



**DADAPATIL RAJALE ARTS & SCIENCE COLLEGE,**  
Adinathnagar, Tal. Pathardi, Dist. Ahmednagar

Web: [www.dprcollege.edu.in](http://www.dprcollege.edu.in)



Email: [iqac.dprc@gmail.com](mailto:iqac.dprc@gmail.com)

# **Annual Quality Assurance Report (AQAR) 2017-2018**

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION  
COUNCIL, (NAAC)**  
Bengaluru, India

Submitted by

**DADAPATIL RAJALE ARTS & SCIENCE COLLEGE,  
ADINATHNAGAR,  
TAL. PATHARDI, DIST. AHMEDNAGAR, PIN- 414505  
MAHARASHTRA**

## The Annual Quality Assurance Report (AQAR) of the IQAC

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

DADAPATIL RAJALE ARTS & SCIENCE COLLEGE

1.2 Address Line 1

Adinathnagar

Address Line 2

Tal. Pathardi, Dist. Ahmednagar

City/Town

Adinathnagar

State

Maharashtra

Pin Code

414505

Institution e-mail address

dprc2010@gmail.com

Contact Nos.

02428-245455

Name of the Head of the Institution:

DR. RAJDHAR JAYVANTRAO TEMKAR

Tel. No. with STD Code:

02428-245455

Mobile:

9421557778

Name of the IQAC Co-ordinator:

PROF. RAJU TRIMBAK GHOLAP

Mobile:

9881521310

IQAC e-mail address:

iqac.dprc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN10657

1.4 NAAC Executive Committee No. & Date:

NAAC/WH/Cert-A&A/EC (12<sup>th</sup> SC)/22.2/2016/

1.5 Website address:

www.dprcollege.edu.in

Web-link of the AQAR:

[http://dprcollege.edu.in/downloads/report/2017\\_2018.pdf](http://dprcollege.edu.in/downloads/report/2017_2018.pdf)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	72.00	2003	2003-2009
2	2 <sup>nd</sup> Cycle	B	2.32	2016	2016-2021
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC:

20/06/2011

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

2017-18

1.9 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 (2016-17) (30/09/2017)

### 1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(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 ☐

### 1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

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

SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

No

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

00

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

06

2.11 No. of meetings with various stakeholders:

No.

15

Faculty

11

Non-Teaching Staff Students

04

Alumni

02

Others

00

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

--

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. One day workshop on "How to draw scientific diagrams", on Wednesday 04<sup>th</sup> October, 2017.
2. One day workshop on "Use of ICT in AQAR Preparation" on Thursday 01<sup>st</sup> March, 2018.

2.14 Significant Activities and contributions made by IQAC

1. New board "College Committees 2017-18" was made on the 'trello.com' (web-based platform). It was used as a collaborative tool for the administrative work.
2. Academic committees were categorised and codified. Appointment orders were issued to the head of the committees.
3. Signed Memorandum of Understanding (MoU) between multiple institutions (total 41) for cooperation, promotion & networking of Institutional Quality Assurance Cell for standardization of policies & procedures.

## 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
<ol style="list-style-type: none"> <li>1. Establishment of Solar Power Plant as a Green Initiative, from the sanctioned grants of BCUD, SPPU for uninterrupted power supply to computer lab, science labs and seminar hall.</li> <li>2. To construct an auditorium from the sanctioned grants of state government of Maharashtra.</li> <li>3. According to Maharashtra Public University Act, 2016 the "College Development Committee" under the Chairperson Hon. Mr. Shivajirao Rajale (Nominated by the President) will be constituted.</li> <li>4. To start Film Club for students &amp; other stakeholders.</li> </ol>	<ol style="list-style-type: none"> <li>1. Successfully established Solar Power Plant as a Green Initiative from the sanctioned grants of BCUD, SPPU, Pune.</li> <li>2. Construction work of Auditorium (Indoor Sports Complex) is in progress.</li> <li>3. "College Development Committee" is constituted under the Chairperson Hon. Mr. Shivajirao Rajale (Nominated by the President).</li> <li>4. Film Club has been started in the college campus for students &amp; other stakeholders.</li> </ol>

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☒

Provide the details of the action taken

The AQAR was placed before IQAC and College Development Committee for discussion and sanction and after minor suggestions finalised for the submission to NAAC. It was also decided to upload it on the college website.

**Criterion – I****1. Curricular Aspects**

## 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	03	00	03	00
UG	11	00	04	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	01	00	01	00
Others	00	00	00	00
<b>Total</b>	15	00	08	00
Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

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

Pattern	Number of programmes
Semester	08
Trimester	00
Annual	06

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.

There isn't any revision/update of regulation or syllabi from the authority of University.

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

Nil



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	17	02	00	03

2.2 No. of permanent faculty with Ph.D.

13

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
00	04	00	00	00	00	00	00	00	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

00

22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	10	11
Presented papers	03	26	18
Resource Persons	00	01	06

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

1. Prof. R. T. Gholap delivered a lecture as a Resource Person on “Use of ICT in Teaching Learning” at S. S. Dhamdhere Arts and Science College, Talegaon Dhamdhere on 22<sup>nd</sup> February, 2018.
2. Three faculty members participated in the second “National Teachers’ Congress” held in Pune from 10<sup>th</sup> to 12<sup>th</sup> January 2018.
3. Three students of College participated in the 8<sup>th</sup> “Bhartiya Chhatra Sansad” organized by MIT World Peace University, Pune and Bharatiya Chhatra Sansad Foundation from January 19<sup>th</sup> to 21<sup>st</sup>, 2018.
4. Faculty members were encouraged to use more ICT based teaching aids like multimedia and e-resources for their Teaching and Learning process.

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

188

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

1. CCTV cameras were installed in the examination halls.
2. Barcoding is used for the University exam.
3. Appointment of Internal Squad for the University Exams.

- 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

75

- 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.A.	102	00	5.88%	14.70%	9.80%	30.39%
B.Sc.	129	27.13%	20.93%	1.55%	00	49.61%
B.Sc. (Computer Science)	47	00	8.51%	6.38%	2.13%	17.02%
M.A. (Marathi)	10	70%	30%	00	00	100%
M.A. (English)	04	00	00	75%	00	75%
M.Sc. (Analytical Chemistry)	16	00	43.75%	25%	00	68.75%

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

1. IQAC promotes paperless office concept through use of Gmail, Google Drive & Trello. IQAC has drafted a "Prescribed format for file naming".
2. IQAC monitors the Teaching & Learning process through web-based platform "trello.com". This website provides online facility to monitor all the activities. This system is based on Japanese technique 'KANBAN' method/system.
3. IQAC collects Teaching Plan, Time Table, and Departmental Academic Calendar from the faculty members.

4. IQAC conducts Academic & Administrative Audit to monitor and evaluate the Teaching & Learning process.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	03
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	01
Others	00

#### 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	18	01	00	00
Technical Staff	09	00	00	00

## Criterion – III

### 3. Research, Consultancy and Extension

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

1. The IQAC encourages to use library and e-recourses for the research purposes.
2. It encourages students through Academic & Research Coordinator (ARC) to participate in Research and Development competitions like “AVISHKAR”
3. It promotes students to present research papers in the seminars organized by the college and other nearby institutions.
4. It motivates the faculty members to submit proposal to the funding agencies for Minor and Major Research Project.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	02	2.35	00
Outlay in Rs. Lakhs	00	1.15	00	00

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	37	00	00
Non-Peer Review Journals	02	01	00
e-Journals	02	00	00
Conference proceedings	00	14	08

#### 3.5 Details on Impact factor of publications:

Range 0.305-6.177 Average 3.52 h-index 00 Nos. in SCOPUS 02

#### 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	2014-2016	UGC	5,05,800 (Already received 3,16,800/-)	1,89,000/- (Received in 2017-18)

Minor Projects	2016-17 to 2017-18	BCUD	2,35,000 (Already received 1,15,000/-)	00
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total			7,40,800/-	1,89,000/-

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	00	01	02	00	00
Sponsoring agencies	--	B.C.U.D, S. P.P.U.	B.C.U.D, S. P.P.U.	--	--

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 University/College   
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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
00	00	00	00	00	00	00

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

06

11

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

01

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

JRF 00 SRF 00 Project Fellows 00 Any other 00

3.21 No. of students Participated in NSS events:

University level 13 State level 00  
National level 01 International level 00

3.22 No. of students participated in NCC events:

University level 00 State level 00  
National level 00 International level 00

3.23 No. of Awards won in NSS:

University level 00 State level 00  
National level 00 International level 00

3.24 No. of Awards won in NCC:

University level	00	State level	00
National level	00	International level	00

3.25 No. of Extension activities organized

University forum	00	College forum	00		
NCC	00	NSS	09	Any other	01

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

- NSS unit of the college conducted “Van Mahaotsav Week” from 1<sup>st</sup> July to 7<sup>th</sup> July, 2017. NSS volunteer planted around 550 trees in the campus.
- It has conducted cleanliness drives in the campus.
- “Eco-Trek” was organized by the Sports and Zoology departments.
- The college provided the sports facility “Fun Fitness Centre” for the school going children (Age Group- 05 to 18 Years), 25 students got training from this centre. This centre of the college organized 15 days “Rising Star Summer Camp” in which 35 students participated.

**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	25 Acre	--	--	25 Acre
Class rooms	16	--	--	16
Laboratories	12	--	--	12
Seminar Halls	01	--	--	01
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.	524	55	UGC, BCUD, SSPU and Institution	524
Value of the equipment purchased during the year (Rs. in Lakhs)	36.24	8.41	UGC, BCUD, SSPU and Institution	44.65
Others	--	--	--	--

## 4.2 Computerization of administration and library

The administrative office is equipped with 09 computers and 02 Laptops with internet facility. The Library is computerized with 07 computers and internet. Both Library and Administrative staff uses ERP software by VRIDDHI Software Solutions Pvt. Ltd., Malegaon. Barcode system is used in the Library.

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value in Rs.	No.	Value in Rs.	No.	Value in Rs.
Text Books	11363	1212093	53	18584	11416	1230677
Reference Books	8017	3329644	698	253286	8715	3482930
e-Books	224	00	17	00	241	00
Journals	33	30200	08	14991	41	45191



e-Journals	01	350	00	00	00	00
Digital Database	01	5000	01	5000	01	5000
CD & Video	103	23367	11	1800	114	25167
Others (specify)	00	00	00	00	00	00

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	89	26	03	01	15	14	10	20 (Scrap)
Added	16	10	00	00	00	01	05	00
Total	105	36	03	01	15	15	15	20 (Scrap)

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

1. One day workshop on “Use of ICT in AQAR Preparation” was organized on Thursday 01st March, 2018. In this workshop following topics were covered: Android Phone and its Applications (CamScanner, Trello Board and WhatsApp Group), Computer and Internet (How to make PDF files, How to use Google Drive, Trello Board and Renaming file). Its video was uploaded on the College YouTube Channel ( <a href="https://youtu.be/Gw3fl5JMOGg">https://youtu.be/Gw3fl5JMOGg</a> )
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## 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.65
ii) Campus Infrastructure and facilities	0.96
iii) Equipment	3.80
iv) Others	2.33
<b>Total :</b>	<b>7.74</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The IQAC motivates students for Competitive Exams through showing them motivational videos and lectures.
2. IQAC promotes 'Book Bank Facility' in the library to develop reading culture among students.
3. IQAC enhances Student Support awareness through college newsletter "Yuva Prerana", and Annual Magazine "Vruddheshwar".
4. Computer Department of the college has developed new website for college. Students can get information regarding Exams, Result and various activities through the website.
5. IQAC maintains a separate YouTube Channel to highlight students' activities.
6. All the information regarding 'Academic Calendar', college committees, syllabus, rules & regulations and facilities for the students are conveyed through the Prospectus of the college.

#### 5.2 Efforts made by the institution for tracking the progression

1. College has a proper feedback system.
2. College conducts Test/Tutorials, Group Discussions to evaluate the progression.
3. Academic and Administrative Audit has been conducted by the IQAC of the college with prescribed procedure.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1139	86	00	00

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%
	00	00

Women

No	%
00	00

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
475	99	23	460	00	1057	553	118	20	534	00	1225

Demand ratio 1410:1225

Dropout 0.081%

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

- The centre conducted Foundation Course during September 2017 to February 2018 for the enrolled students. Under the Foundation Course, MCQ Tests on monthly basis, student centric activities like Group Discussions, seminars/workshops were conducted throughout the academic year. Teachers engaged their lectures as per monthly schedule.
- The centre organized one day workshop on 12th January 2018 on “Competitive Exam Guidance” in collaboration with Unique Academy, Pune.
- The centre assisted students to register/enroll for various competitive examinations.

No. of students beneficiaries

30

#### 5.5 No. of students qualified in these examinations

NET	00	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Others	00

#### 5.6 Details of student counselling and career guidance

- All Heads of Department guide the students admitted to their subjects at personal level regarding career prospects and job opportunities.
- The advertisements of various jobs are displayed on notice board for the students.
- Special guidance (Three computers and printer with internet facility) is provided to students to fill online application forms.
- Organized a lecture on Opportunities in Business by Mr. Sandeep Raktate, Senior Vice-president, Wockhardt Ltd., Aurangabad on 28/08/2017 in Sahakarmaharshi Swargiya Dadapatil Rajale Smruti Wyakhyamala.
- One day trip to Small Scale Industries and Business Fair at Amrutnagari, Sonai on 19.01.2018.

No. of students benefitted

250

#### 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
00	00	00	46

#### 5.8 Details of gender sensitization programmes

1. The college has organized Personality Development Programme for girl students in association with the Board of Student's Welfare of Savitribai Phule Pune University, Pune on 17/10/2017. Dr. Suvarna Bhapkar, Mr. Lahu Jaybhay and Adv. Sarika Jadhav delivered lectures in this programme.
2. 'Vidyarthini Manch' (A platform for girl students) of the college celebrated birth anniversary of the Indian social reformer Savitribai Phule on 03/01/2018.

## 5.9 Students Activities

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

State/ University level 02 National level 02 International level 01

### No. of students participated in cultural events

State/ University level 06 National level 00 International level 00

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

Sports : State/ University level 02 National level 02 International level 00

Cultural: State/ University level 02 National level 00 International level 00

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	00	00
Financial support from government	340	29,78,555
Financial support from other sources	17	1,08,000
Number of students who received International/ National recognitions	00	00

### 5.11 Student organised / initiatives

Fairs : State/ University level 00 National level 00 International level 00

Exhibition: State/ University level 00 National level 00 International level 00

5.12 No. of social initiatives undertaken by the students 00

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**

To impart knowledge and skills in rural youth for creating strong human resource needed in nation building.

##### **MISSION**

- I. “Education for all” is our motto and we are committed to it.
- II. To bring the deprived sections of rural society like women and socially and economically weaker sections into the mainstream of higher education.

#### 6.2 Does the Institution has a management Information System

Yes the college has a management Information System. It uses Vriddhi Software for Admission, administration, library and for student database.

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

##### 6.3.1 Curriculum Development

The certificate in Soil analysis has conducted for the students from Science stream. Various extra-curricular, co-curricular activities have been conducted in the college.

##### 6.3.2 Teaching and Learning

1. The IQAC of the college emphasises on Student Centric Learning system.
2. Use of ICT should not be limited to Power Point Presentations only. Faculty members are therefore encouraged to use Audio-Video aids like motivational videos, TED videos, audio books etc.
3. Teaching and Learning process is monitored by Teaching Plans, Syllabus completion report, student’s feedback and Academic Audit (which was conducted in this academic year by the IQAC of the College.)

#### 6.3.3 Examination and Evaluation

1. Examination work is mandatory for the faculty members.
2. Rules and regulations of the university are followed by the Exam committee headed by the College Exam Officer (CEO).
3. More emphasis is given on copy-less exams. Internal squad is appointed by the Exam Committee.
4. Strict discipline is maintained in the evaluation process of the internal exam.
5. Continuous evaluation of the students is maintained by Test/Tutorials and Group Discussions.

#### 6.3.4 Research and Development

1. All the faculty members are encouraged to apply for Major/Minor Research Projects to the UGC, BCUD and other funding agencies.
2. Faculty members are encouraged to present and publish research papers in the UGC approved journals.
3. Students are encouraged and guided for research competition like “AVISHKAR” organised by S. P. P. U., Pune.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. The college library is enriched with textbooks, reference books, periodicals, encyclopaedias and e-resources. It contains books in Braille also.
2. Students are encouraged to take facilities like “Book Bank” from the library.
3. College Management takes initiatives for upgrading ICT and developing infrastructure on the campus.
4. Reading Hall facility is provided in the library to the students.
5. College has established Solar Power Plant as a Green Initiative for uninterrupted power supply.

#### 6.3.6 Human Resource Management

1. The college has various academic committees for the human resource management.
2. The college authorities monitor all the teaching and non-teaching faculty members through website platform- trello.com which is based on Japanese technique “KANBAN”.
3. The college has a social networking forum entitled as “Team Work”. It is actually a WhatsApp group where all the members interact with each other on educational issues.

#### 6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment policy is based upon rules and regulations framed by the University, State Govt. and the UGC.

#### 6.3.8 Industry Interaction / Collaboration

The Department of Chemistry organises visits to Sugar Industry for the Students of T. Y. B. Sc. students.

#### 6.3.9 Admission of Students

1. The college constitutes separate admission committees for Arts, Science and Computer Science admissions.
2. The college publishes advertisements for the admissions in the newspapers, college newsletter- “YuvaPrerana”.
3. College Prospectus contains all the queries related to admissions.
4. Admission forms are scrutinised by these committees and admissions are given according to the rules and regulations laid down by the university.
5. Reservation policy of the government is strictly followed by the college.



6.4 Welfare schemes for

Teaching	GPF, DCPS and medical bill reimbursement were implemented.
Non-teaching	
Students	Scholarships and Earn and Learn scheme were implemented for the Students

6.5 Total corpus fund generated

Nil

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	No	-	Yes	IQAC
Administrative	No	-	Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days? : **Not Applicable**

For UG Programmes

Yes

☐

No

☐

For PG Programmes

Yes

☐

No

☐

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

**Not Applicable**

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

**Not Applicable**

6.11 Activities and support from the Alumni Association

1. Annual meeting of the Alumni Association was arranged by the college.
2. Alumni of the college frequently visit the college and suggest some improvements regarding facilities for the students.

#### 6.12 Activities and support from the Parent – Teacher Association

Annual meeting of the Parent-Teacher Association was arranged by the college.

#### 6.13 Development programmes for support staff

1. Support staff is encouraged to be ICT enabled.
2. They were encouraged to attend workshops for 'VRIDDHI Software' and ICT.

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

1. Tree plantation programme was organized on the campus.
2. Parking shed has been built away from the main building and the entry of vehicles is restricted near main building to avoid air pollution.
3. NSS unit of the college organizes cleanliness drive frequently.
4. There is a Farm Pond in the college campus to store rainwater.
5. Eco-Trek was organized.

## 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. The college organized “Suryanamskara Sankalp” event on 5<sup>th</sup> December, 2017 in which it achieved the New World Record of “most people performing Suryanamaskara yoga simultaneously”.
2. All the academic committees of the college were codified and categorised and a new online Kanban Board (Trello Board) was created to visualize the workflow of the committees.

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

1. The College Development Committee was constituted under the chairperson Hon. Mr. Shivajirao Rajale (Nominated by the President), according to the Maharashtra Public University Act, 2016.
2. Film Club was established in the college campus for the students and other stakeholders of the institute.
3. The website of the college was restructured and made more functional.
4. Construction work of the auditorium was started.

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

1. Use of ‘Trello Application’ in Academics and Administration of the College.
2. “Sahakarmaharshi Swargiya Dadapatil Rajale Smruti Wyakhyanmala”

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

7.4 Contribution to environmental awareness / protection

1. The plantation drive programme was held from 01<sup>st</sup> July to 7<sup>th</sup> July, 2017. Near about five hundred plants were planted in the college campus.
2. Eco-Trek was organized.
3. Cleanliness drives were conducted on the campus.
4. Vehicle entry is restricted in the campus to avoid air pollution.
5. There is a "Farm Pond" in the college campus to store rain water.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

Nil

8. **Plans of institution for next year**

1. To conduct Academic and Administrative Audit (Internal).
2. To conduct a certificate course on "Modi Script" (Dept. of History).
3. To organize an institutional level seminar on Importance of Diet.
4. To organize a workshop on Yoga for the students.
5. To organize a workshop on Trekking Camp Guidance for students.
6. To make proposal to the S.P.P.U., Pune to organize National level seminar in Marathi and State level seminars in Physical Education and Zoology (Life Science).
7. To establish a "Media Centre" in the institution for the E-content development.
8. To establish "Incubation Centre" in the campus of the Institute.
9. To use Google Classroom as a Learning Management System (LMS) of the institute.
10. To provide all the faculty members with the email ids with college domain.
11. To launch a separate 'Facebook page' to highlight the activities of the institution on the platform of social media.

Prof Raju Trimbak Gholap



Signature of the Coordinator, IQAC

Principal Dr. Rajdhar Jayvantrao Temkar



Signature of the Chairperson, IQAC

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## **Academic Calendar 2017-18**

<b>Sr.No.</b>	<b>Month</b>	<b>Activity</b>
<b>1.</b>	June 2017	<ul style="list-style-type: none"> <li>• Admission Process</li> <li>• Meeting of Admission Committee</li> <li>• Meeting for the Planning of First Term</li> <li>• Meeting of Heads of all the Departments</li> <li>• Time Table Committee meeting</li> <li>• 21<sup>st</sup> June- International Yoga Day</li> <li>• 26<sup>th</sup> June- Rajarshi Shahu Maharaj Birth Anniversary</li> <li>• 30<sup>th</sup> June- Late Dadapatil Rajale (Bhau) Death Anniversary</li> </ul>
<b>2.</b>	July 2017	<ul style="list-style-type: none"> <li>• Tree Plantation</li> <li>• Lecture under staff Academy</li> <li>• World Population Day Celebration</li> <li>• Earn and Learn Scheme for students</li> </ul>
<b>3.</b>	August 2017	<ul style="list-style-type: none"> <li>• Admission Committee meeting</li> <li>• NSS Programme Activities</li> <li>• Library Committee Meeting</li> <li>• Competitive Examination Guidance Cell Inauguration</li> <li>• 11<sup>th</sup> August Hon. Appasaheb Rajale (Kaka) Birthday</li> <li>• 15<sup>th</sup> August Celebration of Independence Day Programme</li> <li>• Late Hon. Shri. Dadapatil Rajale Memorial Lecture Series-18th August to 22nd August</li> <li>• Felicitation of meritorious students on the concluding day of Shri. Dadapatil Rajale Memorial Lecture Series</li> </ul>
<b>4.</b>	September 2017	<ul style="list-style-type: none"> <li>• Celebration of Teachers' Day on 5th September</li> <li>• Staff Academy Lecture</li> </ul>

		<ul style="list-style-type: none"> <li>Ganeshotsav</li> </ul>
5.	October 2017	<ul style="list-style-type: none"> <li>Cleanliness drive on the occasion of Mahatma Gandhi Birth Anniversary</li> <li>Research Committee Meeting</li> <li>15<sup>th</sup> October Vachan Prerana Din</li> <li>Examination Committee Meeting</li> <li>Staff Academy Lecture</li> <li>Commencement of Term End Examination</li> </ul>
6.	November 2017	<ul style="list-style-type: none"> <li>Commencement of IInd Term</li> <li>NSS Winter Camp</li> <li>Extra Mural Lectures</li> <li>Staff Academy Lecture</li> <li>26<sup>th</sup> November- Indian Constitution Day</li> <li>28<sup>th</sup> November-Mahatma Phule Death Anniversary</li> </ul>
7.	December 2017	<ul style="list-style-type: none"> <li>Meeting of Annual magazine Committee</li> <li>5<sup>th</sup> December-Hon. Rajeev Rajale Birthday</li> <li>6<sup>th</sup> December- Dr. Babasaheb Ambedkar Mahaparinirvan Din</li> <li>10<sup>th</sup> December- Sports Day of the College</li> <li>Staff Academy Lecture</li> <li>Library Committee Meeting</li> <li>Science Club Activities</li> <li>Student Welfare Schemes Implementations</li> </ul>
8.	January 2018	<ul style="list-style-type: none"> <li>3<sup>rd</sup> January- Savitribai Phule Birth Anniversary</li> <li>12<sup>th</sup> January- Swami Vivekanand Birth Anniversary, Rajmata Jijau Birth Anniversary, National Youth Day, Dr. Annasaheb Shinde Death Anniversary, Sahkarmaharshi Late Bhausaheb Santuji Thorat Birth Anniversary</li> <li>Staff Academy Lecture</li> <li>Celebration of Makar Sankranti</li> <li>Meeting of Heads of the Departments</li> </ul>

		<ul style="list-style-type: none"> <li>• Participation of teachers in Various International/National Conferences</li> <li>• Ex-Servicemen Felicitation on the occasion of Republic Day</li> <li>• 30<sup>th</sup> January-Rashtrapita Mahatma Gandhi Death Anniversary</li> </ul>
9.	February 2018	<ul style="list-style-type: none"> <li>• Special Coaching Classes Meeting</li> <li>• Staff Academy Meeting</li> <li>• UGC Proposal Committee Meeting</li> <li>• 19<sup>th</sup> February-Celebration of Shivjayanti</li> <li>• 28<sup>th</sup> February-National Science Day</li> </ul>
10.	March 2018	<ul style="list-style-type: none"> <li>• International Women's Day</li> <li>• 10<sup>th</sup> March- Karntijyoti Savitribai Phule Death Anniversary</li> <li>• Practical examinations of Science Stream</li> <li>• Library Committee Meeting</li> <li>• Campus Development Committee meeting</li> <li>• Commencement of University Examinations</li> </ul>
11.	April 2018	<ul style="list-style-type: none"> <li>• 11<sup>th</sup> April- Mahatma Phule Birth Anniversary</li> <li>• 14<sup>th</sup> April- Dr. Babasaheb Ambedkar Birth Anniversary</li> <li>• Staff Academy Lecture</li> <li>• Annual Magazine Activities</li> <li>• University Examinations</li> <li>• Students feedback of Teachers</li> <li>• 23<sup>rd</sup> April- World Book Day</li> <li>• Conclusion of Second term</li> </ul>
12.	May 2018	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> May- 'Maharashtra Din' Celebration</li> <li>• Plan for next academic year</li> </ul>

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**Annexure II**

**Feedback Analysis**

Feedback was obtained from various stake holders such as students, alumni, parents, management and the academicians who visited the college on various occasions. The same feedback was very useful to improve and strengthen various academic facilities for the students and the teachers and to adopt innovative practices.

Feedback of students was obtained on various aspects such as teaching learning and the essential facilities. Students gave their feedback in oral and written form. The suggestion from students were used to improve various aspects. The analysis of the feedback was done by the committee appointed for this purpose. Necessary instructions were given to the concerned for further improvement.

Feedback was also obtained from alumni. The feedback was obtained in the written form through a format devised by committee. The alumni had given some important suggestions to strengthen infrastructure facilities and sports facilities.

The feedback was obtained from the eminent visitors specially during the Lecture Series organized in memory of Late Hon. Dadapatil Rajale and seminars funded by BCUD, Savitribai Phule Pune University, Pune. The feedback was taken orally as well in a written form. The visitors appreciated the efforts made by the college to impart quality education to the students. The eminent academicians gave valuable suggestions for improvements and majority of them are implemented.



## **BEST PRACTICES**

### **1. USE OF 'TRELLO APPLICATION' IN ACADEMICS AND ADMINISTRATION OF THE COLLEGE**

#### **2. Title of the practice:**

Use of 'Trello Application' in Academics and Administration of the College.

#### **3. Objectives of the practice:**

- To make IQAC more functional and more empowered.
- To enhance quality culture in academics and administration.
- To visualize workflow of the academics and administration.
- To establish personal goals and accountability.
- To organize and monitor various activities in the college throughout the academic year.
- To work from anywhere anytime and getting more outcome from spending minimum time.
- To create, coordinate, and share plans with all teachers and colleagues.

#### **4. The Context:**

The institutions going for NAAC accreditation/reaccreditation have to gather information or maintain records for the last five to six years. For this purpose, they have to use different tools to keep records and track of everything. Earlier, our college uses a paper planner i.e. academic calendar as a tool for road-mapping (future plans) and issues notices every now and then to inform the staff members about all the activities. Moreover, the IQAC of the college has to conduct several meetings of the stakeholders to prepare institutional future plans and documentary evidences to be furnished before the Peer Team during the process of accreditation/reaccreditation of the NAAC. Conducting meetings is a time-consuming activity and the staff members were fed up with the repetitive meetings as most of the time they were unfruitful. In addition, the academic and administrative work gets heavier because of the academic growth of the college. Therefore, it becomes more difficult for the IQAC to monitor, coordinate and circulate information to all the members of the staff. One of the members of the IQAC suggested to use Trello application for updating and monitoring routine activities of the college. Through this application, the IQAC can communicate with an entire staff as well as with the management of the institution.

## 5. The Practice:

Trello is a visual-based project management tool that applies Japanese productivity methodology **KANBAN**. It is a way of organizing information and tasks. Whether you are at work, at home, or anywhere in between, all the stakeholders can collaborate and organize their tasks and activities. The IQAC of Dadapatil Rajale Arts and Science College has been using this web-based platform since the academic year 2015-16. Presently there are two major boards. The first one is **i) Internal Quality Assurance System** (hereafter IQAS) and the second is **ii) College Committees 2017-18**. The board “IQAS” has seven lists namely IQAC Discussion and Decision, Decision Implementation Plan I and Plan II, Information Board, AQAR, Research and Publication and Unaided Courses. Each list contains various cards with their owners, members, descriptions, checklists, due date and attachments etc. The board is purely dedicated to the data needed for third cycle of the NAAC. The second board entitled as **College Committees 2017-18** consists of various academic committees divided into seven lists and grouped according to activities. These committees are constituted to organize academic, co-curricular and extra-curricular activities during the Academic Year 2017-2018. The IQAC administers the day to day functioning of these committees through the board. The IQAC coordinator overviews the Trello Boards from time to time and updates the individual cards with a status report in the comments or description sections. He gives a timeline to the card owner for updating the progress of the initiative. The IQAC assigns responsibility to a particular person. Thus, the IQAC monitors proper implementation of the institutional plans and analyzes overall academic and administrative performances of various academic committees of the college.

In addition, stakeholders have been invited through emails to join these boards. Stakeholders can work on these boards through log in either on their PCs, Laptops or simply installing android app on their smart phone. Every action on board is intimated to board members by phone message alerts and email. Comments can be addressed to particular board member beginning with @ character, filters to card on some queries possible. Overdue activities automatically red marked. Unattended cards get dimmer.

## 6. Evidence of Success:

The College started using the Trello Application since the academic year 2015-16. Since use of this board we were able to perform more precisely and collaborate effectively with perfect Team. It has made dynamic changes in the day-to-day operations of the college. One of the biggest changes we come across after using Trello is the transparency and openness it

creates between staff members. As the board is visible to all, it becomes easy to find out a particular member who is not pulling his/her weight. We observed that people started completing their tasks within the due date as their faces are stuck to the card for all to see. It means that there is a remarkable improvement in the time and task management skills of the staff members of our college. The IQAC Coordinator or Admin, at any point of time, provides updates of the overall activities of the college. He has all the resources, links and tasks available in one place. Trello gives a visual overview of what is being worked on and who is working on it. This keeps everyone accountable to do their work.

Using Trello in this way obviates the need to meet everyone in person for collecting information and provides a central space where all my communications can be stored and organized. Trello has improved everyday operations and overall performance of our college tremendously and helped all of us to understand the importance of deadlines, project management, and persistence.

## **7. Problems Encountered and Resources Required:**

### **1. Problems Encountered:**

- a) Internet connectivity.
- b) Technically poor staff members don't respond positively.

### **2. Resources Required:**

- a) Trello Application.
- b) Laptop or Computer.
- c) Android Mobile or Tablet.
- d) iPhone and iPad.
- e) Internet connectivity.

## **8. Notes (Optional):**

With the use of Trello Board which is the free, flexible, and visual way to organize anything with anyone without using lengthy email threads, out-of-date spreadsheets, no-longer-so-sticky notes, and clunky software for managing your projects. Trello lets you see everything about your project in a single glance. We have devised our unique method of conducting business of our IQAC similar to functioning of multinational IT companies, "Business at the speed of thought".

## **2. SAHAKARMAHARSHI SWARGIYA DADAPATIL RAJALE SMRUTI WYAKHYANMALA**

### **1. Title of the practice:**

Sahakarmaharshi Swargiya Dadapatil Rajale Smruti Vyakhyanmala

### **2. The context that required the initiation of the practice:-**

The founder-president of the college Swargiya Dadapatil Rajale was a leftist thinker and freedom fighter, who believed thoughts play significant role in social change. During his lifetime, he regularly shared his views and experiences with youths. In his memory, college started lecture series 'Sahakarmaharshi Swargiya Dadapatil Rajale Smruti Vyakhyanmala' since August, 2006 with eminent speakers from all over state delivering lectures on various socio-economic and developmental issues and role of younger generation in developmental process.

### **3. Objectives of the practice:-**

We are living in a fast-paced world in which students look for easy stuff to read rather than comprehensive reading. To motivate them lecture series by eminent Marathi thinkers is instrument of choice for social change and personality development of college youths. One week lecture series programme encourages youngsters to new ideas and ideals and their role in developmental process. Variety of topics on environment, economics, technology, health, agriculture, water conservation etc. are discussed. This lecture series provides an opportunity to the students to listen to the thoughts and experiences of the great thinkers from the state.

### **4. The Practice**

The college organizes five day (18<sup>th</sup> -22<sup>nd</sup> August) 'Sahakarmaharshi Swargiya Dadapatil Rajale Smruti Vyakhyanmala' every year. During these five days, the college invites eminent speakers from different walks of life to share their thoughts not only with students but also people of the vicinity. On the first day of the lecture series, inauguration function begins with lightening the sacred lamp and paying tribute to the founder-president Late Dadapatil Rajale at the auspicious hands of the dignitaries. The Principal of the college welcomes all guests and audience, stating purpose of organizing the event. The chief guest or speaker announces the opening of the event and delivers two hours lecture on topic of his work or research. Likewise, the series goes on for the next four days. The concluding day is the birth anniversary of Late Dadapatil Rajale. On this day, people from all over the district come to pay tribute to him. One of the remarkable aspects

of the day is the felicitation ceremony of the meritorious students who secured top ranks at the Board and University Examinations and teachers awarded with M. Phil. and Ph. D. by Swargiya Chandrabhagabai Dadapatil Rajale Sarv sevabhavi Sanstha, Adinathnagar. The Lecture series concludes with singing 'Pasaydan'.

#### **5. Obstacles faced if any and strategies adopted to overcome them**

The lecture series is organized in the month of August which happens to be an eventful phase of the rainy season. Events of the series take place in the pandal erected in front of the main building of the college. Out of the five days, the rains disturb the activity on one or the other day. As the saying goes 'The show must go on', the college shifts the event into the seminar hall and continues the programme.

#### **6. Impact of the practice:-**

The lecture series has great impact on the students, teachers and all the stakeholders. Listening to the great speakers from all walks of life initiates the process of empowering the young people. It is seen that students, in particular, learn how to raise personal aspirations. There is great deal of improvement in interpersonal skills of the staff members.

#### **7. Resources required-**

The most important resource required is the human resource – students, teachers, staff, speakers and audience. The financial resource from the management or the institute is a vital aspect of carrying out the events success. Infrastructural resources on the college campus is also a great need for successful conduct of the practice.

#### **8. About the Institution:-**

Shri Dadapatil Rajale Educational Institute's Dadapatil Rajale Arts and Science College is one of the prominent institutions working in rural area of Pathardi taluka in Ahmednagar district. It was established in 1991 with predetermined goal of providing higher education to the students from rural background. Education for all is the motto of the institution. Therefore no student is deprived of education due to social or economic barrier. The college aims to enroll every eligible youngster in the surrounding area for higher education. It also provides extensive collegiate and co-curricular experiences to make the overall development of the students' personality.

Dadapatil Rajale Arts and Science College is spread over 25 acres of land which is located on the Ahmednagar-Shevgaon state highway. The College is 45 km from Ahmednagar and 20 km from Shevgaon. The campus provides pollution free and very creative environment, where students can focus on their studies without any interruption.