



Khandesh College Education Society's
Moolji Jaitha College, Jalgaon

NAAC Reaccredited "A" Grade (CGPA 3.63)

UGC Honoured "College of Excellence"

ISO 9001:2008 Certified

Department of Biotechnology, Ministry of Science, Technology Honoured "Star College"

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ANNUAL QUALITY ASSURANCE REPORT

2015-16

INTERNAL QUALITY ASSURANCE CELL
(I.Q.A.C.)

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

AQAR for the year (for example 2013-14)

2015-2016

Part – A

1. Details of the Institution

1.1 Name of the Institution	:	Khandesh College Education Society's Moolji Jaitha College, Jalgaon
1.2 Address Line 1		Moolji Jaitha College
Address Line 2		Jilha Peth,
City/Town		Jalgaon
State		Maharashtra
Pin Code		425002
Institution e-mail address		mjcollege@kces.in
Contact Nos.		0257-2234281
Name of the Head of the Institution		Dr. U. D. Kulkarni
Tel. No. with STD Code		0257-2234281
Mobile		9850118166
Name of the IQAC Co-ordinator		Dr. K. G. Khadse
Mobile		9420787362
IQAC e-mail address		iqac.mjc@gmail.com
1.3 NAAC Track ID (For ex. MHCOGN 18879)		15443
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)		EC/61/RAR/36 dated 15-09-2012

of your institution's Accreditation Certificate)

1.5 Website address

Web-link of the AQAR

For ex.

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	-	2004	08-01-2004 to 07-01-2009
2	2 nd Cycle	A	3.63	2012	15-09-2012 to 14-09-2017

1.7 Date of Establishment of IQAC DD/MM/YYYY

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

- i. AQAR 2011-12 submitted to NAAC on 15-06-2013
- ii. AQAR 2012-13 submitted to NAAC on 22-11-2013
- iii. AQAR 2013-14 submitted to NAAC on 08-01-2015
- iv. AQAR 2013-14 submitted to NAAC on 11-09-2016

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Yes No

Institution

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing

Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law

PEI (PhysEdu) TEI (Edu)

Engineering Health Science Management

Others (specify)

:

1.11 Name of the Affiliating University (for the Colleges)

:

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

- 2.1 No. of Teachers : 9
- 2.2 No. of Administrative/Technical staff : 1
- 2.3 No. of students -
- 2.4 No. of Management representatives 1
- 2.5 No. of Alumni 7
- 2.6 No. of any other stakeholder and community representatives -
- 2.7 No. of Employers/ Industrialists -
- 2.8 No. of other External Experts 2
- 2.9 Total No. of members 13
- 2.10 No. of IQAC meetings held 2

- 2.11 No. of meetings with various stakeholders No. 06
- Faculty 04 Non Teaching Staff 02 Students 01
- Alumni -- Others --

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

If yes, mention the amount ---

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 1 International National State Institution Level 1

(ii) Themes Quality Improvement in Academic Activities

2.14 Significant Activities and contributions made by IQAC

- Conduction of SWOT analysis to enhance capability of academic processes.
- Strengthening of the research culture through publications, research projects and organising national conferences.
- Participation of IQAC team members in various state/national level quality related conferences.
- Motivation to organise Faculty Development Programmes on various themes to enhance teaching and research quality.
- Presentation of research paper in national level conference on “Quality Enhancement Initiative using Student Satisfaction Index in context of Teaching” organised by Vivekanand Education Society’s College of Arts, Science and Commerce , Chembur, Mumbai held on 17th and 18th February 2016.
- Delivered Expert Lecture on ‘Role of IQAC in Quality Improvement’ at JDMVP’s Arts Commerce and Science College, Jalgaon on 10th September 2015.

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
1. Strengthening of Science, Commerce and Language Laboratories	1. Effective use of 10 smart class rooms established under College of Excellence grants.
2. Upgradation of ICT infrastructure	2. Organised National level Seminar on “New Trends in Printing Technology” on 24 th Feb 2016.
3. Enrichment of Library Learning Resources	3. Organised the “National Level Competitions-MAESTRO 2016” for for the students of Commerce and Mgt on 16 th Feb, 2016.
4. Organization of Faculty Development Programme for Quality Enhancement	4. Organised Induction Training Programme for New Incumbents, Workshop on Statistical Techniques on 6-7 March 2016, workshop on syllabus framing on 8 Dec 2015.
5. ISO 9001:2008 certification continuation through standardisation and continuous quality improvement of academic and administrative processes	5. Organised Faculty Development Program on ‘Presentation Skills using Photoshop and Flash-CS3 Software’ during 6th July to 20th July, 2015.
6. Motivation to faculty to submit major and minor research projects	6. Organised Advanced Instrumentation Training workshop on the occasion of national science day for students.
7. Establishment of Advance Research Facilities	7. Organised National level Conferenc on “Recent Advances in Chemo Bio Sciences” on 23 rd Jan 2016.
8. Capacity Building for Interdisciplinary Research	
9. Organization of national level conferences	

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

2.15 Whether the AQAR was placed in statutory body Yes No

Management

Syndicate

Any other body

Provide the details of the action taken

Annual Quality Assurance Report (AQAR) 2015-16 discussed in Management meeting and approved for submission to NAAC office, Bengaluru.

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	18	-	-	-
PG	39	3	28	10
UG	42	4	17	12
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	3	-	03	03
Certificate	32	1	32	32
Others	-	-	-	-
Total	134	8	80	57

Interdisciplinary	5	-	4	3
Innovative	11	8	11	5

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

The College offers academic flexibility through maximum options and combinations of courses. The College is also a recognized study centre of Yashwantrao Chavan Maharashtra Open University, Nashik.

For details please refer **Annexure IV**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	87
Trimester	-
Annual	47
Other	18

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.*

For details please refer **Annexure II**

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

- For all the programmes affiliated to university, syllabus revision cycle is of three years.
- UGC model curriculum, society needs, feedback from all stakeholders, changing national and global trends are the key factors for revision.
- Project work is made compulsory in most of the programmes syllabus.
- The syllabi of the add-on courses are revised at regular intervals.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
83	37	39	5	2

2.2 No. of permanent faculty with Ph.D.

38

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
0	32	0	0	0	0	0	0	0	32

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

101

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	38	125	22
Presented papers	35	67	7
Resource Persons	3	8	4

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

- Interactive lecture method is used to encourage students to express themselves and consolidate their understanding of the topic taught.
- The college is making all out efforts for the increased use of modern ICT based teaching tools such as interactive boards, audio-visual aids and internet in teaching-learning processes.
- The college has established a state-of-the-art facility – ‘Soham Knowledge Centre’ where documentary films based on various topics are screened for the students.
- A special scheme titled ‘Research Promotion Scheme for the Students’ for vocational research projects is in practice.
- The College offers a number of add-on courses in various subjects enabling students to acquire vocational skills.

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

204

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

The college has played a lead role through active participation of its faculty members in different academic bodies/authorities of the university in the process of reforms. Each year, the college constitutes a special examination committee to ensure effective implementation

of all activities related to internal and external examinations and assessments.

Examination/ Evaluation Reforms initiated by the affiliating University during 2014-15 are as follows:

- Implementation of following 40 internal marks distribution system from AY 2015-16:
 - Test 1 – 10 Marks
 - Test 2 – 10 Marks
 - Attendance and behaviour – 10 Marks
 - Seminar/GD/Home Assignment/Tutorial – 10 Marks
- Implementation of 60:40 patterns from AY 2015-16 with 20% multiple choice questions in term end examinations.

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

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2.10 Average percentage of attendance of students

79

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division		
		Percentage of students passed with A and A+ grade	Percentage of students passed with B and B+ grade	Percentage of students passed with C and C+ grade
B.Sc.	432	37.96	21.99	7.87
M.Sc.	171	13.45	14.04	-
B.A.	284	30.99	36.97	8.80
M.A.	278	33.09	32.01	12.95
B.Com.	341	13.20	46.33	12.61
M.Com	163	13.50	27.61	11.66
B.C.A.	31	9.68	70.97	-
B.B.A.	85	83.53	1.18	-
B.F.A.	14	28.57	64.29	-
M.F.A.	14	14.29	85.71	-

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

The IQAC sets broad objectives and plans at the beginning of an academic year. These include various activities including quality enhancement in academic processes. Besides NAAC accreditation, the college has also been awarded ISO 9001:2008 certification. As a part of continuation of ISO 9001:2008 certification, periodic department wise academic internal audits are conducted by specially trained auditor-teachers and by lead auditors of ISO Certification Agency, Pune. Finally review meeting is conducted to evaluate the functioning in view to improve academic processes capability.

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	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	11
Summer / Winter schools, Workshops, etc.	9
Other FDP organized by college	55

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	29	23	-	25
Technical Staff	38	17	-	36

Criterion – III

3. Research, Consultancy and Extension

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

- Encourages the teachers to undertake Major/Minor research projects. A special research promotion committee has been established to facilitate and coordinate such initiatives.
- Special efforts have been taken to develop ideal research infrastructure in the form of state-of-the-art laboratories, advanced equipment, modern ICT gadgets, access to electronic learning material, etc.
- Organising lectures of experts on various research areas and advanced topics
- Organising visits to research institutions

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	3	-	1
Outlay in Rs. Lakhs	28.817	78.0951	-	3

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	6	18	2	-
Outlay in Rs. Lakhs	7.7	26.96	3.89	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	50	23	-
Non-Peer Review Journals	-	05	18
e-Journals	30	06	-
Conference proceedings	04	10	03

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received (in Rs. Lakhs) from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (in Rs. Lakhs)	Received (in Rs. Lakhs)
Major projects	-	DST, New Delhi	16.19	11.7278
Minor Projects	2	UGC RGSTC, NMU	15.69	11.38
Interdisciplinary Projects	-	-	-	-
Industry sponsored	1	Krishna Pectin, Jalgaon	0.20	0.20
Projects sponsored by the University/ College	2	VCRMS, NMU, Jalgaon	8.21	5.19
Students research projects (other than compulsory by the University)	6 months	M J College, DBT Star College	1.29	1.29
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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
Number	-	6	1
Sponsoring agencies	-	UGC, IBS, Hyderabad, M J College, Jalgaon	M J College, Jalgaon

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	-
	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
4	1	-	-	-	1	2

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them**3.19 No. of Ph.D. awarded by faculty from the Institution****3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum	-	College forum	-
NCC	12	NSS	20
		Any other	-

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

- Organized workshop for farmers of villages namely Pathri, Samner, Gadegaon based on Organic farming, health and hygiene, water and soil testing.
- Conducted survey on Eco-WaSH issues like Organic farming, health and hygiene, water and soil testing at five villages namely Pathri, Samner, Gadegaon, Bhadli and Jalke.
- Contribution of staff members as a Presiding Officer or Polling Officers to Grampanchayat Election 2015.
- Celebration of Sanskrit Week with number of activities
- Organisation of Yoga Awareness Programme in various Social and Educational Societies.
- Organization of various programmes on ‘*Beti Bachao-Beti Padhao Abhiyan*’
- Participation of NCC and NSS Units in ‘Swachh Bharat Abhiyan’
- Participation of NSS students as a volunteers in “Mahaaarogya Shibir”
- Organization of Blood Donation camp and blood group detection camp
- Organization of workshop on value education
- Organization of AIDS Awareness Program
- Organization of Environmental Awareness Program
- Organization of Road Safety Awareness Rally
- Participation of NCC students in Tree Plantation Program
- About 200 students registered as ‘Police Mitra Volunteers’, Police Mitra help cops with security challenges
- Organised Karate Training for girls
- Organised Health camp for students and staff members
- Students donated amount of Rs.70000 to ‘Komal’ for her cancer treatment by collecting and selling the newspapers scrap
- Computer training for clerks, peons of the college

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	26 Acre	-	-	26 Acre
Class rooms	62	-	-	62
Laboratories	36	-	-	36
Seminar Halls	03	-	-	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased (\geq 1-0 lakh) during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Conscious efforts have been taken by the college for office automation and computerization of administrative systems, including adoption of SOUL library software, MKCL digital college software and in-house development of need based administrative software for admission, scholarship and finance functions.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books& Reference Books	145280	13431998	1834	460915	147114	13892913
e-Books	-	-	3000000	5000	3000000	5000
Journals	120	132173	79	115403	199	247576
e-Journals	-	-	6000	5000	6000	5000
Digital Database	-	-	-	-	-	-
CD & Video	824	85103	44	37534	868	122637
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	624	13	20 MBPS – 01, 2 MBPS – 01, 2 MBPS – 01	03 – Internet Cafe	EMDC - 01	02	--	--
Added	--	--	--	--	--	--	--	--
Total	624	13	20 MBPS – 01, 2 MBPS – 01, 2 MBPS – 01	03 – Internet Cafe	EMDC - 01	02	--	--

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

1) Workshop on SPSS Software:-

This workshop was organised on 23rd April 2016 for the Faculty members for Development and Quality Enhancement in research activities. Thirty five faculty members had participated in the workshop for the adequate training of Statistical Techniques using SPSS software.

2) Faculty Development Program on Presentation Skills using Photoshop and Flash CS3

Faculty Development Program on Presentation Skills using Photoshop and Flash CS3 was organised by department of computer science and information technology during 6-17 July 2015. Twenty five faculty members participated in FDP to enhance their presentation skills using software.

3) Workshop on Sanganak and Marathi

Workshop on Sanganak and Marathi was organised by department of computer science and information technology during 29th Feb 2016. Seventy participants have attended this workshop which includes students as well as faculty members.

4.6 Amount spent on maintenance in lakhs :

i) ICT & Equipment	3.49
ii) Campus Infrastructure and facilities	345.38
iii) Others (Furniture)	6.45
Total :	355.32

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Prospectus consists of detailed information about the student support services.
- New entrants students get additional information in the inaugural address by the principal and vice principals at the beginning of each academic year regarding Student Support Services.
- Student Welfare Centre supports the students in participating and organising various activities and events.

5.2 Efforts made by the institution for tracking the progression

- The college has a structured mechanism to identify slow and advanced learners with the objective of proper monitoring of such students.
- At the departmental level, examination results are analysed and evaluated. This interpretation is then used for remedial measures, e.g. enhancing quality of teaching.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4078	1487	87	436

(b) No. of students outside the state

-

(c) No. of international students

-

Number of UG and PG Students sex wise

No	%
3353	60.25

Men

No	%
2212	39.75

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1300	446	347	3091	7	5191	1998	445	415	2702	5	5565

Demand ratio Applied: 2678

Dropout % 8.5%

Admitted: 2482

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

- A full-fledged Competitive Examinations Guidance Centre with a separate library and reading room has been facilitating students in preparation for different examinations. Need based exhaustive courses for various competitive examinations have been framed and conducted throughout the year.
- The college conducts Graduate Excellence Examination (GEE) for the preparation of competitive examination such as MPSC, UPSC etc.
- Arts and Sports talent search

• No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career guidance and counselling centre of college 'Manasrang Counseling Center' provides counselling to students and community regarding family problems, personal problems, stress management, career guidance, etc. Teaching faculty also offers personal and career guidance to the students from time to time through formal and informal modes.

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
-	-	-	20

5.8 Details of gender sensitization programmes

A specially constituted committee titled 'Yuvati Sabha' organizes several gender sensitizing programmes such as Anti-dowry Campaign, Campaign against Foeticide of Female Child every year. The committee also conducts regular awareness generation programmes on Health and Hygiene for Female Students, where doctor's consultation is also a part of the programme. The Yuvati Sabha also offers personal counselling to the students whenever required. 'Beti Bachao-Beti Padhao' programme is also organised by performing street-plays.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/University level National level International

Cultural: State/ University level National level International

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	37	35000
Financial support from government	2391	10225173
Financial support from other sources (Earn and Learn Scheme)	197	735875
Number of students who received International/ National recognitions	-	-
Bus/Rail Pass Aid Scheme : Arts faculty (Fund raised by Arts faculty teachers)	44	44435

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: Extension of reading room timings

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

“To be a pre-eminent educational institution that prepares students from diverse backgrounds for productive careers by providing them with student-centered, practically focused quality learning experience”

Mission

“To graduate well educated students who are prepared to meet the challenges of a rapidly changing, increasingly complex world”

For this, our unflinching beliefs are:-

- Education in real sense is an on-going process of development
- The content of education is not just a body of knowledge, but also a cluster of attitudes, feelings, perceptions, insights, abilities and skills
- Since the students come from socially and economically diverse fields, there is a need of directing them to adopt suitable approach, positive attitudes, analytical aptitudes and eternal values
- Knowledge, as far as, education is concerned, is a means to this end and not an end in itself. We believe in this philosophy and accordingly, we consider the curricula as a tool or a platform for the distinct development of a student
- Nothing good enters into the human world except in and through the free activity of the individual men and women and educational practice must be shaped to accord with this truth.

6.2 Does the Institution has a management Information System

Yes.

The college has evolved its own Management Information System on academic and administrative aspects, which plays vital role in the process of scientific decision making.

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

6.3.1 Curriculum Development

The college has a well pronounced goal of ‘internationalization of the curriculum that will yield exciting opportunities for research and instruction’. Keeping this goal in view, the college has introduced several career oriented programmes in emerging fields.

6.3.2 Teaching and Learning

Having recognized the importance of ICT tools and techniques in the process of effective teaching- learning, the institution has drawn a strategic plan:

- To build, expand and update ICT infrastructure in the campus.
- To train the faculty members for making them ICT enabled.
- To motivate teachers use modern teaching aids based on ICT and day by day enhance the proportion of ICT based teaching.
- To motivate the students use ICT infrastructure and tools for effective learning experiences.

6.3.3 Examination and Evaluation

Each year, the college constitutes a special examination committee to ensure effective implementation of all activities related to internal and external examinations and assessments.

6.3.4 Research and Development

- Established state-of-the-art research laboratories to strengthen research capabilities
- Centralized facility, with advanced and sophisticated instruments, has been established.
- ICT facilities strengthened by procuring advanced software and hardware.
- National conferences organized annually for enhancement of research culture in Arts, Science and Commerce streams.
- Introduced Research Promotion Scheme for students to promote research attitude.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The institution has the practice of wide use of ICT based environment at the academic and the administrative levels
- SOUL 2.0 software is used in most of the activities of the library.
- The college is also a subscriber of N-LIST facility of INFLIBNET through which about e-journals and e-books are made available.
- The college library provides Web-OPAC based book searching.
- ICT facilities strengthened by procuring advanced software and hardware.
- To keep pace with multidimensional growth of the college, the infrastructure has been augmented in a phased manner.

6.3.6 Human Resource Management

- The management firmly believes in participative decision-making and functioning. Conscious efforts have been taken by the management for the involvement of all elements of the system in institutional process.
- Number of committees is formed every year for various functions and activities of the college. The members in various committees are rotated every year so that the involvement of staff in various activities increases. The active staff members are encouraged to play lead roles in various, functions / activities / events. Good blend of senior and junior staff members formed in the committees, with the objective of experience sharing and team building, helps in successful completion of task.
- The teaching and non teaching staff members are deputed to participate in various training programmes in order to upgrade themselves. The college conducts an induction programme for the new recruits.

6.3.7 Faculty and Staff recruitment

The recruitment of the teachers in the College is done strictly on merit, as per the rules, regulations and norms of the U.G.C., Government of Maharashtra and North Maharashtra University, Jalgaon. The Reservation policy is strictly followed.

6.3.8 Industry Interaction / Collaboration

- The college has initiated various collaborative activities with different academic / research institutions and industries, few linkages were established.
- The Management has established a multidisciplinary research wing of the college, 'JalaSRI' – Watershed Surveillance Research Institute. Through this wing, a number of multidisciplinary research projects have been undertaken in collaboration with national/international agencies.
- Some departments have the practice of interacting with the related industries. Central Instrumentation Lab of the College is referred to and used by some of the local industries

6.3.9 Admission of Students

- Admissions to the various programmes are made on the basis of merit. For select postgraduate programmes in the faculty of Science, centralized admission process of the university is followed.
- During the admission process, the faculty and experts provide help, support and advice to the students regarding various programme options available to them.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated Rs. 3860000/-**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	ISO Certification Agency – Det Noske Veritas (DNV), Pune	Yes	ISO 9001:2008 Audit Committee
Administrative	Yes		Yes	

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?**

- The appointment of Examiners, Paper Setters, Moderators, Practical Examiners, Flying Squads, Senior Supervisors etc. are made through online mode.
- Implementation of 60:40 pattern with MCQ based term end examinations.
- Online distribution of Question Papers for faculty of Science Post Graduation examination
- All the reports related with examination are made online.

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

- The academic and administrative leadership of the University encourages its affiliated colleges/institutions to take autonomous status.
- The college has resolved to seek autonomous status and initiated the process for the same.

6.11 Activities and support from the Alumni Association

- The alumni associations have organized various activities like guest lectures by prominent alumni, alumni meets etc.
- The alumni extended their help in employment of the students and support in the various projects and activities.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association have been not constituted. The Parent-Teachers meetings at the departmental level are organised.

6.13 Development programmes for support staff

The college organizes need based training programmes for support staff.

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

- The Environmental Science Department organises Ozone Day every year to spread awareness regarding Global Warming and other environmental issues. On the same day Poster Competition cum Exhibition was organised on the following themes Ozone layer depletion, conservation Ozone layers, importance of Ozone layer and effect of pollution on Ozone layer.
- Healthy environment in the campus is conducive for the effective learning. The college has taken initiative to develop the pollution free green campus, which will result into enriched plant biodiversity, under College of Excellence scheme.

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.

- Conducted green audit with expert team to assess the environmental impacts
- The faculty of commerce and management has fasten the process of ICT use in teaching by utilizing facilities such as google drive, use of whatsapp for communication and notes distribution, use of blogs for notes display, uploading lecturer's video on You tube etc.
- Department of English has introduced an innovative technique of 'Text based movies screening'
- Department of fine arts has organized innovative events such as photography - typography exhibition and workshops to motivate students. They also participated in extension activities like education rallies, eco-friendly Ganesh festival, vote for India movement, etc.
- Organization of thematic celebration in various departments such as Botany, Environment, Biochemistry, Yoga, Hindi, Sanskrit etc. has helped to strengthen the students and faculty interactions.
- Department of geography has installed 'Astronomical Telescope' for students and citizens.
- Training programmes for govt. officials through 'JalaSRI'

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

- Constructed Swimming Pool, Auditorium, Shooting Range to strengthen the sports infrastructure
- Organised the National Level Conferences IMPACT focusing the student researchers on 23 January 2016
- Department of fine arts has organized film making fest and perception art film festival in the Sept-Oct 2016
- Organised Faculty Development program on "Presentation Skills using Photoshop and Flash CS3" during 6-17 July 2015 by department of Computer science
- Organised MAESTRO: State level competition for the students of Commerce and Management
- Biotechnology department has organized a one day science fest: Bioenthusia 2016
- Department of biochemistry has organized blood group detection camp.
- Department of chemistry has organised national conference on Recent advances in Chemo and Bio Sciences. In addition syllabus framing workshop for M.Sc. II Practical Analytical chemistry was also organized
- Department of commerce and management has organized national faculty development program in association with IBS, Hyderabad, and national workshop on financial literacy in association with Govt. Ministry of company affairs.
- Various departments regularly organize study tours to justify the curricula with practical and applied approach
- Department of Chemistry conducts "Chemistry Talent Search Examination" for UG students
- Promotes the students participation in cultural events such as Youvaranga

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

- Budding Researchers Scheme for the UG and PG students was continued from the budget of the KCE Society
- Conduction of periodical audits as per ISO 9001:2008 to improve teaching and learning standards.

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

7.4 Contribution to environmental awareness / protection

- On the occasion of World Ozone Day, 16th September the College organized an environmental awareness lecture.
- Department of Environmental Science organised poster Competition on the occasion of “World Wildlife Week 2015”.
- College has taken an initiative to develop the pollution free green campus.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

- ‘A’ Grade College with CGPA of 3.63
- Honoured by UGC as 'College of Excellence'
- Lead College in the region and Visionary Management
- Multi faculty institution with specialized Academic programmes like B. A. in Music, Drama, Yoga, Bachelor and Masters of Fine Arts
- Palpable research culture in various departments which reflects through publications, participation in conferences, research projects etc.

Weaknesses:

- Limited Consultancy Services
- Research limited to some departments

Challenges:

- Enhancement of Placement opportunities through strong placement cell
- Efforts needed to seek autonomous status

Opportunities:

- Expansion of ICT based knowledge management
- Collaboration and exchange programmes with national and international institutions
- Up gradation of office automation through ICT

8. Plans of institution for next year

- Organization of one day science fest: Bioenthusia 2016 by biotechnology department
- Organization of National level conferences and National level software competition cum exhibition IMPACT
- Organization of national events in Science and Arts streams
- English department has planned to organise international conference and conduct one week crash course on Spoken English
- Organization of Faculty Development Programs and workshop on various themes
- Faculty of commerce and management has planned to develop linkages and organization of Entrepreneurship Awareness camp.
- Advancement of sports facilities
- Awareness Campaign for Water and Watershed Management
- Development of Green Campus
- Encourage the faculty members for research through publications, participation in conferences, research projects, and doctoral studies.
- Planned to arrange 'Akash Darshan' an Astronomical awareness
- Hindi department has planned to conduct film club activities
- Organization of 'Modi Script training Programme' for school students

Name Dr. K. G. Khadse

Name Dr. U D Kulkarni

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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MOOLJI JAITHA COLLEGE, JALGAON

Academic Calendar, 2015-16

Month	Week	Activities
May	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Summer Vacation • University Paper Assessment • Admission committee meeting • Printing of Brochures and Prospectus
June	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Counselling for students faculty wise • Admission process for UG • Term meeting • Preparation of time tables of all departments in third week • Preparation of workload • Dead stock verification
July	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Organizing departmental meetings • Holding welcome functions for students • Principal address for FY students • Admission for PG Classes • Selection of earn and learn students • Selection of NSS/NCC students
August	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Beginning of PG classes • Study tour by Department of Zoology • First test examination to be held by college • Celebration of Sanskrit Day by Department of Sanskrit • Independence Day celebration on 15th Aug. • Spoken English course • Students Council Elections
September	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Teachers Day Function on Sept. 5 • Health check-up for all students • Internal exams held by all departments in the last week • Ozone Day Celebration by Department of Environment Studies • Second test examination to be held by college • State Level Competition BIOINNOVO-2015 to be organized by Department of Microbiology • Seminars and guest lectures to be held by various departments
October	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Gandhi Jayanti Celebration of October, 2 • Wildlife Week celebration by Department of Environmental Studies • Semester examination to be held by University • Alumni Meet / Parent's Meet • Term end meeting
November	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Diwali Vacations • Faculty Development Programme • Departmental Meetings for Commencement of Second Term • Preparation of Time Table
December	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • University Paper Assessment • Study Tour, Industrial Visits and excursions of various departments • Planning of organization of Conferences • NCC/NSS Winter Camp

Month	Week	Activities
January	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Study Tour, Industrial Visits and excursions of various departments • First test examination to be held by college • Organization of National Level Conference AMBI 2016 • Annual College Gathering CHAITANYA • Organization of National Level Conference RACBS 2016 • Blood Donation Camp • Annual Prize Distribution
February	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • National Level Competition IMPACT 2016 to be organized by Department of Computer Science • Second test examination to be held by college • Seminars and guest lectures to be organized by all departments
March	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • State Level Competition MAESTRO 2016 to be organized by Department of Commerce and Management • Practical examination begin • Farewell party to Final Year students • University Examination begin
April		<ul style="list-style-type: none"> • University Examinations (Theory and Practicals) • Planning Committee meeting for next academic year • Assignment of work load and advertisement for new posts • Meeting on College Magazine AJINTHA

Annexure-II

Analysis of feedback from stakeholders and its use in Curricular Design and Development

It is the practice of the college to obtain feedback on curriculum from students, alumni, parents, employers/industries, academic peers and community.

- Feedback is obtained from the final year students through feedback forms. The feedback is also received from meetings of students' council and farewell functions, where the teachers interact more closely with the students. Students also provide their feedback through suggestion boxes located in various places in the college campus.
- Alumni meetings are conducted mostly at department levels where occasionally feedback on curriculum is obtained.
- The feedback from the parents is obtained through personal interaction.
- The college has a strong linkage with the neighbourhood industries and through personal interaction the feedback is obtained.
- Academic peers are invited by the college for various academic programmes such as conferences and seminars, competitions, guest lectures and the issues concerning curriculum are discussed with them and feedback is obtained.
- While conducting various social activities, the curriculum issues are discussed with the Community Representatives, NGOs, Local Authorities, and Municipal Corporations, social workers, and professionals.

The SWOT analysis of curriculum is done through feedback received from the stakeholders. The College always has had the privilege of greater representation of its faculty members in different academic bodies and committees of university like Board of Studies, Faculty, Academic Council, Senate and Management Council. The active participation of these teachers, and the feedback from stakeholders, academic peers and experts, has always contributed in updating the syllabi. It is worth mentioning that, the faculty members of the college continue to be active idea generators, trendsetters and coordinators in the introduction of new programmes, courses and restructuring of existing courses under North Maharashtra University (NMU).

It is only because of the initiative of the college, that special courses like Geo-informatics, Fine Arts, Dramatics, Music, Yogic Science, B.C.A. and B.Sc. in Environmental Science have been framed and launched in university jurisdiction.

Annexure III

BEST PRACTICE: 01

- **Title:** Budding Researchers Scheme
- **Goal:** The goal of this practice is to acquaint the students of undergraduate and postgraduate courses with the fundamentals of research and to inculcate research methods, ethics, and culture in them by motivating them to undertake small research projects under the supervision of their respective teachers. The aim of the practice is to make students realize that research is not a far removed field where only privileged and so called talented people. It is there in an average student also. The need is to identify, unleash, and cultivate that potential that is hidden in a common student.
- **Context:**

It has been observed over the years that Indian higher education has detached itself from research. Research has been no more integral part of educational courses and they have become more job/skills oriented. As a result there has been decline in interest and motivation in research. There are various schemes floated by UGC and other agencies for teachers for undertaking research projects. But there seems to be no schemes that will inspire the students to opt for research while taking education. It became a dire necessity to connect students to research so that they are given opportunities to explore their research potential while they are completing their formal education.
- **Practice:**
 - The scheme is floated in the beginning of an academic year by means of notices and motivational meetings with students.
 - The students with research interest are identified and guided to prepare detailed research proposals in a prescribed format. Students work groups of 2 or 3.
 - The innovation and feasibility of research proposal is scrutinized by a committee of teachers.
 - The decision of sanction, reworking, or rejection of proposal is conveyed to the students.
 - The Research projects are undertaken by interested students under supervision of respective teachers.
 - Students are provided research assistance to meet the expenses of the research projects. The students are provided Rs. 3000/- as one time research assistance.
 - The students are given a period of 90 days to complete their projects.
 - After completion of the project the students are asked to make presentations.

- The presentations are evaluated by senior faculty from North Maharashtra University and affiliated colleges.
 - The best performers are felicitated by giving cash prizes.
 - The research papers based on their projects are published in a separate e-volume as “Compendium of Research Articles by Budding Researchers” with an ISSN annually.
 - Non-availability of sufficient funds and lack of time and motivation are the significant constraints of the scheme.
- **Evidence of Success:**
 One hundred seventy five students of Arts, Commerce & Science faculty from 23 departments completed 70 research projects under the guidance of 56 supervisors in 2015-16. All their projects and presentations were evaluated by senior faculty from North Maharashtra University and from affiliated colleges. The best performers were felicitated by giving cash prizes. The research papers based on their projects were published in a separate e-volume as “Compendium of Research Articles by Budding Researchers – Vol. 7”.
- **Problems encountered and resources required:**
 There were two significant hurdles in successful implementation of the scheme. The first hurdle was non availability of funds required to meet the expenses of the research projects. Initially UGC provided some assistance under CPE but later on the college has been making provision for continuation of the scheme. The second hurdle is lack of motivation and time. However, the college has successfully overcome these hurdles with rigorous, constant, and patient efforts in this regard.

BEST PRACTICE: 02

- **Title:** Conduction of periodical audits as per ISO 9001:2008 to improve teaching and learning standards
- **Goal:** The goal of this activity is to establish, document, implement, maintain a quality management system for teaching, learning and allied process and continually improve its effectiveness in accordance with the requirements of International Standard ISO 9001:2008 .
- **Context:** Periodical audits as per ISO 9001:2008 ensure that they meet the needs of teaching and learning requirement of students and other stakeholders while meeting statutory and regulatory requirements related to a process. The quality Management system is documented with a view to make the various aspects to be understood clearly and completely by all concerned. Our intention is to prepare documentation user friendly and access to documentation is ensured for concerned people in the organization.

- **Practice:**

All documents are controlled as per the process for control of documents

 - Planning the Audit Schedule- usually a yearly schedule is prepared
 - Planning the Process Audit to confirm with the process owners when the audit will take place.
 - Conducting the Audit through reviewing records, talking to employees, analysing key process data or even observing the process in action. The focus of this activity is to gather evidence that the process is functioning as planned in the QMS, and is effective in producing the required results. One of the most valuable things that an auditor can do for a process owner is not only to identify areas that do not have evidence that they are functioning properly, but also to point out areas of a process that may function better if changes are made.
 - Reporting on the Audit. A closing meeting with the process owner is a necessity to ensure that the flow of information is not delayed. The process owner will want to know if there are any areas of weakness that need to be addressed, but will also be interested in knowing if any areas exist that might be improved. This should be followed with a written record as soon as possible to provide the information in a more permanent format to enable follow-up of the information. By identifying not only the non-conforming areas of the process, but also the positive areas and potential improvement areas, the process owner will get a better value from the Internal Audit, which will allow for process improvements.
 - Follow-up on Issues or Improvements Found. As with many areas of the standard, follow-up is a critical step. If problems have been found and corrective actions taken, making sure that the problem is actually fixed is a key part of fixing it. If improvement projects have been completed from opportunities identified in the audit, then seeing how much the process has improved is a great motivator for future improvements.

- **Evidence of Success:** Periodical audits for ISO 9001:2008 certifications has successfully implemented since year 2010. Presently, two audit cycles has been completed with yearly 2 internal and 1 external audits and the college has been re-certified as an ISO institution. It has serve as an efficient management process tool for the college. It has sets out areas of responsibility across the organisation and communicated a positive message to teaching and administration. It has identified and encouraged more efficient and time saving processes along with highlighting the deficiencies. The most important benefit of the audit is that, it has provides continuous assessment and improvement.

- **Problems encountered and resources required:**

Initially, faculty has complained about time and paperwork required for audit process. It has also increased bureaucratic processes. It also raised the issue of trained human resource. The adequate training sessions has resolved the issues in subsequent audits.

Annexure IV

Academic flexibility

a. Core options:

Faculty of Science:

- F.Y.B.Sc.: The student has the option to elect any one compulsory core option of four subjects out of 17 core combinations.
- S.Y.B.Sc.: Freedom to choose any one combination consisting of three compulsory core subjects from among 26 core combinations, with a condition to continue three subjects out of subjects chosen at F. Y. level.
- T.Y.B.Sc.: The student has the option of choosing any one subject as the principal subject out of the three compulsory subjects pursued at S.Y. level.
- M.Sc.: The student has the flexibility to choose any of the branches of the subject pursued at T.Y. level, wherever available. Students from B.Sc. Botany, Zoology, Microbiology, Biochemistry have option to opt M.Sc. Biotechnology.

Faculty of Arts, Fine Arts & Humanities:

- F.Y.B.A.: Environmental Studies and Compulsory English are mandatory subjects.
- F.Y.B.A. & S.Y.B.A.: Compulsory English and General Knowledge are mandatory subjects.
- M.A.: The students have the option of pursuing post-graduation in any subject area, irrespective of the subjects chosen at graduate level from any faculty.

Faculty of Commerce and Management:

- F.Y.& S.Y. and T.Y.B.Com.: There are in all seven papers, out of which 4 are compulsory. A number of optional papers offered. Environmental Studies at F.Y. and General Knowledge at S.Y. are compulsory for all Faculties.

b. Elective Options:

Faculty of Science:

- Undergraduate: Elective options are available at all levels in Mathematics. For the students of Physics, elective options are available from SY level. Several options of specialization are available at TY level and in several specialised subjects, elective options are available.
- Post Graduate: Several elective options are available in Geography, Zoology, Botany and Mathematics subjects.

Faculty of Arts, Fine Arts and Humanities:

- F.Y.B.A.: The student has the option to choose maximum two languages from five language options and minimum three and maximum four subjects from 10 other subjects.

- S.Y.B.A.& T.Y.B.A.: The student has the option to choose maximum one language from five language options and maximum three subjects from 10 core subjects out of which two are special subjects.
- M.A.: There are a number of options to choose elective papers in post graduate programmes. Their number and year of study, vary from subject to subject.

Faculty of Commerce & Management:

- F.Y.B.Com.: The student has to opt for at least one language among four options, one elective among three options and any one applied component among seven options.
- S.Y. & T.Y.B.Com.: The student has the option to choose one elective among four options and any one applied component among four options. The students may opt for a project report instead of one elective paper.
- S.Y. & T.Y.B.B.A. : The student has the option to choose one elective among three options.
- M.Com.: The student has the liberty to choose one specialization subject among 5 subjects.

c. Add-on courses:

Students of any faculty can pursue most of the add-on courses offered. College offers 35 job/skill oriented Certificate / Diploma / Advanced Diploma. The college provides a number of courses with interdisciplinary approach.