 April.	43th Week 7 April. – 12 April.	44th Week 14 April.– 19 April.

<ul style="list-style-type: none"> • I.Q.A.C. Meeting • Preparation of I.Q.A.R. • Lead College Meeting • University Examinations 	<ul style="list-style-type: none"> • Submission of Department Input files for 2009-2010 along with Planning for the next academic year i.e. 2010-2011. • University Examinations 	<ul style="list-style-type: none"> • Submission of files of various Committees along with Planning for next academic year. • Submission of teaching work reports. • University Examinations 	<ul style="list-style-type: none"> • Meeting of staff member for preparation of annual planning for the next academic year. • Preparation of A.Q.A.R. 2009-10 • University Examinations
45st Week	46nd Week	47th Week	48th Week
21 Feb. – 26 Mar.	28 Mar. – 3 May.	5 May. – 10 May.	12 May. – 17 May.
<ul style="list-style-type: none"> • Submission of Self Appraisal reports. • Publication of College Magazine. • University Examination 	<ul style="list-style-type: none"> • Stock Checking • I.Q.A.C. Meeting • Finalization of A.Q.A.R.(excluding results for current year) • University Examination <p style="text-align: center;">Summer Vacation</p>	<ul style="list-style-type: none"> • Staff Meeting • Declaration of next years planning prepared by I.Q.A.C. • Meeting of Admission and Prospectus Committee. <p style="text-align: center;">Summer Vacation</p>	<ul style="list-style-type: none"> • Bharati Vidyapeeth's Foundation day. (10th May) • Summer Vacation
49st Week	50nd Week	51th Week	51th Week
19 May. – 24 May.	26 May. – 31 May.	2 June. – 7 June.	10 June. – 16 June.
Summer Vacation	Summer Vacation	Summer Vacation	Summer Vacation

ANNEXURE III

Feedback Analysis of teachers

Feedback Analysis of teachers was done through stake holders. The analysis depicted certain drawbacks in some teachers, which were discussed with them and they were asked to rectify. Repeat feedback analysis would be done after six months time, so as to note down the progress, if any.