

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

## AQAR 2013-2014

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

Loknete Vyankatrao Hiray Arts, Science and Commerce College

1.2 Address Line 1

Mumbai - Agra Road,

Address Line 2

Panachavati,

City/Town

Nashik

State

Maharashtra

Pin Code

422 003

Institution e-mail address

[lvhcollege@gmail.com](mailto:lvhcollege@gmail.com)

Contact Nos.

0253 - 2512924

Name of the Head of the Institution:

Dr. B. S. Jagdale

Tel. No. with STD Code:

0253 - 2512924

Mobile:

9011027593

Name of the IQAC Co-ordinator:

Dr. Mrunal A. Bhardwaj

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner-  
bottom of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	N. A.	2004	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.

- i. AQAR - 2009.2010 submitted to NAAC on 18/11/2010
- ii. AQAR - 2010.2011 submitted to NAAC on 08/12/2011
- iii. AQAR - 2011.2012 Online submitted to NAAC on 30/09/2012
- iv. AQAR - 2012.2013 Online submitted to NAAC in October' 2013

### 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. Certificate Course in Event Management
2. Certificate Course in Tourism
3. Certificate Course in Modi Script
4. Gandhian Study Centre
5. PG Diploma in Industrial Psychology
6. YCMOU Study Centre
7. Soft Skills Development Programme
8. Certificate Course in English for Business

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

University of Pune

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

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

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

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	05
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="05"/> Faculty <input type="text" value="05"/>
	Non-Teaching Staff <input type="text" value="05"/> Students <input type="text" value="05"/> Alumni <input type="text" value="02"/> Others <input type="text" value="-"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="Rs. 3 Lakhs"/>

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

2.14 Significant Activities and contributions made by IQAC

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Enrichment of Research Centre – Establishment of Research Centre in Psychology and Chemistry</li> <li>2. Organisation of Seminars/Workshops</li> <li>3. Student Centric Activities – National Debate Competition</li> <li>4. Encouraging faculties for applying Minor / Major Projects</li> <li>5. Infrastructural Development and Use of ICT</li> <li>6. Applying for various UGC schemes XIIth plan.</li> <li>7. Training Programme for Physical Education Teachers Organised by the Institution.</li> </ol> |
|--|

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 **2013-2014**

Plan of Action	Achievements
<ol style="list-style-type: none"> <li>1. Enrichment of Research Centre</li> <li>2. Student Centric Activities</li> <li>3. Encouraging faculties for applying Minor / Major Projects</li> <li>4. Organisation of Seminars/ Workshops</li> <li>5. Infrastructural Development and Use of ICT</li> </ol>	<ol style="list-style-type: none"> <li>1. Establishment of Research Centre in Psycho. &amp; Chem.</li> <li>2. National Debate Competition was organised</li> <li>3. Two Major Projects are sanctioned and approved during the year.</li> <li>4. Various faculties organised seminars and workshops</li> <li>5. Use of ICT is made by faculties.</li> </ol>

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

<p>Constructive Suggestions and feedback was provided by the management and substantial help is provided for infrastructural development</p>
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## 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	-	02	-	-
PG	12	-	-	-
UG	17	-	-	-
PG Diploma	01	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	04	-	01	-
Others	04	-	-	-
<b>Total</b>	38	02	01	-
Interdisciplinary	-	-	-	01
Innovative	-	-	-	01

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18
Trimester	-
Annual	25

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

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

*Feedback from Alumni and Parents are taken in Alumni Meet and Parents Meet respectively.*

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

Yes, As per University norms the syllabi of 1<sup>st</sup> year UG & PG is updated for Arts, Science and Commerce.

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

Yes, Research Centres of Department of Psychology and Chemistry

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	51	25	22	-	1 – Principal 1 – Lecturer 1 – Librarian 1 – P.T. Director

2.2 No. of permanent faculty with Ph.D.

34

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
03	02	-	-	-	-	-	-	03	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

04

-

18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	23	16
Presented papers	25	27	14
Resource Persons	01	05	08

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

Use of ICT, E-journals, E-books and Video Lectures

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)

Examination Reforms as per University norms adopted.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

08

05

09

as member of Board of Study/Faculty/Curriculum Development workshop

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 %	Pass %
T.Y.B.Sc.	74	14.67	20.27	1.4	0
T.Y.B.A.	369	8.40	21.95	19.78	2.17
T.Y.B.Com.	182	0	9.89	35.71	12.64

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

IQAC conducts meetings with teachers, students and takes feedback related with teaching learning process. On the basis of that, Use of ICT, new technology, recent trends in various subjects are incorporated to make teaching and learning effective.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	04
HRD programmes	01
Orientation programmes	03
Faculty exchange programme	00
Staff training conducted by the university	02
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	10
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	65	03	01	-
Technical Staff	-	-	-	-



## Criterion – III

### 3. Research, Consultancy and Extension

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

1. IQAC encourages teachers to apply for Major/Minor projects to different funding agencies.
2. To motivate faculties to participate in International/ National conferences / seminars.
3. To motivate teachers and students for publishing research papers.
4. Use of E content in terms of E- Journals, E – books etc.
5. To prepare project reports linking with private and industrial organization by the students.

#### 3.2 Details regarding major projects

	Completed	On going	Sanctioned	Submitted
Number	-	04	-	-
Outlay in Rs. Lakhs	-	41.50	-	-

#### 3.3 Details regarding minor projects

	Completed	On going	Sanctioned	Submitted
Number	04	14	-	-
Outlay in Rs. Lakhs	3.40	19.65	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	10	00
Non-Peer Review Journals	03	00	00
e-Journals	03	02	02
Conference proceedings	03	09	00

#### 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	-	-	-	-
Minor Projects	2014-16	UGC	3,10,000	2,52,500
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	-	-	3,10,000	2,52,500

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	-	01	02	01	01
Sponsoring agencies	-	Self	UGC & BCUD	BCUD	BCUD

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	NIL
	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
02	-	01	01	-	-	-

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

12

12

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

02

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 02 State level 07

National level - International level -

3.22 No. of students participated in NCC events:

University level - State level 25

National level 08 International level -

3.23 No. of Awards won in NSS:

University level - State level -

National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -

National level 03 International level -

3.25 No. of Extension activities organized

University forum - College forum -

NCC 02 NSS 03 Any other 02

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

1. The College received the magazine award
2. Acquired 2<sup>nd</sup> position in 'Jagar Janivancha' – Awareness for Gender Sensitisation
3. NSS department contributed Rain Water Harvesting plant @ Kharoli, a tribal village in Trymbakeshwar in Nashik district.
4. Implementation of Earn and Learn Scheme through Staff Welfare.
5. Implementation of Special Guidance Scheme through Staff Welfare.
6. Staff Welfare Conducted Two workshops for girl students –
  1. Personality Development
  2. Nirbhay Kanya

## 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	12140.60 Sq. Mtrs.	-	-	12140.60 Sq. Mtrs.
Class rooms	15	08	College	23
Laboratories	11	13	College	24
Seminar Halls	01	01	College	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	1,215	256	UGC University College	1,471
Value of the equipment purchased during the year (Rs. in Lakhs)	31.35 1.96 37.42	4.57 1.15 5.31	UGC University College	35.92 3.11 42.73
Others	-	-		-

#### 4.2 Computerization of administration and library

Office automated in respect of online admission.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20888	1447546.51	1181	174054	22069	1621600.51
Reference Books	26034	5819554.43	997	404073.90	27031	6218336.23
e-Books (online)	97000	5000	97000	5000	97000	5000
Journals	96	73680	05	10424	101	84104
e-Journals (online)	6000	5000	6000	5000	6000	5000
Digital Database						
CD & Video	230				230	
Others (specify) Newspaper	20	2200			20	2200

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	87	04	03	01	01	14	11	
Added	10	03	04			02	01	
Total	97	07	07	01	01	16	12	

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

1. Commerce department has organised training programme on Business Correspondence and Business facilitator in collaboration with Friends Infotech, Nashik. Twenty One Students participated in the training programme. It was One month course followed by written exam. Certificate will be given on behalf Government of India. College extended all necessary infrastructure facility for training programme.
2. Our College runs the FREE computer training for the Backward class students. This training programme is sponsored by Bhartiya Vidya Bhavan. 160 Students get enrolled each year in two terms ( batch Of 80 ). The training prog is of 6 months. At the end examination is conducted and certificates are issued by Bhartiya Vidya Bhavan.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.15360
ii) Campus Infrastructure and facilities	4.16556
iii) Equipments	0.23550
iv) Others	15.40625
<b>Total :</b>	<b>19.96091</b>

## Criterion – V

### 5. Student Support and Progression

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

1. IQAC with the support of counselling cell, Department of Psychology provides counselling services.
2. Various department provides career guidance to students
3. Competitive Exam. Cell provides guidance on NET/SET exams. And preparation in MPSC and UPSC exams.

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

1. Record of alumni / pass out students is being maintained by prospective department and their progression is monitored.

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

UG	PG	Ph. D.	Others	YCMOU
2675	773	12	148	639

#### (b) No. of students outside the state

-

#### (c) No. of international students

-

Men	No	%	Women	No	%
	2597	61.14		1650	38.86

2012-13						2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
672	371	1296	898	05	3242	1210	439	1493	1093	12	4247

Demand ratio 100%

Dropout 3.5%

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

264 students get registered in the competitive centre during the year 2013-14. 48 students appeared for the Inter collegiate National level exam conducted by Bharti Vidyapeeth, pune. 02 students are rank holders in the State Level G.K. exam sponsored by Spardha Mitra i.e. Dyanratna Exam. Students also participated in G K exam conducted by Mahatma Gandhi Vidymandir. All necessary study material was provided by the college to the students. NET/SET workshop was organised for PG students.

No. of students beneficiaries

264

### 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

1. The department of psychology conducts psychometric test for measuring intelligence (ability testing), personality in order to provide counselling for career choice and guidance.
2. Personal counselling is provided related to problems faced by the students in this era of competition & stress.
3. Academic Counselling by Admission Committee.
4. Counselling on various issues of students provided by Staff Welfare and NSS.

No. of students benefitted

### 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
ICICI Bank	25	06	20

### 5.8 Details of gender sensitization programmes

Equal Opportunity Centre is established in the college in the academic year 2009-10. The college has received the grant Rs. One Lakh Twenty Thousand from UGC.

We provide guidance and counselling to the disadvantaged sections as S.Cs, STs, women, OBCs, minorities and physically challenged persons.

On 4<sup>th</sup> feb' 2014, Muktachaitanya, Journalist delivered a lecture on the topic 'Today's Youth'. The centre has subscribed the Marathi Magazine 'Anubhav' to create social awareness among the students.

Acquired 2<sup>nd</sup> position & get award in 'Jagar Janivancha' – Awareness for Gender Sensitisation from Govt. of Maharashtra

### 5.9 Students Activities

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

State/ University level	<input type="text" value="23"/>	National level	<input type="text" value="05"/>	International level	<input type="text" value="-"/>
No. of students participated in cultural events					
State/ University level	<input type="text" value="41"/>	National level	<input type="text" value="12"/>	International level	<input type="text" value="-"/>

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

Sports : State/ University level  National level  International 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	2327	81,46,450
Financial support from other sources	103	8,50,000
Number of students who received International/ National recognitions	-	-

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 :**

Bahujan Hitay, Bahujan Sukhay, the path shown by our founder father, Late Karmveer Bhausaheb Hiray, a great educationist, clearly signifies “To strive for academic excellence by exploring the potentialities of economically weaker sections of the society by providing them opportunities to face global challenges.”

**Mission:**

To reach out to the poor, needy, down-trodden, segregated and deprived to uplift them by giving them new directions, heights and aspirations through education.



## 6.2 Does the Institution has a management Information System

Yes, Institutional Level

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

### 6.3.1 Curriculum Development

Faculties being Senate Member, BOS Member, BOS Chairman contributed in Syllabus revision at University Level.

Workshop organised in the subject of Chemistry and Geography for syllabus restructuring. Various faculties also participated in syllabus restructuring workshops in various colleges. Syllabus for B.Voc. approved by Pune University.

### 6.3.2 Teaching and Learning

Use of ICT.  
There is increase in number of projectors.

### 6.3.3 Examination and Evaluation

Timely followed as per University norms.  
Incorporated credit system at PG Level.  
Online submission of exam forms.

### 6.3.4 Research and Development

Establishment of Research centres in the subject Psychology and Chemistry  
There is increase in number of Ph.D guides, Research publications, books.  
Participation in seminar/ conferences/ symposium/ workshop is increased.  
There is increase in students participation in various seminars/conferences and workshops.

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

There is increase in use of ICT, Physical infrastructure and instrumentation.

### 6.3.6 Human Resource Management

Groom and Grow organised soft skill programme for teaching staff. For student's welfare training programmes and seminars were organised.  
Career oriented certificates courses like Event management and tourism are started.

### 6.3.7 Faculty and Staff recruitment

Asstt. Professors – 03 and Non Teaching - 01

### 6.3.8 Industry Interaction / Collaboration

BCUD has sanctioned and approved Bachelor of Vocation (B.Voc.) Programme in our college with specialisation in Automobile Technology and Retail Management. College has signed 11 Collaborations with the organisations relating to the field of Automobile and Retail

### 6.3.9 Admission of Students

Online admission process is followed.  
Office is atomised for smooth and efficient working.  
Library issues computerised Identity cards to the students.

### 6.4 Welfare schemes for

Teaching	✓
Non teaching	✓
Students	✓

### 6.5 Total corpus fund generated

Rs. 13,832

### 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	-	-	Yes	Institutional Level
Administrative	-	-	Yes	Institutional Level

### 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?

Online Question papers are provided by the University of Pune.  
All circulars, notices, Schedules are being made online by the University.  
Bar-code system has been introduced .  
Credit and Semester System has been introduced for PG Level.

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

-

6.11 Activities and support from the Alumni Association

In community work.

6.12 Activities and support from the Parent – Teacher Association

Timely feedback on various academic and other matters of the college.

6.13 Development programmes for support staff

A training programme organised ‘Groom and Grow’ at institutional level.

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

We did the tree plantations to keep the campus green.

## 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.

Online admission.  
B.Voc. Programme for skill development  
Motivate the students to participate in seminars/workshops/conferences

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

Online admission effectively implemented so that the work get paperless, data get stored  
Pune University approved the syllabus framed for B. Voc. for makes skilful to student.  
Student of Psychology participated in conference at Ahmedabad.  
Student of Chemistry participated in Avishkar Research Festival, National Conferences at Kolhapur University and V. N. Naik College, Nashik .

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

As per the NAAC Self-study Manuals, copy is attached herewith.

- 1) Conducting Psychometric Tests Followed by Counselling for the Personality Development / Career Advancement of the Student.
- 2) Automation of the office work for accuracy and precision.

#### 7.4 Contribution to environmental awareness / protection

Rally by students for Godavari Pollution Awareness Campaign.  
NSS students constructed 'Rain Water Harvesting Tank' at Kharoli.  
'Godavari River banks cleaning' was conducted by NCC students.

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) Strength- Qualified, Research Oriented Staff. Good Infrastructure, Good Research Culture.
- 2) Weakness- Less Placement Opportunity.
- 3) Opportunity- Establishing HRM Training Cell, Enrichment of Computer Cell, Establishing Counselling Cell for Tribal & Rural Students, Coaching Cell for AIEEE & JEE like examinations,
- 4) Threats- Running self-financing courses, Students having less preference for conventional degrees they have inclination for professional courses.

### 8. Plans of institution for next year

1. Conducting regular activities of the college.
2. Developing virtual classrooms.
3. Training Centre for computer accountancy and banking finance.
4. Organising various Sports events.
5. Organising activities related with environmental awareness and energy conservation.
6. Organising gender sensitisation programmes.
7. Increasing activities under student welfare schemes.
8. Modernising Competitive exams and NET/SET exam. cell.
9. Applying for major / Minor projects to various funding agencies like BCUD / UGC.
10. Organising workshops / seminars / conferences at various levels.
11. Motivating female students to participate in Sports activities.
12. Organising programmes on Health related issues.
13. Motivating students participation in research.
14. Increasing Research Centres
15. Purchasing of Modern Equipments/ Instruments in Labs.

Name : Dr. Mrunal A. Bhardwaj

Name : Prin. Dr. B. S. Jagdale

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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**Mahatma Gandhi Vidyamandir's**  
**Loknete Vyankatrao Hiray Arts, Science & Commerce College, Panchavati, Nashik – 422 003.**  
**ACADEMIC CALENDER 2013-14**

<b>JUNE 2013</b>	
3 <sup>rd</sup> Week	<p>College opening in 15<sup>th</sup> June 2013</p> <p>Submit the purchase order to office</p> <p>Admission for UG Classes (F.Y.B.A.) as per merit list and prepare time table for F.Y.B.A.</p> <p>Meeting of departmental staff regarding Admission at U.G. level</p> <p>Result analysis</p> <p>Newly Introduced Papers &amp; Credit system</p> <p>Distribution of Workload</p> <p>Admission Process</p> <p>Counselling to the student's about career in Commerce</p> <p>Admission Process (UG)</p>
4 <sup>th</sup> Week	<p>Departmental Meeting About the Following issues:</p> <ol style="list-style-type: none"> <li>1.Preparation of Time- Table and discussion about academic planning and results.</li> <li>2.To conduct and evaluate internal (Credit &amp; Semester System) and external examinations at both college and university level as per the schedules of the examination for UG &amp; PG.</li> <li>3.Discussion about new Syllabus of FYBA &amp; FYBSc &amp; M.A.</li> <li>4.Planning about organizing Guest Lectures, Study Tour, Assignment Seminar Presentation, Lecture Series, Conference,Counseling centre etc.</li> <li>5.To make proposal and to organize workshop on revised syllabus either UG or PG or any other recent suitable topic.</li> <li>6.To make compulsory and motivate the PG students to complete options of an in-service assessment, particularly the project within the stipulated period of time and to attend seminar, conferences and workshops etc.</li> <li>7.To activate Student Mentor Activity as a extension work for community service under each faculty independently.</li> <li>8. To celebrate World Mental Health day or birth anniversary of any psychologist or Dr. V. K. Kothurkar.</li> <li>9. To contribute papers by the faculty at state, national and international level and to publish books, papers in repute Journals, if any.</li> <li>10. Preparation and planning of NAAC ( Criterionwise).</li> </ol> <p>Admission Process</p> <p>Department activities regarding</p> <ol style="list-style-type: none"> <li>A) Preparation of Time-Table</li> <li>B) Results</li> <li>C) New Syllabus of FYBA</li> </ol>

	<p>D) Planning about organizing Assignment, Seminar Presentation etc.</p> <p>Admissions for UG Classes (S.Y.B.A. &amp; T.Y.B.A.) &amp; prepare time table for S.Y.B.A. &amp; T.Y.B.A.</p> <p>Admission Process at P.G.</p> <p>Departmental Meeting for</p> <ol style="list-style-type: none"> <li>1.Preparation of Time- Table and discussion about academic planning.</li> <li>2.Result analysis of UG &amp; PG</li> <li>3.Discussion about new Syllabus of FYBSc &amp; M.Sc. I.</li> <li>4.Planning about organizing Study Tour for UG.</li> </ol> <p>Counselling to the student's about career in Commerce</p> <p>Departmental meeting &amp; workload distribution for U.G. Courses and time table framing</p>
5 <sup>th</sup> Week	<p>Teaching Process Started</p> <p>Departmental meeting about U.G., P.G. and the Certificate course time table.</p> <p>As a member of the admission Comm., do the work of admission process</p> <p>Meeting on distribution of workload &amp; teaching process start for U.G.</p> <p>Teaching as per Time-table</p> <p>To prepare the Annual Budget of NSS</p>
<b>JULY 2013</b>	
1 <sup>st</sup> week	<p>Teaching as per Time-table (UG).</p> <ol style="list-style-type: none"> <li>1. Admission for P.G. Classes as per the merit list.</li> <li>2. Commencement of F.Y.B.A. and F.Y.B.Com. classes</li> </ol> <p>Organise various games coaching Camp</p> <p><b>UG – 1.7.2013 to 15.10.2013 Teaching &amp; Internal Assessment</b></p> <p><b>UG – 1.7.2013 to 15.10.2013 Teaching &amp; Internal Assessment</b></p> <p>Admissions for PG Classes (M.A.) as per Merit List</p> <p>Departmental Meeting on New Syllabus of F.Y.B.A. and F.Y.B.Com. and Workload Allotment</p> <p>Meeting to be held for discussion upon timetable, theory papers and practical</p> <p>Departmental Meeting and Allotment of Work load</p> <p>Preparation of Time Table</p> <p>Discussion about New syllabus of F.Y.B.Com and M.Com. Part I</p> <p>Start to teaching</p> <p>Contact to the Students for Admission</p> <p>Discussion on Syllabus of various courses. F.Y./S.Y./T.Y.B.Sc. theory lectures will commence</p> <p>Advisory Committee</p>
2 <sup>nd</sup> week	<p>P.G. Admission Process,</p> <p>Teaching as per Time-table (UG).</p> <p>Results (FYBA , B. A. B Sc, &amp; DIP)</p> <p>Awareness camp for the certificate course in English, Departmental library, language Lab and audio-visual center.</p>

	<p>New enrollment of NCC Cadets and introduction of new Cadets</p> <p>Organize various games coaching Camp</p> <p>Admission process for PG &amp; prepare time table for PG Classes</p> <p>Regular teaching at U.G. &amp; P.G.</p> <p>Lecture on World Population Day</p> <p>Admissions process for at P. G.</p> <p>P.G. Admission Process,</p> <p>Teaching as per Time-table (UG).</p> <p>Evaluation of Results (FYBSc ,SY BSc, TY BSc, &amp; M.Sc I &amp; II)</p> <p>Admission Process of PG</p> <p>Teaching as per Time Table</p> <p>Preparation of Results F.Y.B.Com., April 2013</p> <p>PG Admission Process</p> <p>Teaching as per Time-table</p> <p>Results (FYBA &amp; F.Y.B.Com.)</p> <p>Teaching and practical of F.Y./S.Y./T.Y.B.Sc. as per time table</p> <p>11<sup>th</sup> World Population Day</p>
3 <sup>rd</sup> week	<p>Teaching as per Time-Table UG &amp; PG</p> <p>Credit &amp; Semester System (CSS) Counseling for PG Students</p> <ol style="list-style-type: none"> <li>1. Welcome programme for PG classes.</li> <li>2. Issuing of Books CDs, DVDs from the Departmental Library.</li> </ol> <p>Organise various games coaching Camp</p> <p>Library Advisory Committee Meeting</p> <p>Meeting on distribution of workload of PG &amp; teaching process start for PG student</p> <ol style="list-style-type: none"> <li>2. Deliver a Speech on New Syllabus of F.Y.B.A. by Dr. D. T. Bhosale.</li> </ol> <p>Lecture series to be planned</p> <p>Regular teaching at U.G. &amp; P. G. Level</p> <p>Credit &amp; Semester System (CSS) Counseling for PG Students</p> <p>Credit system Counseling for M.Com part I Students'</p> <p>Teaching Bhajans of Vitthala, Krushna</p> <p>Discussion on syllabus of PG courses. Workload distribution for P.G. Courses and time table framing, Discussion of credit system implementation.</p> <p>Registration. NSS Volunteers</p>
4 <sup>th</sup> week	<p>Library Work for M A Students- Notes (An in-semester assessment), M. Sc. Students</p> <ol style="list-style-type: none"> <li>1. M.A. teaching.</li> <li>2. Meeting regarding changes in the syllabus.</li> </ol>

	<p>3. Placing order for purchase of Text Books &amp; Reference Books etc.</p> <p>Regular NCC Parade and NCC Syllabus Teaching</p> <p>Annual Training Camp (25<sup>th</sup> July to 3<sup>rd</sup> August)</p> <p>Organise various games coaching Camp</p> <p>Inauguration function of Itihas Mandal Issuing books from the departmental library</p> <p>Teaching as per Time-table</p> <p>Library Work of MA Student - Notes</p> <p>Admissions of I., II. Year M.Sc. Teaching and practical of UG as per time table</p> <p>On- Line registration</p>
5 <sup>th</sup> week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Library work for P.G. classes</p> <p>Regular NCC Parade and Teaching</p> <p>Organise various games coaching Camp</p> <p>Hand script in History &amp; Give internal Assignments for M.A. Students (Library Work)</p> <p>Deliver a Speech on New Syllabus of F.Y.B.Com. by Dr. Vedashree Thigale</p> <p>Inauguration of Geography Association &amp; welcome of students</p> <p>Regular teaching at U.G. &amp; P. G. Level</p> <p>Placing order for purchase of Instruments, Glassware, chemicals, Specimens, charts, slides, Text Books &amp; Reference Books etc.</p> <p>Departmental Meetings</p> <p>Students, Teaching and practical of M.Sc. as per time table</p> <p>On- Line registration</p>
<b>AUGUST 2013</b>	
1 <sup>st</sup> week	<p>Welcome Party Seniors to Juniors.(PG)</p> <p>1.M.A. teaching</p> <p>2. A workshop on study methods for F.Y.B.A. and F.Y.B.Com. students</p> <p>NCC parade and Teaching</p> <p>Preparation of Independence Day parade</p> <p>Selection Trails of various games for the I/C Competitions</p> <p>Book Exhibition</p> <p>Group discussion on UG syllabus &amp; study methods</p> <p>Deliver a speech on Annabhau Sathe Jayanti &amp; Lokmany Tilak Punyaththee</p> <p>Regular Teaching at U.G. &amp; P. G. Level</p> <p>Field visit for M.A. (I) students on 19<sup>th</sup> Aug.</p> <p>Regular Teaching and practical as per Time-table.</p>



	Lokmanya Tilak Punyatithi & Annabhau Sathe Jayanti. Inauguration of NSS
2 <sup>nd</sup> week	<p>Teaching as per Time-table.</p> <p>Inter library borrowing: visit to British Library Pune for borrowing text books and reference books for the students and the staff.</p> <p>Preparation of Annual Training Camp (7<sup>th</sup> August to 16<sup>th</sup> August) Regular NCC Parade</p> <p>Selection Trails of various games for the I/C Competitions</p> <p>Group discussion on PG syllabus and study methods</p> <p>Inauguration function of 'Marathi Shabda Gandh Mandal'</p> <p>Regular teaching at U.G. &amp; P.G. Level</p> <p>Guest lecturer to be organized for P.G. students</p> <p>Assignment of Projects for P. G. Students.</p> <p>Planning about inauguration of Commerce Association and Guest Lectures on Practical Subjects</p> <p>Regular teaching practical as per time table. Welcome function of M.Sc.I</p> <p>9<sup>th</sup> Aug. August Kranti Day</p>
3 <sup>rd</sup> week	<p>Teaching as per Time-table.</p> <p>1. Welcome programme for PG classes.</p> <p>2. Issuing of Books CDs, DVDs from the Departmental Library.</p> <p>Function of Flag hosting</p> <p>Blood donation Camp</p> <p>Selection Trials of various games for the I/C Competitions</p> <p>Library work</p> <p>Completion of the projects within the stipulated period of time and to attend seminar, conferences and workshops etc.</p> <p>IQAR Meeting Research Committee</p> <p>To contribute papers by the faculty at state, national and international level and to publish books, papers in repute Journals, if any.</p> <p>Inauguration of Commerce Association</p> <p>Programme arranging for 15<sup>th</sup> August</p> <p>15<sup>th</sup> Aug. Independence Day</p>
4 <sup>th</sup> week	<p>Assignment for P. G. Students (An in-semester assessment)</p> <p>Inauguration of a certificate course in English for Business.</p> <p>Regular NCC Parade and Teaching</p> <p>Selection Trails of various games for the I/C Competitions</p> <p>Assignments for UG &amp; PG Students</p> <p>Classroom Seminar for M.A. (III) students.</p>

	<p>Educational Tour to Satpati, Kelwa Beach for UG students.</p> <p>Assignment of M.Com. students</p> <p>Assignment for PG Student</p> <p>Teaching Rakshabandhan Songs</p> <p>Regular teaching and practical as per time table</p> <p>20<sup>th</sup> Aug .Sadbhawna Day</p>
5 <sup>th</sup> week	<p>Teaching as per Time-table.</p> <p>M.A. Teaching and Assignments</p> <p>Regular Parade and preparation of that Thal Sainik Camp</p> <p>Selection Trails of various games for the I/C Competitions</p> <p>Arrange Guest lecturers on MA History syllabus</p> <p>Regular teaching at U.G. &amp; P.G. Level.</p> <p>Assignment submission of M.Com. students</p> <p>Departmental meeting</p> <p>Regular teaching and practical as per time table</p>
<b>SEPTEMBER 2013</b>	
1 <sup>st</sup> week	<p>Celebration of Teacher's Day</p> <p>1.M.A. Teaching</p> <p>2. Inauguration of English Language and Literary Association (ELLA)</p> <p>Regular NCC Parade</p> <p>Participate in the various I/C Competitions</p> <p>Arrange Guest lecturer on UG Classes History syllabus</p> <p>Kavyasammelan (Nashik KAvi)</p> <p>Classroom Seminar for M.A. (I) students</p> <p>Regular teaching at U.G. &amp; P.G. Level</p> <p>Celebration of Teachers Day</p> <p>Celebration of Teacher's Day</p> <p>Guest Lecture on Practicals</p> <p>Celebration of Teacher's Day</p> <p>Internal evaluation of M.Sc. students</p> <p>5<sup>th</sup> Sept. Dr.Radhakrishnan Jayanti and celebration of Teachers Day</p>
2 <sup>nd</sup> week	<p>Organizing Guest Lectures for both UG &amp; PG Students.</p> <p>1. M.A. Teaching</p> <p>2. Paper reading and Paper presentation for UG Students.</p>

	<p>Regular NCC Parade</p> <p>Ganesh Festival bandobast</p> <p>Participate in the various I/C Competitions</p> <p>Tutorial</p> <p>River field trip for M.A. (III) students</p> <p>Regular Teaching at U.G. &amp; P.G. Level</p> <p>Organizing Guest Lectures for both UG &amp; PG Students.</p> <p>Teaching as per Time-table</p> <p>Guest Lecture for UG &amp; PG</p> <p>Guest lecture series for M.Sc. students</p> <p>9<sup>th</sup> Sep.Ganesh Chaturthi</p>
3 <sup>rd</sup> week	<p>1. M.A. Teaching</p> <p>2. Home Assignments for UG and PG students.</p> <p>3. Meeting about Departmental Quality Assurance Cell (DQAC)</p> <p>NCC Parade and NCC Syllabus Teaching</p> <p>Participate in the various I/C Competitions</p> <p>Internal Assessment for MA students</p> <p>Regular Teaching at U.G. &amp; P.G. Level</p> <p>Regular teaching and practical as per time table</p>
4 <sup>th</sup> week	<p>Teaching as per Time-table</p> <p>Seminar and Presentation for PG Students (An in-semester assessment)</p> <p>1. Seminars and Presentations for M.A. Classes.</p> <p>2. Language practicals for S.Y.B.Sc and T.Y.B.A. classes.</p> <p>NCC Parade, and Weapon Training and firing programme at Bn level</p> <p>Participate in the various I/C Competitions</p> <p>1. Teaching as per the Time Table</p> <p>2. Group Discussion on Sahitya Sammelan</p> <p>Regular Teaching at U.G. &amp; P.G. Level</p> <p>Seminar and Presentation for PG Students.</p> <p>Group discussions and presentations for M.Com. students</p> <p>Guest Lectures on Current Affairs</p> <p>Teaching as per Time-table</p> <p>Seminar and Presentation for PG Students</p>

Teaching as per time table and Dandiya Songs.

24<sup>th</sup> Sept.NSS foundation Day – Personality development programme

## OCTOBER 2013

1<sup>st</sup> week

Teaching as per Time-table

Meeting of the faculty members regarding :

A) To take review of Syllabus completion of the 1<sup>st</sup> Term

B) Discussion about Paper Setting of Term End Exam.

C) Discussion about conducting internal Mid Term Test  
of the PG Students

D) Follow up of Study tour and organization of conference and workshops and also about Student  
Mentor Activity.

Activities regarding :

A) Syllabus completion of the 1<sup>st</sup> Term

B) Paper Setting of Term End Exam

1.M.A. Teaching

2.Project preparations and checking of PG Students.

NCC Parade and Teaching

Participate in the various I/C competitions & organize various I/C Matches/Comp.

Paper setting meeting

Deliver a speech on Mahatma Gandhi by Prof. Meenakshi Patil

Discussion with students regarding extra lectures on difficult topics as per the demand of the students

Regular teaching at U.G. & P. G. level

Meeting of the faculty members regarding :

E) To take review of Syllabus completion of the 1<sup>st</sup> Term

F) Discussion about Paper Setting of Internal Exam for UG & PG Course

Meeting of the faculty members regarding :

A) To take review of Syllabus completion of the 1<sup>st</sup> Term

B) Discussion about Paper Setting of Term End Exam.

C) Discussion about conducting internal Mid-term Test of the PG Student

Internal evaluation of M.Sc. students

2<sup>nd</sup> Oct.Rashtrapita Mahatma Gandhi Jayanti and Lal Bahadur Shashtri Jayanti

2<sup>nd</sup> week

Paper Setting of Term End Exam.

1. M.A. Teaching

2. Screening of English plays, movies and language programmes for UG and PG Students.

NCC Parade and Teaching

Participate in the various I/C competitions & organize various I/C Matches/Comp.

Internal Assessment MA

Paper Setting of F.Y./S.Y./T.Y.B.A. & F.Y.B.Com. Term End Exam.

	<p>Meeting of departmental staff regarding Completion of syllabus at U.G &amp; P.G. level</p> <p>Regular teaching at U.G. &amp; P. G. Level</p> <p>Paper Setting of Internal Exam.</p> <p>Paper Setting of F.Y./S.Y./T.Y. Term End Exam.</p> <p>Paper Setting of Term End Exam.</p> <p>Teaching as per Time-table and Thumary, Dhruvad</p> <p>Guest lecture series for M.Sc. students</p>
3 <sup>rd</sup> week	<p>Mid Term Test (MTT) for PG Students (An in-semester assessment)</p> <p>Teaching as per Time-table</p> <p>Mid-Term Test (M.A. Class New Pattern)</p> <p>Preparation of NIC Camp (National Level) and Regular NCC Parade</p> <p>Participate in the various I/C competitions &amp; organize various I/C Matches/Comp.</p> <p>Practical Exam of S.Y.B.Sc.</p> <p>Last date for Journal Certification</p> <p>Regular teaching at U.G. &amp; P. G. Level</p> <p>Conducting Internal semester examination for SY /TY BSc</p> <p>Paper Setting of M.Com. Mid semester Exam.</p> <p>Mid Term Test of PG Student</p> <p>Practice Every songs, Raags</p> <p>To take review of syllabus completion for UG courses of First Term</p> <p>15<sup>th</sup> Oct. World Blind Day</p>
4 <sup>th</sup> week	<p>Teaching as per Time-table</p> <p>1. Preparing write-ups for the college annual Parijat.</p> <p>2. Conducting Viva-Vos of M.A. Students (Old Pattern) M.A. Teaching (New Pattern)</p> <p>NCC Parade</p> <p>Participate in the various I/C competitions &amp; organize various I/C Matches/Comp.</p> <p>Lecturer series for MA syllabus &amp; start Oct. Univ. Exam. Midterm test for PG student</p> <p>Term-End Exam for UG level and Internal Exam at PG level</p> <p>Regular teaching at UG &amp; PG level</p> <p>University 1<sup>st</sup> Semester Examination for SY / TY BSc.</p> <p>Examination duty as paper setter, Supervisor.</p> <p>Guest Lecture on Practical Subject</p> <p>Internal evaluation of M.Sc. students</p> <p>Regular activities. College Campus work</p>
5 <sup>th</sup> week	<p>Teaching as per Time-table</p>

	<p>M.A. Teaching (New Pattern)</p> <p>Preparation of R.D. Parade (New Delhi) NCC Parade</p> <p>Participate in the various I/C competitions &amp; organize various I/C Matches/Comp.</p> <p>Term End Exam of UG classes</p> <p>Departmental Meeting on Department Progress of First Term.</p> <p>Regular Teaching at UG &amp; PG level</p> <p>University Ist Semester Examination for SY / TY BS.c.</p> <p>Examination duty as paper setter, Supervisor.</p> <p>Mid-Sem. Exam. of M.Com Part I &amp; II</p> <p>Assessment of Mid. Sem. Answer sheets</p> <p>Departmental Meeting and Review of First Term Teaching</p> <p>To take review of syllabus completion for UG courses of First Term</p> <p>One day Volunteers training programme</p>
<b>NOVEMBER 2013</b>	
1 <sup>st</sup> week	<p>DIWALI VACATION</p> <p>Organise Pune University I/Z matches</p>
2 <sup>nd</sup> week	<p>DIWALI VACATION</p> <p>IQAC Meeting</p> <p>Organise Pune University I/Z matches</p> <p>Oct. Uni. Exam for UG/PG</p>
3 <sup>rd</sup> week	<p>Organise Pune University I/Z matches</p> <p>Oct. Uni. Exam for UG/PG</p> <p>Environment Awareness week</p> <p>14<sup>th</sup> Nov. Bal Deen.Pandit Jawaharlal Neharu Jayanti</p>
4 <sup>th</sup> week	<p>DIWALI VACATION</p> <p>Organise Pune University I/Z matches</p> <p>Regular Teaching at U.G. &amp; P.G. Level</p> <p>Semester Examination of PG Courses.(Theory)</p>
5 <sup>th</sup> week	<p>Term End Exam. of FY/SY/TY BA/B.Com./B Sc , M.A.(Old Pattern)</p> <p>Celebration of NCC day, at Bn Level (Batallian Level)</p> <p>Organise Pune University I/Z matches</p>

Discussion on syllabus of various courses. F.Y./S.Y./T.Y.B.Sc. Theory Lectures will commence  
 Training Programme of communication Skill

**DECEMBER 2013**

1<sup>st</sup> week

Term End Exam. of FY/SY/TY BA/ Bsc  
 M.A.(Old Pattern)  
 Visit to British Library, Pune for borrowing books for UG and PG students. M.A. Teaching  
 NCC Parade & NCC Syllabus Teaching  
 Participate in the various I/Z matches & I/U Competitions  
 Teaching UG  
 Term End Exam. of F.Y./S.Y./T.Y.B.A. and F.Y.B.Com.  
 Organized District Level Seminar on New Syllabus of F.Y.B.A. & F.Y.B.Com.  
 Meeting in the first week for allotment of time table  
 Regular teaching at UG & PG level  
 University Semester Practical examination of PG Course.  
 Research Committee meeting  
 Term End Exam. of FY/SY/TY BA/B.Com.  
 1<sup>st</sup> Dec. World 'AIDS' Irradiation Day

2<sup>nd</sup> week

Teaching as per Time-table  
 Departmental Meeting regarding following issues:  
 1. Preparation of the Time-Table for both UG & PG  
 2. Planning about Syllabus completion of II<sup>nd</sup> Term  
 3. Planning about conducting the Study Tour of PG Students  
 4. Organizing the Guest Lectures for PG Students  
 Activities regarding following issues:  
 A) Syllabus completion of II<sup>nd</sup> Term  
 B) Celebration of Human Rights Day  
 Poetry recital program for UG and PG Students. M.A. Teaching  
 NCC Parade and Motivation for R.D. Parade and Defence Services  
 Participate in the various I/Z matches & I/U Competitions  
 Departmental Meeting on New Syllabus of F.Y.B.A. & F.Y.B.Com.  
 Discussion with students about study tour  
 Departmental Meeting regarding following issues:

	<p>1. Preparation of the Time-Table for both UG &amp; PG for II<sup>nd</sup> Semester.</p> <p>2. Planning about Syllabus completion of II<sup>nd</sup> Term</p> <p>3. Planning about conducting the Study Tour of PG Students</p> <p>4. Organizing the Guest Lectures for PG Students</p> <p>Departmental Meeting</p> <p>Meeting of Department regarding following issues:</p> <p>A) Planning about Syllabus completion of II<sup>nd</sup> Term</p> <p>B) Planning about conducting the Study Tour of PG Student</p> <p>C) Conducting the Guest Lectures for PG Student</p> <p>Discussion on syllabus of PG courses. Workload distribution for P.G. Courses and time table framing,</p> <p>10<sup>th</sup> Dec. Human Rights Day</p>
3 <sup>rd</sup> week	<p>Teaching as per Time-table</p> <p>Seminar for UG and PG students MA Teaching for MA Class</p> <p>NCC Parade and Teaching</p> <p>Participate in the various I/Z matches &amp; I/U Competitions</p> <p>Field work &amp; survey, teaching</p> <p>Assessment of Term End Exam Answer sheets</p> <p>Regular Teaching at UG &amp; PG level</p> <p>Regular teaching and practical as per time table</p> <p>Organise the lecture on health awareness</p>
4 <sup>th</sup> week	<p>Teaching as per Time-Table</p> <p>Library Work for PG Students (An in-semester assessment)</p> <p>Preparing students for debate and paper</p> <p>Presentation competitions at college and intercollegiate level. M.A. Teaching</p> <p>NCC Parade and Teaching</p> <p>Participate in the various I/Z matches &amp; I/U Competitions</p> <p>Library work for PG students</p> <p>Teaching as per the Time Table</p> <p>Classroom Seminar for M.A. (IV) students</p> <p>Regular Teaching at UG &amp; PG level</p> <p>Library Work for PG Students</p> <p>State Level Seminar on 'Indian Banking Today'</p>



	<p>Library work of PG Students</p> <p>To conduct faculty members meeting for planning the completion of syllabus of second term and forthcoming events.</p> <p>Winter Camp, Special camping programme</p>
5 <sup>th</sup> week	<p>Teaching as per Time-table</p> <p>Library work for M.A. Classes</p> <p>NCC Parade and Teaching</p> <p>Participate in the various I/Z matches &amp; I/U Competitions</p> <p>Regular teaching and practical as per time table</p>
<b>JANUARY 2014</b>	
1 <sup>st</sup> week	<p>Teaching as per Time-table</p> <p>MA Teaching</p> <p>Conducting Test for the certificate course in English</p> <p>Regular NCC Parade, Motivation for various activities and Rallys</p> <p>Organise Inter – class competitions &amp; practice matches</p> <p>Historical tour arrange by dept. of History for spe. History students</p> <p>Regular Teaching at UG &amp; PG level</p> <p>Internal evaluation of M.Sc. students</p> <p>Human development camp</p>
2 <sup>nd</sup> week	<p>Teaching as per Time-table</p> <p>M.A. Teaching</p> <p>Alumni meet of Depts.</p> <p>Checking papers and preparing results of internal examinations</p> <p>Preparations of Army Attachment Camp and Regular NCC Parade</p> <p>Organise Inter – class competitions &amp; practice matches</p> <p>Eight day study tour</p> <p>Guest lecture series for M.Sc. students</p> <p>Hiv / Aids Awareness Campaign</p>
3 <sup>rd</sup> week	<p>Teaching as per Time-table</p> <p>Language Lab practical. MA Teaching</p> <p>IQAC meeting</p> <p>Preparations of Republic Day Programme</p> <p>Organise Inter – class competitions &amp; practice matches</p>

	<p>Production of Study material &amp; distribution of printout to PG Students</p> <p>Guest Lecture on Marathi in MPSC/UPSC</p> <p>Tutorial for M.A. (II) students</p> <p>Geography day celebration on 14<sup>th</sup></p> <p>Regular teaching at UG &amp; PG level</p> <p>Regular teaching and practical as per time table</p> <p>Swami Vivekanand Jayanti &amp; National Youth Day</p>
4 <sup>th</sup> week	<p>Teaching as per Time-table</p> <p>Assignment of PG Students (An in-semester assessment)</p> <p>Celebration of Voter's Day</p> <p>Distribution of printouts of study material to students. Assignments to MA Class</p> <p>Practice of Republic Day Parade and organize the function of Flag hoisting</p> <p>Organise Inter – class competitions &amp; practice matches</p> <p>One day syllabus seminar on Assignments for Restructuring Syllabus in UG &amp; PG</p> <p>Regular Teaching at UG &amp; PG level</p> <p>Project evaluation of PG Students</p> <p>Assignment for P.G. students</p>
5 <sup>th</sup> week	<p>Teaching as per Time-table</p> <p>Assignments to MA Class</p> <p>NCC Parade and Preparation for 'B' &amp; 'C' certificate Exam</p> <p>Organise Inter – class competitions &amp; practice matches</p> <p>1. Poet Reading Competition</p> <p>Tutorial for M.A. (IV) students</p> <p>Regular teaching at UG &amp; PG level</p> <p>Guest Lecture on Practical</p> <p>Departmental Meeting</p> <p>Educational tours of M.Sc. and B.Sc. students</p> <p>26<sup>th</sup> Jan. Republic Day. Hutatma Din- Mahatma Gandhi Smriti Din.</p>
<b>FEBRUARY 2014</b>	

1 <sup>st</sup> week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Guest Lecture on NET/SET for PG Students</p> <p>Preparation for 'B' &amp; 'C' certificate Examination</p> <p>Participate in the various National &amp; Inter-National Conferences</p> <p>MA Internal Assessment, Teaching</p> <p>Preparation of PALVI (Manuscript of Peom)</p> <p>Regular teaching at UG &amp; PG level</p> <p>Guest Lecture on NET/SET for PG Students</p> <p>Study Tour for PG Students.</p> <p>Guest Lecture on NET/SET for PG Students</p> <p>Guest Lecture on NET/SET for PG Student</p> <p>National Debate Competition</p> <p>Internal evaluation of M.Sc. students. BCS Competition for UG and PG students</p>
2 <sup>nd</sup> week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Preparing MA students for project work (Old Pattern)</p> <p>Preparation for Annual Training Camp and 'B' &amp; 'C' Certificate Exam</p> <p>Participate in the various National &amp; Inter-National Conferences</p> <p>Preparing M.A. Part I &amp; Part II Students for project work</p> <p>Participation of Departmental students in gathering activities</p> <p>Teaching as per Time-table(UG &amp; PG)</p> <p>Meeting of the faculty members for following issues:</p> <p>A) To take review of the syllabus completion of UG &amp; PG Classes</p> <p>B) Planning of extra periods if needed.</p> <p>C) Planning about conducting the internal practical examination of F. Y. Bsc /SY Bc / TY BSc.Students.</p> <p>Seminar and presentation of PG Students.</p> <p>Guest Lecture on research Methodology and Project work</p> <p>Guest lectue series for M.Sc. students. BCS computation for UG and PG students</p>
3 <sup>rd</sup> week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>MA Teaching (New Pattern)</p> <p>'B' &amp; 'C' Certificate Exam</p> <p>Participate in the various National &amp; Inter-National Conferences</p>

	<p>Publication of PALVI (Manuscript of Poem)</p> <p>Review of syllabus completed and difficulties of the students</p> <p>Regular teaching at UG &amp; PG level</p> <p>Certification of Practical Journals</p> <p>Regular teaching and Practical as per time table</p>
4 <sup>th</sup> week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Study Tour</p> <p>MA Teaching (New Pattern)</p> <p>Participate in the various National &amp; Inter-National Conferences</p> <p>Teaching UG and PG</p> <p>1. Practical Exam of F.Y.B.Com.</p> <p>2. 27<sup>th</sup> Feb. Jagatik Marathi Din</p> <p>Regular teaching at UG &amp; PG level</p> <p>Review of Practicals and certification of Journals</p> <p>Teaching as per Time-table (UG &amp; PG)</p> <p>Conducting Practical examination of FY B.Sc</p> <p>Conducting Internal Semester practical examination for SY /TY B.Sc.</p> <p>Departmental Meeting</p> <p>F.Y.B.Com. Practical Examination</p> <p>Regular teaching and practical as per time table. Internal evaluation of M.Sc. students. Power point presentation competition.</p>
<b>MARCH 2014</b>	
1 <sup>st</sup> week	<p>Teaching as per Time-table (UG &amp;PG)</p> <p>Meeting of the faculty members regarding following issues:</p> <p>D) To take review of the syllabus completion of UG &amp; PG Classes</p> <p>E) Planning of extra periods if needed.</p> <p>F) Planning about conducting the Viva-voce of TYBA / F. Y. Bsc /Sy Bc Students.</p> <p>G) Seminar and presentation of PG Students (An in-semester assessment)</p> <p>Activities regarding following issues:</p> <p>A) To take review of the syllabus completion of UG Classes</p> <p>B) Planning of extra periods if needed</p> <p>Internal Examination, Seminar for MA Class New Pattern</p> <p>Office work (e.x. final account submission, Dead Stock Report)</p> <p>Library Advisory Committee Meeting</p> <p>IQAC meeting</p> <p>M.A. Internal Assessment, Seminar and preventative and teaching</p>

	<p>1. Practical Examination of S.Y.B.Sc.</p> <p>Regular teaching at UG &amp; PG level</p> <p>External/ Internal Exminers duty for conducting Practical examination for SY / TY B.Sc. of our and other colleges.</p> <p>Practical Examination of S.Y. and T.Y.B.Com.</p> <p>Teaching &amp; Seminar Presentation</p> <p>Meeting to the faculty members regarding following issues:</p> <p>A) To take review of the syllabus completion of UG &amp; PG Classes</p> <p>B) Planning of extra periods if needed</p> <p>C) Planning about conducting the Viva-voce of TYBA Student Seminar presentation of PG Student</p> <p>Arrange industrial visits</p> <p>8<sup>th</sup> March. Word women's Day</p>
2 <sup>nd</sup> week	<p>Teaching as per Time-table (UG &amp;PG)</p> <p>U.G. Viva &amp; P.G. Viva M.A. Teaching</p> <p>Office work (e.x. final account submission, Dead Stock Report)</p> <p>1. Preparation of Annual Examination</p> <p>Practical Exams (Internal Examiners to be allotted)</p> <p>To conduct 20 marks internal exam for M.A. (II &amp; IV) students</p> <p>External/ Internal Exminers duty for conducting Practical examination for SY / TY B.Sc. of our and other colleges.</p> <p>Guest Lecture on Budget</p> <p>Lecture on Indian Budget 2013-14</p> <p>Regular teaching and practical as per time table</p> <p>Evaluation of regular activity</p>
3 <sup>rd</sup> week	<p>Teaching as per Time-table (UG &amp;PG)</p> <p>(UG &amp;PG)</p> <p>Revision of the Syllabus</p> <p>M.A. Teaching, Supervisions of UG Classes</p> <p>University Exam. work (e.x supervision)</p> <p>F.Y.B.A. Exam</p> <p>Review of syllabus completed at M.A. level</p> <p>Regular teaching at UG &amp; PG level</p>

	<p>Teaching as per Time-table (PG)</p> <p>University Examination for FY B.Sc.</p> <p>Regular teaching and practical as per time table</p> <p>Planning about the completion of UG Projects</p> <p>NSS Audit</p>
4 <sup>th</sup> week	<p>Teaching as per Time-table (UG &amp;PG)</p> <p>Revision of the Syllabus</p> <p>M.A. Teaching, Supervisions of UG Classes</p> <p>University Exam. work (e.x supervision)</p> <p>F.Y.B.A. Exam &amp; M.A. Internal Assessment</p> <p>Teaching</p> <p>1. University Examination of F.Y./S.Y./T.Y.B.A./B.Com./B.Sc.</p> <p>Regular teaching at UG &amp; PG level</p> <p>University Examination for FY B.Sc.(Theory)</p> <p>Presentation of M.Com. Students</p> <p>Conduct Internal and University Practical Examination of UG Student</p> <p>Holy Festival</p>
<b>APRIL 2014</b>	
1 <sup>st</sup> week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Mid Term Test (MIT) for PG Students.</p> <p>Exam related Work</p> <p>University Exam work</p> <p>M.A. Internal Assessment Mid term test UG &amp; PG Exam</p> <p>Teaching &amp; Mid Term Test</p> <p>University Exam. of F.Y./S.Y./T.Y.B.A./B.Com./B.Sc.</p> <p>Discussion about extra lectures for difficult topics</p> <p>Regular teaching at P.G. Level</p> <p>University examination for SY /TY B.Sc.(Theory)</p> <p>Mid. Sem. Exam of M.Com. Part I &amp; II</p> <p>University examination of UG</p> <p>Teaching as per Time-table</p> <p>Mid Term Test (PG)</p> <p>Conduct Internal and University Practical Examination of UG student</p>
2 <sup>nd</sup> week	<p>Teaching as per Time-table (PG)</p> <p>M.A. Teaching (New Pattern)</p> <p>UG Exam &amp; FYBA Cap</p> <p>University Exam. of F.Y./S.Y./T.Y.B.A./B.Com./B.Sc.</p>

	<p>Regular teaching at P.G. Level</p> <p>Assessment of Mid.Sem. Answer sheets</p> <p>Conduct Internal and University Practical Examination of UG Student</p>
3 <sup>rd</sup> week	<p>Teaching as per Time-table (PG)</p> <p>Exam related Work</p> <p>M.A. Teaching (New Pattern)</p> <p>UG Exam &amp; FYBA Cap</p> <p>University Exam. of F.Y./S.Y./T.Y.B.A./B.Com./B.Sc.</p> <p>Regular teaching at P.G. Level</p> <p>Teaching as per Time-table (PG)</p> <p>Conducting Internal Semester practical examination for PG</p> <p>To take review of F.Y./S.Y./T.Y.B.Sc. syllabus completion (Theory/Practical) for IInd Term.</p> <p>14<sup>th</sup> April. Dr.Babasaheb Ambedkar Jayanti</p>
4 <sup>th</sup> week	<p>Viva-voce of TYBA S-4, F Y &amp; S Y B Sc Students ( Revision of Practical Exam)</p> <p>Exam related Work</p> <p>M.A. Teaching (New Pattern)</p> <p>University Exam. of F.Y./S.Y./T.Y.B.A./B.Com./B.Sc.</p> <p>26<sup>th</sup> last date for Journal certification for M.A. students</p> <p>Celebration of Earth Day</p> <p>University practical examination for PG Course.</p> <p>Planning about the completion of PG Projects</p> <p>Prepare the annual report</p>
5 <sup>th</sup> week	<p>Exam related Work,UoP</p> <p>UG &amp; PG Exam &amp; SY/TYBA CAP</p> <p>1) University Exam. of F.Y./S.Y./T.Y.B.A./B.Com./B.Sc.</p> <p>2) Departmental Meeting on Progress of the Department in Academic Year 2013-14</p> <p>Attending CAP at University of Pune.</p> <p>Attending CAP for FY B.Sc. at college.</p> <p>Certification of Project Report of M.Com</p> <p>Exam related Work</p> <p>Feedback and to take review of PG students</p> <p>Present the audit statement</p>
<b>MAY 2014</b>	
1 <sup>st</sup> week	<p>Exam related Work, UoP</p> <p>Summer Vacation and Central Assessment Program (CAP)</p> <p>PG Exam and Summer Vacation and SYBA /TYBA CAP</p> <p>Summer Holidays from 01/05/2014 to 15/06/2014</p>

	Attending CAP at University of Pune. M.Com. Project Report Viva
2 <sup>nd</sup> week	Exam related Work, UoP Summer Vacation and Central Assessment Program (CAP) SUMMER VACATION
3 <sup>rd</sup> week	SUMMER VACATION Summer Vacation and Central Assessment Program (CAP) Summer Holidays from 01/05/2014 to 15/06/2014
4 <sup>th</sup> week	SUMMER VACATION Summer Vacation and Central Assessment Program (CAP)
5 <sup>th</sup> week	SUMMER VACATION Summer Vacation and Central Assessment Program (CAP) Summer Holidays from 01/05/2014 to 15/06/2014



## Department of Psychology

### Analysis of Students Feedback for Teachers

Student's feedback for teachers during the Academic Year 2013-14 Total numbers 100 marks based on 10 questions. The feedback of Total 40 UG and PG students is taken randomly from students overall feedback of students is satisfactory about each teacher.

Name of the Faculties	Q.1 (10)	Q.2 (10)	Q.3 (10)	Q.4 (10)	Q.5 (10)	Q.6 (10)	Q.7 (10)	Q.8 (10)	Q.9 (10)	Q.10 (10)	Total out of 100
Dr. M. A. Bhardwaj	10	09	10	09	10	10	09	10	10	10	97
Dr. A. M. Bachhav	10	10	09	10	10	10	09	10	09	10	97
Dr. V. R. Shinde	10	10	10	09	09	10	10	09	09	10	96
Miss. J. A. Sode	10	09	10	10	10	09	09	10	10	09	96

**Department of Psychology - Analysis of Students Feedback for Syllabus 2013-2014**

*Annexure – III*

**T.Y.B.A**

Q. No	Question	TYBA (G-III)	TYBA ( S-III)	TYBA ( S-IV)
1	The syllabus of each course was	98% adequate	95% adequate	96% adequate
2	Background for the benefitting from the course was	97% adequate	94% adequate	95% adequate
3	Was the course easy or difficult to understand	95% easy	94% easy	94% easy
4	How mach of the syllabus was covered in the class	96% say 85 to 100 %	96% say 85 to 100 %	98% say 85 to 100 %
5	What is your opinion about the library material and facilities for the course	94% adequate	93% adequate	96% adequate
6	To what extent were you able to get material for the prescribed readings	88% with some difficulty	94% with some difficulty	97% with some difficulty
7	How well did the teacher prepare for the classes	93% thoroughly	95% thoroughly	91% thoroughly
8	How well the teacher able to communicate	95% always effective	96% always effective	94% always effective
9	How far the teacher encourages student participation in class	98% mostly yes	97% mostly yes	96% mostly yes
10	If yes, which of the following methods were used	95% encourage to raise questions	94% encourage to raise questions	91% encourage to raise questions
11	How helpful was the teacher in advising	99% very helpful	95% very helpful	93% very helpful
12	The teacher's approach can best be described as	96% Always courteous	93% Always courteous	98% Always courteous
13	Internal assessment was	95% Always fair	96% Always fair	96% Always fair
14	What effect do you think internal assessment will have on your course grade	97% helps to improve	97% helps to improve	94% helps to improve
15	How often did the teacher provide feedback on your performance	95% regularly in time	94% regularly in time	95% regularly in time
16	Were your assignments discussed with you	96% yes, fully	95% yes, fully	93% yes, fully
17	Were you provided with a course contributory lecture too at the beginning	98% yes	98% yes	99% yes
18	Other comments and suggestions about the syllabus			

Student's feedback for the syllabus during the Academic Year 2013-2014 student's overall evaluation about the program and teaching was taken randomly for each class and each teacher it was found satisfactory and adequate. Students have also responded positively about the completion of syllabus within the scheduled period.

## **BEST PRACTICES - 01**

### **Title of the Practice:**

**Conducting Psychometric Tests Followed by Counselling for the Personality Development / Career Advancement of the Student.**

### **Goal:**

The aim of the Psychometric tests administered by the department of Psychology is to identify, analyse and solve various behavioural problems faced by the students. At the same time, these tests measure attitude and aptitude of the students and provide them career guidance by giving them new directions. These tests help students in unique way to face the global competition.

### **The context:**

Students shifting from schools and junior college to the senior are sometimes confused. In this new scenario they may face certain behavioural problems such as adjustment with the new surroundings, adjustment with the fellow students, as well as the new syllabus. They may have certain drawbacks in their personality making them unfit in the new context. At the same time, they are unaware of their attitudes and aptitudes and may choose the field where they have no competence. All these increase their problems further. These tests help them to overcome their drawbacks and guide them to choose the correct field that will match to their abilities and competencies.

### **The practice:**

The practice of Psychometric tests for UG and PG students is uniquely important in higher education. The students in higher education have many aspirations but do not know their abilities or capacities causing a lot of frustration for them. The psychometric tests help students to measure and analyses various aspects of their personality such as aptitude, attitude, emotions, and intelligence and motivate them in proper direction. These tests also make clinical analysis of stress, anxiety and depression etc. As these tests are valid and reliable, they provide students with a complete chart of personality. Thus they help students in choosing appropriate field for their career development. These tests save the futile efforts of the students trying other carrier opportunities as well as from the excesses stress and frustration that may follow after the wrong choice of the field in career development. Moreover, these tests are useful for the whole society and can resolve many behavioural complex problems and can be followed closely with the medication for any behavioural disorder.

### **Evidence of success:**

Many aspiring students after going through the psychometric tests are pursuing their career successfully.

### **Problems encountered and resources required:**

To conduct psychometric tests laboratory infrastructure is necessary. It took a long time to establish well equipped laboratory. So also conducting a psychometric test is a time-consuming matter, therefore it becomes difficult to conduct the tests.

### **BEST PRACTICES - 02**

#### **Title of the practice :**

**Automation of the office work for accuracy and precision.**

#### **Goal:**

The goal of the practice is to bring ease and efficiency in the office work. It is also to maintain accuracy and accountability of the office work. It is to make office more transparent and increase its accessibility. It is eco-friendly practice that aims at making office work paperless and thus save the environment.

#### **Context:**

Office work is very strenuous. It is difficult to create record and maintain it. Moreover, the record is of different types and is maintained at different levels. It creates redundancy in the work. Thus office work is laborious and time consuming. One cannot expect complete accuracy in the office work as there remain number of human errors. As there is less transparency in the documentation, there is lot of scope for malpractices. It is also very difficult to maintain physical data in the form of papers and files and after certain period of time it has to be discarded. In that case retrieval of information becomes impossible. To overcome all these limitations of the office work and to make it more systematic and organised we have opt for office automation.

#### **Practice :**

For office automation we have installed software called “Vridhi” software. It has got office-task oriented useful tools. The complete automation of the office is possible by the use of this software. It has proved to be highly useful in the admission process especially in the enrolment of the students. With the use of this software it has become easy to register the addresses and contact nos. of the students. This software can make the process of classification simplified and we can easily make the classification of the recorded data i.e. preparing students’ list caste wise, category wise, medium wise, stream wise, gender wise and subject wise. There is automation of complete admission process and fee- structure too. It can maintain fee register and can provide information of the pending fees in shortest possible time. With the help of this software admission process can be executed online. The special feature of this software is that the source data is created in a very accurate manner. Once it is created, the same data can be shared in the library, exam section, scholarship section etc. Thus it leads to the sharing of the resources and avoid redundancy of the work. At the same time this data is systematic and has scope for multiple accessibility. It can be accessed from different points. It saves lot of time and

efforts of the office staff. Moreover, one can easily retrieve the information even after a long time.

The same software is used in Exam section which helps us in many ways such as to find out form- details, maintain exam fee register, finding out the number of students who have filled exam forms, general exam seat numbers, subject wise summary, seating arrangements, junior supervisor's report etc. It also helps in making hall tickets, preparing results, making the list of the toppers and meritorious students. Thus it saves lot of time and paper work in the exam section. It maintains the accuracy and accountability necessary in examination work. Thus it brings ease and grace in examination work.

We are going to use the same software in the library too. It will give internet access to the library. It will make issuing process easy. It will also cover task like I- Card issuing, Bar-Coding, scanning, giving accession number to the books. It will help in making author wise, subject wise, publication wise report of the books. Thus complete automation of library can be done.

#### **Evidences of Success :**

1. It has saved lot of paper work.
2. Office is equipped with updated, systematic data which can be accessed and retrieved any time.
3. It has minimized number of human errors in exam work and made it well organized.

#### **Problems Encountered :**

Installation and maintenance of the software is expensive matter. It also requires skills and training to operate the software. Sometimes it is a challenge to create accurate source data.