



Khandesh College Education Society's
MooljiJaitha 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
2016-17

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)

2016-2017

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
of your institution's Accreditation Certificate)

EC/61/RAR/36 dated 15-09-2012

1.5 Website address

www.kcesmjcollege.in

Web-link of the AQAR

For ex.

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

<https://www.kcesmjcollege.in/AQAR-2016-2017.pdf>

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

28/09/2004

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 2014-15 submitted to NAAC on 11-09-2016
- v. AQAR 2015-16 submitted to NAAC on 31-03-2017

1.9 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College

Yes No

Autonomous college of UGC

Yes No

Regulatory Agency approved Institution

Yes No

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

Type of Institution

Co-education Men Women

Urban Rural Tribal

Financial Status

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

Grant-in-aid + Self Financing

Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law

PEI (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.	09			
Faculty	04	Non Teaching Staff	02	Students	01
Alumni	02	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 .International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Conduction of SWOT analysis to enhance capability of academic processes.
- Prepared rough draft of Self Study Report (SSR) for the third cycle of the accreditation
- Four Steering Committee members participated in A Two Day National Seminar on “Attaining Excellence in Higher Education: Problems, Paradoxes and Possibilities” organised by Vidya Bharati Mahavidyalaya, Amravati. In the Seminar IQAC Coordinator chaired on session and presented article on Statistical Analysis of Higher Education Quality in Maharashtra with its Adjacent States.
- Motivation to organise Faculty Development Programmes on various themes to enhance teaching and research quality.
- As a quality enhancement measure Chairperson of IQAC has shared best practices in Student Support and Progression on 15th June 2016 in the faculty meeting.
- Monitored various programs final year results and conduct statistical analysis.

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
<ul style="list-style-type: none"> • Organization of one day science fest: Bioenthusia 2016 • Organization of national level conferences and national level software competition cum exhibition IMPACT • Planned to organise international conference on Language Literature • Organization of Faculty Development Program and workshop on various themes • Organization of Entrepreneurship Awareness Camp • Advancement of sports facilities • Awareness Campaign for Water and Watershed Management • Development of Green Campus • To encourage the faculty members for research through publication, participation in conferences etc. • Planned to arrange 'Akash Darshan' an Astronomical awareness • Organization of 'Modi Script' training program for school students. 	<ul style="list-style-type: none"> • An International Conference on "Language, Literature and Culture: New Horizons" organised on 6th and 7th January 2017. • Two days workshop on SPSS software organised for the faculty and students on 5th and 6th Sept 2016. • Workshop on "Entrepreneurship Awareness" organised on 5th and 7th Oct 2016. • Organised National level Seminar on "Entrepreneurial Skill development and Challenges" on 7th Feb 2017. • Organised National level Software Competition cum Exhibition-IMPACT-2016 on 23rd Jan 2016. • Organised national level conference on "Media and Social Change" on 30th and 31st Jan 2017. • Organised Workshop on "Eco-WaSH" for local farmers regarding Bio farming, Soil testing and Health on 30th July 2016. • Organised <i>Marathi Samajshastra Parishad "Aadivasi Samaj: Prashnaani Aawahane"</i> on 3rd and 4th Feb 2017. • Prepared Self Study Report for 3rd cycle of NAAC Accreditation as per old pattern. • Organised training program on <i>Modi Script</i> for High School students. • Organised "Yoga and Diabetes" Awareness Camp on 2nd and 3rd Oct 2016 on various places.

* 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) 2016-17 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	17	-	-	-
PG	25	-	16	10
UG	37	-	13	12
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	4	-	4	04
Certificate	22	-	22	19
Others	-	-	-	-
Total	105	-	55	45

Interdisciplinary	9	-	7	9
Innovative	11	-	11	5

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

The College, being affiliated to the North Maharashtra University, follows the university curriculum and offers programs in Arts, Science and Commerce & Professional Studies. In tune with emerging national and global trends relevant to local needs, skill-based education has been introduced. The college offers flexibility to the students to choose a wide variety of undergraduate and postgraduate degree programmes along with an extensive choice of certificate and diploma programmes that are best suited to them.

Details are in college prospectus which is available on website regarding faculty wise core options, elective options and add-on courses: Web-link <https://www.kcesmjcollege.in/MJCollegeSrProspectus-2017-18.pdf>

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	77
Trimester	-
Annual	28
Other	17

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.
- During academic year 2016-17 F.Y.B.A., M.A. 1styr, F.Y. B.Com., F.Y.B.B.A., M.Com. 1st year, B.F.A. and M.F.A. syllabi have been revised.
- The above mentioned programmes except B.F.A. and M.F.A., have adopted 60:40 pattern. These courses already had semester pattern.
- B.F.A. and M.F.A. still have annual examination pattern.
- T.Y.B.Sc. practical pattern has been changed from annual to semester.
- In the revised syllabi, as per suggestions from stakeholders and current market demand some new topics/papers have been added and out-dated topics are omitted from the syllabi.

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
80	34	39	4	3

2.2 No. of permanent faculty with Ph.D.

43

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	3	0	0	0	35

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

103

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	8	55	9
Presented papers	37	81	5
Resource Persons	-	7	-

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

Through a variety of rich learning experiences such as regular classroom seminars, discussions, collaborative activities, assignments, projects, and through a variety of co-curricular and extra-curricular events, the college aims to nurture critical thinking, creativity and scientific temper among the students.

Critical thinking:

As part of classroom curriculum transactions, depending on the content to be taught, teachers give illustrations and discuss the real life situations to acquaint the students with the practical insights. Problem solving sessions are also conducted by some departments.

Creativity and innovation:

- The college has procured several simulation software for the departments of physics, chemistry and life sciences transforming the traditional classroom teaching into technology assisted practical learning environment
- Teachers encourage the students to take active part in various competitions such as *MAESTRO*, *IMPACT*, *BIO-INNOVO*, *Avishkar*, etc.
- Research scheme for promoting research aptitude among prospective future researchers is also an ideal platform for the students to come up with creative and innovative research ideas.
- The college also organizes several National Events to bring the students abreast with the current trends and developments in various fields.

2.7 Total No. of actual teaching days during this academic year 208

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

Being affiliated to North Maharashtra University, the college follows the examination/evaluation structure as recommended by the university and hence has limited scope for modifying the evaluation system.

Keeping in view the need for continuous formative assessment of the students, the college initiated the following measures:

- Centralized Internal Examination system is followed for smooth working and transparency.
- Each year, the college constitutes an examination committee to ensure effective implementation of all activities related to internal and external examinations and assessments.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/ Curriculum Development workshop 10 ---- 84

2.10 Average percentage of attendance of students 81

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.	460	59.78	10.86	4.10
M.Sc.	203	32.51	9.85	4.43
B.Voc.	06	83.33	-	-
B.A.	297	53.87	23.90	8.41
M.A.	319	30.72	37.61	9.71
B.Com.	331	49.54	26.88	16.31
M.Com	172	15.69	56.39	1.16
B.C.A.	88	55.68	29.54	-
B.B.A.	41	70.73	14.63	-
B.F.A.	19	21.05	26.31	52.63
M.F.A.	10	10.00	70.00	20.00

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	-
Faculty exchange Programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	20
Others	36

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	67	40	-	70
Technical Staff				

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 research projects. A special research 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	-	-
Outlay in Rs. Lakhs		40.956	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	14	-	-
Outlay in Rs. Lakhs	7.05	25.525	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	46	17	-
Non-Peer Review Journals	9	21	5
e-Journals	28	03	-
Conference proceedings	01	24	08

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	2 to 3	DBT, DST and Indian council for Social Science Research, New Delhi	40.95	29.77
Minor Projects	2	UGC, DBT, RGSTC, NMU VCRMS, NMU	22.51	18.38
Interdisciplinary Projects	-	-	-	-
Industry sponsored	1	Krishna Pectin, Jalgaon	1	0.25
Projects sponsored by the College	-	-	-	-
Students research projects (other than compulsory by the University)	6 months	M. J. College, Jagaon	1.57	1.53
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

Level	International	National	State
Number	1	6	1

3.11 No. of Conferences organized by the Institution

Sponsoring agencies	M J College, NMUETA & ainet, RELO & British Council	M J College, Jalgaon NMU	M J College, Jalgaon
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3.12 No. of faculty served as experts, chairpersons or resource persons

34

3.13 No. of collaborations

International -

National 2

Any other 2

3.14 No. of linkages created during this year

04

3.15 Total budget for research for current year in lakhs :

From Funding agency 42.31

From Management of University/College 3.88

Total 46.19

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	2	1	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides

21

and students registered under them

75

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

3

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

JRF --

SRF --

Project Fellows 3

Any other 1

3.21 No. of students Participated in NSS events:

University level 50

State level 3

National level -

International level -

3.22 No. of students participated in NCC events:

University level	-	State level	6
National level	6	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	4	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	19
NCC	9	NSS	10
		Any other	-

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

- Organized workshop for farmers on Organic farming, Soil testing, Water and health
- Celebration of Sanskrit Week with number of activities
- Organisation of Yoga Awareness Programme in various Social and Educational Societies.
- Organization of rally on ‘*Beti Bachao-Beti Padhao Abhiyan*’
- Participation of students in ‘*Swachh Bharat Abhiyan*’
- Organization of Blood Donation camp
- Organization of Awareness camp regarding utilization of waste material
- Organization of Awareness Program on Ozone Layer Conservation through Poster Competition cum Exhibition on the occasion of Ozone Day
- Participation of NCC students in Pulse Polio Immunization campaign
- Organization of street play on ‘*Organ Donation and Blood Donation*’
- Participation of NCC and NSS students in Tree Plantation Program
- Organised free medical check-up camp for students
- Organization of Voters Awareness Campaign
- Contribution of staff members as a Presiding Officer or Polling Officers to *Zilla Parishad and Panchayat Samiti* Election 2017.

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.

The college also has a dedicated server named 'mjbhushan' for the management of admission process of the college. The central instrumentation laboratory and other science laboratories have highly sophisticated computerized instruments for recording and processing the scientific data. Also, some of the computers are kept standalone for the examination work in the college

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	147114	13892913	2936	460915	150050	14353828
e-Books	3000000	5000	-	-	3000000	5000
Journals	199	247576	80	90,659	279	338235
e-Journals	6000	5000	-	-	6000	5000
Digital Database	-	-	-	-	-	-
CD & Video	868	122637	887	56374	1755	179011
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	1	--	--	--	--	--	--	--
Total	625	13	20 MBPS – 01, 20 MBPS – 01, 4 MBPS – 01	03 – Internet Cafe	EMDC - 01	02	--	--

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

<p>1) Workshop on SPSS Software:- Two days workshop on SPSS software was organised for the faculty and students of Professional Management on 5th and 6th September 2016. Mr. Ajay Saraf and Dr. Prashant Bhagat were the resource persons for the workshop.</p> <p>2) Training Program on LaTeX Training Program on LaTeX organised on 12th and 13th August 2016 for the faculty and students of Statistics. Faculty from School of Mathematical Sciences, North Maharashtra University invited as a resource persons.</p> <p>3) Workshop on ‘On Screen Evaluation of Answer Books’ Workshop organised on ‘On Screen Evaluation of Answer books’ on 4th October 2016 jointly with North Maharashtra University, Jalgaon. Around one hundred eighty college teachers from Jalgaon, Erandol and Dharangaon talukas were participated.</p>
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4.6 Amount spent on maintenance in lakhs:

i) ICT& Equipment	6.68
ii) Campus Infrastructure and facilities	523.82
iii) Others (Furniture)	3.10
Total :	533.6

Criterion – V

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.
- Information made available on website

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
4271	1665	101	410

(b) No. of students outside the state

18

(c) No. of international students

-

Number of UG and PG Students sex wise

No	%
2648	41.72

Men

No	%
3698	58.27

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1998	445	415	2702	12	5565	2222	479	494	2741	11	5936

Demand ratio 1:1.1 Dropout % 6.7%

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.

- No. of students beneficiaries

15

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 'Manarang 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
-	-	-	48

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 level
Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	495	147286
Financial support from government	2801	16472749
Financial support from other sources (Earn and Learn Scheme)	84	717730
Number of students who received International/ National recognitions	-	-
Bus/Rail Pass Aid Scheme : Arts faculty (Fund raised by Arts faculty teachers)	51	39618

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: No major grievances were received.

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 dayby 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 atthe 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. 14,80,61,489/-

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	Yes	ISO 9001:2008 Audit Committee
Administrative	Yes	Agency – DetNoskeVeritas (DNV), Pune	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.
- On screen evaluation of answer books.

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.

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.

- The college has fastened the process of ICT teaching through web based *Moodle* learning management system.
- The budding research scheme for UG and PG has continued by various department which motivated students for studies
- Faculty of Commerce and Management as a part of continuous improvement has introduced two new certificate courses addressing entrepreneurial and web skill development, it has provide additional skills needed in competitive world.
- The Geography Department has recently procured new telescope and organized various events for students to observe sky. It has given new insight to students about the subject.
- The Department of Drama were motivated to create own play which widens the their path towards professional theatre
- The Department of Economics has initiated the wall paper activity on the recent event, the activity has given the students to newer insights regarding current economic trends
- The Department of Philosophy has introduced a new paper logic which has benefited the students of arts faculty
- Department of Printing Technology shows live projected to present students which are developed by past students and also arranged academic study tours to printing industry. These activities have elevated the interest of student in this new subject.

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

- The college has provided advance sports facilities including swimming pool and other indoor events.
- As per planned budding research scheme has implemented and a compendium has been published at the end of year
- Department of Computer has organized National level software competition cum exhibition IMPACT in the month of January
- National events were organized by Dept. of Sociology.
- Chemistry Talent Search Examination was conducted by Chemistry Department
- Organized National event on ‘Revisiting Nationalism’ by Department of History on 12, March 2017
- Department of Yoga celebrated International Yoga Day and organize yoga related activities for society throughout the year.

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- Department of Commerce has organized of National level seminar on “Entrepreneurial Skill Development & Challenges” dated 7.2.2017, organized National Level Competition MAESTRO on 26th September 2016 and Entrepreneurship Awareness’ Camp in association with Maharashtra Center for Entrepreneurship Development Aurangabad & DIC, Jalgaon dated 5th to 8th Oct 2016
- Department of Environment has organized Poster Competition on occasion of “World Ozone Day,16th September, 2016
- Department of Marathi has organized national event on *Navvadottari Marathi Sahitya ani Samaj* dated 15-16 sep. 2016
- Department of Geography has arranged ‘*Akash Darshan*’ on 22-24.4.2017 an Astronomical awareness program. Syllabus framing workshop for TYBSc on 21/Feb/2017
- Department of Statistics has organized Training program on LaTeX Software dated 12-13 August 2016
- Department of Mathematics has conducted state level workshop on Ring theory and its applications to cryptography.
- Department of Defence has organized documentary on 2nd world war for students in the week 27 Aug. to 2 Sept. 2016 and organized one day workshop on Defence budget dated 20.2.2017. In addition to this department has organized workshop on interview techniques on pre Army recruitment event dated 22-28.2.2017

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

- WORLD OZONE DAY: On the occasion of World Ozone Day, 16th September the College has organized an environmental awareness events.
- 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)

Department of Drama continuously actively participated in various events such as *Akhil Bhartiya Marathi Natya Parishad*, Mumbai, *Lokankika* Inter Collegiate One-Act-Play Drama competition organized by Lokamat Media. Department has jointly organized the Inter-collegiate Purushottam Karandak in association with Maharashtra Kalopasak Pune

Strength:

- Recipient of College of Excellence status by the UGC.
- Most sought after college in the North Maharashtra region since 1945, with marked excellence in academics, sports, cultural and extension activities.
- Democratic and teacher friendly environment and visionary leadership.
- Well experienced and research oriented teaching faculty.
- About a quarter of college faculty are members of various university bodies.
- State-of-the-art ICT enabled academic infrastructure with well-equipped laboratories.
- Well acclaimed research facility for water surveillance supported by international collaborations.
- Strong research environment supported by sophisticated central instrumentation laboratory, automated greenhouse, animal house, tissue culture laboratory.
- Well automated central library with largest book collection in Khandesh region.
- Sports Authority of India recognized state-of-the-art sports complex with Olympic standard swimming pool, indoor shooting range and spacious playgrounds.
- Yoga & Naturopathy Centre for curative solutions and holistic personality development.
- Augmented infrastructure for vocational development that includes language laboratory, skill development centre, printing press, green house.
- *e-udbodhan* through audio and video lectures produced by the in-house educational media development centre.
- Fine arts studio for sculpture, painting, clay modelling, etc.
- Student support facilities including Institute for Competitive Excellence conducting innovative talent search examinations, psychological counselling centre, Research & Training Centre for holistic development, Digital Learning
- Resources Access Centre, Resource centre for visually challenged, dispensary and childcare centre.
- Presence of secular and cosmopolitan culture.

Weakness:

- Majority of student pool coming from economically poor strata and are first generation literates.
- Dependency on the temporary faculty due to government's cap on recruitment resulting in skewed teacher-student ratio.
- Locational disadvantage resulting in reluctance of industry and institutions in undertaking joint collaborative initiatives.

Opportunity:

- Scope to become an autonomous institution and better manage the curriculum, admission and evaluation processes independently.

- Collaborations with national and international institutions.
- To set up research incubation centre to meet the local requirements in niche areas.
- Revenue generation through consultancy.
- To achieve excellent performance in sports, co-curricular and extra-curricular activities.
- To introduce Skill-based courses.
- To develop international collaboration in the field of Yoga training.

Challenge:

- Placement of students in suitable employment matching their qualifications.
- Difficulty in promotion of use of e-resources on the campus.
- Encouraging students for entrepreneurship.
- Meeting the needs of the students with diverse backgrounds.
- Providing hands-on industrial training within the region.

8. Plans of institution for next year

- Department of Philosophy planed the national conference on 'Bharatiya Mahila Darshanik Parishad" in Dec. 2017
- Yoga department planed International day as well as decided to develop therapeutic Yoga practice for students and social community
- Department of Zoology plans for Celebration of Zoo Day, Wildlife tour for Students and Teacher through ZOOMANIA Club
- Department of Microbiology plans to strengthen the departmental alumni association
- Department of Mathematics planed the NET SET workshop for PG students
- Department of Chemistry has decided to continue the students centric activities such as Talent search examination, and power point presentation competition as well as parent teacher meet is also planed
- Department of Hindi has planned translation diploma in Hindi and initiate the film club activity
- Department of Geology planed the national event in the subject
- Department of Music planned activities such as Sarivar Sar, Samarpan Sohala, Deshbhakti Geet
- Department of sociology has planned social survey, gender workshop and visit to social different places such as school of differently abled persons, district Jail etc.
- Department of Sanskrit planned Sanskrit week during 22-29Aug. 2017 as well as various competition for school students
- Department of Printing Technology plan to organize Mahaprint expo exhibition in Oct. 2017 also planned to organize world printing day
- Department of Botany planned the campus biodiversity revising activity
- Department of Commerce planned FDP and SDP on skill development
- Department of Marathi planed Vidyarthi Kavisamelan in Aug.2017 and Vachan Prerana Din on 15 Oct. 2017
- Department of English planned One Day Workshop for teachers on "Use of Technology in Teaching"

- Department of Psychology planned to continue the Manaspushapa Lecture Series
- Department of Statistics planned to organize State level workshop on SPSS Software
- Department of Philosophy planed the national conference on 'Bharatiya Mahila Darshanik Parishad" in Dec. 2017
- Yoga department planed International day as well as decided to develop therapeutic Yoga practice for students and social community
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- Department of English planned One Day Workshop for teachers on "Use of Technology in Teaching"
- Department of Psychology planned to continue the Manaspushapa Lecture Series
- Department of Statistics planned to organize State level workshop on SPSS Software
- Syllabus framing workshop is planned by Dept. of B.Voc. and Geography Various departmental planned activities such as Botany day, Hindi week, Geography week etc.

Name Dr. K. G. Khadse

Name

Dr.U D Kulkarni

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure-I

**KCE Society's
MOOLJI JAITHA COLLEGE, JALGAON
Academic Calendar, 2016-17**

Month	Week	Activities
May	1st Week 2nd Week	<ul style="list-style-type: none">• Admission committee meeting• Printing of Brochures and Prospectus
June	1st Week 2nd Week 3rd Week 4th Week	<ul style="list-style-type: none">• Counselling for students faculty-wise• Admission process for UG• Term meeting• Yoga day celebration on 21st• Preparation of time tables of all departments in third week• Preparation of workload
July	1st Week 2nd Week 3rd Week 4th Week	<ul style="list-style-type: none">• Organizing departmental meetings• 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	2nd Week 3rd Week 4th Week	<ul style="list-style-type: none">• Independence Day celebration on 15th Aug.• Celebration of Sanskrit week in 3rd week• Students Council Elections
September	1st Week 2nd Week 3rd Week 4th Week	<ul style="list-style-type: none">• Teachers Day Function on Sept. 5• On 16th Sept. Ozone Day Celebration• Hindi week celebration in 2nd week• Seminars and guest lectures to be held by various departments• Internal exams to be conducted by all departments in the last week• State Level Competition MAESTRO to be organized last week
October	1st Week 3rd Week 4th Week	<ul style="list-style-type: none">• Gandhi Jayanti Celebration of October, 2• Purushottam Karandak organization in 3rd week by dept of Dramatics• 1st Term examination to be held by University in last week• Term end meeting
November	1st Week 4th Week	<ul style="list-style-type: none">• Diwali Vacations (1st to 25th Nov)• Departmental Meetings for Commencement of Second Term• Preparation of Time Table

December	1st Week 2nd Week 3rd Week 4th Week	<ul style="list-style-type: none"> • Study Tour, Industrial Visits and excursions of various departments • NCC/NSS Winter Camp • Chemistry Talent Search examination in the last week
January	1st Week 2nd Week 4th Week	<ul style="list-style-type: none"> • Organization of International conference by English dept. in 1st week. • Study Tour, Industrial Visits and excursions of various departments • Annual College Gathering CHAITANYA in last week • National Level Competition IMPACT 2016 in last week
February	1st Week 3rd Week	<ul style="list-style-type: none"> • Organization of National conference by Sociology dept. in 1st week • Internal exams in the 3rd week by all departments
March	1st Week 2nd Week 3rd Week 4th Week	<ul style="list-style-type: none"> • Practical examination begin • Farewell party to Final Year students • University Examination (Theory and Practicals) • Dead stock verification
April	1st Week 2nd Week 3rd Week 4th Week	<ul style="list-style-type: none"> • University Examinations (Theory and Practicals) • Planning Committee meeting for next academic year • Meeting on College Magazine AJINTHA • Year end meeting

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, 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 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).

Feedback collected, analysed and action taken and feedback available on website: URL for feedback report https://www.kcesmjcollege.in/NAAC/1.4.1_and_1.4.2.pdf

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:**
In the year 2016-17, around 195 students of Arts, Commerce & Science faculty from 24 departments completed 78 short research projects under the guidance of 57 supervisors. 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. 8”.
- **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 certification have been successfully implemented since year 2010. Presently, two audit cycles have been completed with yearly 2 internal and 1 external audits and the college has been re-certified as an ISO institution. It has served as an efficient management process tool for the college. It has set 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 provided 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 have resolved the issues in subsequent audits.