

Dr. Annasaheb G.D. Bendale Mahila Mahavidyalaya, Jalgaon (MS)
IQAR - 2003-04

Part A :

What is the plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement & what is the outcome by the end of the year ?

Internal Quality Assurance Cell of the college met on 14th of July, 2003 in the college campus. Resolution in the form of following suggestions were passed by the members.

1. Introduction of the P. G. Courses :

Based on the recommendation of the peer team from NAAC Bangalore, IQAC members suggested that the institute should introduce Post Graduate Courses in a phased manner. No compromise should be made so far as infrastructure and quality is concerned with identifying a particular department (for the introduction of the P. G. Course) Computer Science Department was identified for the purpose in the current academic session.

2. Identification and introduction of short term and job oriented courses :

The members felt that looking to the job market and prevailing scenario some short term and job oriented courses be identified and introduced as supplementary (dual degree) course. The courses should be so identified that they prove practical and purposeful for women students in their future life.

3. Starting of an independent computer center on the campus :

The members appreciated the infra structure facilities available in the Computer \ Science Department. However, it was felt that an independent Computer Center with internet facility be started so that the teachers and the students get a fair chance to have easy access to internet.

4. Computerization of office and Library :

Looking to the growing number of students and the consequent work load and to enhance the efficiency in the system, the members desired that full attention be paid to this aspect. There should be gradual but time bound

shift. Simultaneously the staff in the office and Library should be made Computer Literate so that they are in a position to shoulder this responsibility.

Outcome of the Plan of Action :

The suggestions made by the QUAC in the beginning of the academic session 03-04 were scrupulously followed and action initiated in all the cases. Here it would be in place to mention that this college as all other colleges in the region are yet to receive Non-Salary Grant of last three years from the government. Besides the government and the university do not allow the colleges to raise funds by charging some meager amount from students. As such the college is starved of funds. However the college is definitely in the act of identifying and approaching various sources for funds. Hence the process of implementation of new programs is getting slightly delayed.

- i) Proper procedure has been followed for securing the permission from the government and university authorities for starting post graduate course in Computer Science. However the decision in the matter from these authorities is awaited.
- ii) The college has identified some career oriented courses suitable for women students that can be taken up as supplementary courses. These are Instrumental Music, Communicative Skill & Translation Proficiency and Applied Psychology under Arts / Social Science discipline : Home Appliances – Maintenance and Repair, Computer Assembly and vermiculture under Science discipline and E-Commerce. Accounts Writing and Taxation Law under Commerce Faculty.

An elaborate proposal has been submitted to UGC for partial assistance in the matter. The details like course structure, duration etc has been worked out and same has been submitted in the proposal, Response is awaited.

- iii) Internet facility is available to the students and the teachers within the Computer Science Department Laboratory and the Library. However the facility is inadequate.
- iv) The issue of Computerisation of Office and Library has been taken up. 11 members of the Office Staff have undergone Computer Literacy Training. These Staff members successfully qualified the test conducted by

Maharashtra State Board of Technical Education, Mumbai. Complete Software for various major jobs in the office and the library is intended to be procured shortly. Some activities both in the office and library have already been computerized.

Part B

1. Activities reflecting the goals & objectives of the institution :

The objective of the institution is to aim at an overall educative experience for the students than just making them plain literate. It is a slow and steady but continuous process. With this objective in mind, in addition to academics, some activities are a regular feature in the college since it's inception that serve the purpose of our mission. Some of these activities are mentioned below :

- i. Establishment and active role of counseling cell, Debating club, "Earn and learn" scheme, certificate course in "Spoken English" and "Computer Literacy Course".
- ii. Conduct of Essay Writing Competition, Elocution Competition, Stage Drama, General knowledge classes and tests, one act plays, Fancy Dress Competition and other such stage performances.
- iii. Active participation of students in extension activities including through the agency of N. S. S. and N. C. C.
- iv. Establishment of alumni association.
- v. A very active and vibrant art circle holding continuous cultural programmes on the campus and training students for participation in competitions outside the campus.
- vi. Stress on value based education by arranging lecture series.
- vii. Conduct of welcome party by senior students for fresh students that includes a variety of stage performances.
- viii. Annual Social Gaehtering that includes a spectrum of stage programmes.

Following features were introduced in the academic session 2003-2004.

College students celebrate much awaited annual social gathering in the last week of December. It's a very colourful celebration that involves all students. This year the management & organization of the gathering was handed over to the students. The experiment proved very fruitful. Discipline prevailed all over with not a single incident.

- i. Yet another healthy way of feedback from students was introduced from this year. It is named as "Fish Pond" by the students. Through this medium the students express their view point on any issue in the college. One complete session of two hours was earmarked for the purpose during the course of annual social gathering. All students and the staff were present at the occasion. The students were allowed to comment on any issue regarding the working of the college, may it be concerning the staff or the facilities available. Positive and appreciative remarks from the students boosted the morale of the concerned and created a healthy competition. Some corrective measures too were suggested that were noted by those referred to. This feature was very well appreciated by all.
- ii. Normally some drawing, cut-out, slogan on the screen at the back of the stage during the annual social gathering. This year a competition was set out among the students in general and drawings were invited from the students. It created a healthy competition. Finally one cut-out and slogan was selected for the purpose. **(Annexure I)**
- iii. From the academic year 2002-03 the concept of the setting on the front page of the college magazine was thrown open to the students. Outline drawings depicting the concept with some lesson or depicting some current problem were invited from the students. Finally one such drawing by Ms. Suchita Chavan was selected (Annexure II) It would be in place to mention here that the front page of our college magazine in the session 2002-03 got the first prize from among all colleges in our university area. This year (2003-04) a drawing by Ms. Neeta Savkhedkar has been selected for the purpose. **(Annexure III)**

2. New academic programmes initiated (UG and PG)

This year Diploma Courses of one year duration in Information Technology and Computer Application were introduced. It may be mentioned that these courses can be pursued by only regular college students who have sought admission to B. A. / B. Sc./B. Com. Courses.

3. Innovations in curricular design and transaction :

Ours is a affiliated college. The syllabus for all streams is framed by the university authorities. However, our college teachers regularly attend syllabus framing workshops whenever conducted by the university. This year 10 teachers attended such workshops to restructure and update syllabi in their respective subjects.

4. Inter-disciplinary programmes started :

The existing course structure does not allow introduction of such programmes. However, the college plans to introduce such programmes as self financing short term courses like e-commerce, bio-stastics and bio-informatics in the near future.

5. Examination reforms implemented :

Examinations are structured and conducted by the university. All the scores that entitles a student to quality for the higher class are based on annual examination conducted by the university.

6. Number of candidates qualified : NET/SET :

Mr. Suhas Pachpande qualified NET-JRE in Computer in Sci. conducted by U. G. C.

7. Total number of seminars/workshops conducted : Nil.

8. Research Projects a) Newly implemented : Nil

b) Completed :

Four Minor Research Projects have been completed in the academic year 2003-04.

All these projects were financed by U. G. C. The details are given below.

Sr. No.	Name of the Teacher	Class & Subject	Venue and Date
1	Prof. R. D. Rane	Economics	"Problems and prospects of Small Scale industries" – a special study of Jalgaon M. I. D. C.
2	Prof. Dr. S. S. Mayee	Sociology	"Decreasing activities of Tamasha artists" in Khandesh region.
3	Prof. Dr. Ram Prakash	Zoology	"Reversal of injury by Cystein" induced by heavy metals.
4	Prof. Dr. H. A. Mahajan	Chemistry	"Study of some metal complexes by spectrophotometric determination in chelates".

9. Patents generated, if any : Nil

10. New Collaborative research programmes : Nil.

11. Total research grants received from various agencies : Rs. 6,800/-

12. Number of research scholars :

There are two categories of research scholars in the college, 5 teachers have availed of Faculty improvement Programme of U. G. C. Of these two teachers have been awarded Ph. D. degree, 2 have submitted their thesis and are awaiting results and one is to submit his thesis shortly, 05 Teachers have got registered as part time scholars.

They are actively pursuing this activity. Of these 1 teacher has already been awarded Ph. D. Degree.

Sr. No.	Name of the Scholar	Full time/ Part time	Subject	Present Status
1	Mr. A. D. Khachane	Full time	Economics	Ph. D. Awarded
2	Mr. T. S. Birajdar	Full time Under FIP	Political Science	Ph. D. Awarded
3	Mr. V. J. Patil	Full time Under FIP	Geography	Thesis submitted
4	Mr. S. K. Disawal	Full time Under FIP	Physics	Thesis submitted
5	Mr. B. P. Savkhedkar	Full time Under FIP	English	Work in Progress
6	Mr. N. S. Inamdar	Part time	Music	Ph. D. Awarded
7	Ms. S. B. Kolhe	Part time	Marathi	Work in Progress

8	Ms. C. S. Netkar	Part time	English	Work in Progress
9	Mr. R. T. Potdar	Part time	Psychology	Work in Progress
10	Mr. S. A. Chaudhari	Part time	Botany	Work in Progress

13. Citation index of faculty members and impact factor :

Ours is an undergraduate college. Many teachers have authored books based on the syllabi prescribed in their respective subjects by the University and some are engaged in research and publish regularly.

Since the communication from NAAC, Bangalore regarding submission of A Q A R was received in Nov. 03 it has not been possible to assess citation index and the impact factor in this short duration. The concerned teachers have been informed and the results shall be submitted in the next year's report.

14. Honour/Awards to the faculty : Nil.

15. Internal resources generated :

In the academic session 2003-04 an amount of Rs. 8,48,970/- was raised by way of fees from students admitted to various courses run on Self Financing basis.

16. Details of departments getting SAP, COSIST/DST, FIST, etc.

Assistance/recognition : Nil.

17. Community Services :

The college has adopted a small village Khedi, on the periphery of the city to its east. It is easily accessible, about 4 kms. Away. A committee framed in the academic session 2002-03 took up a socio-economic survey of the village laying stress on parameters like literacy level, types of addiction, existence of child labour, awareness about health and hygiene, family planning and environmental programmes Based on the feedback some programmes were conducted in the village this year with the active participation of students :

- i. Tree plantation drive on world environment day.
- ii. Lecture series on de-addiction.

- iii. A medical camp was held and blood group of the inhabitants was checked. Two medical doctors on staff in the college conducted the camp.

18. Number of teachers and officers newly recruited :

Sr. No.	Name of the Teacher	Subject	Status
1	Ms. Nilima Kolte	Computer Science	C. H. B.
2	Ms. Vaishali Rane	Computer Science	C. H. B.
3	Mr. Suhas Pachpande	Computer Science	C. H. B.
4	Ms. Hetal Lotwala	Computer Science	C. H. B.
5	Ms. Pallavi Patil	Computer Science	C. H. B.
6	Ms. Amita Chaudhari	Computer Science	C. H. B.
7	Shri. S. T. Manure	Geography	Full time Contract basis
8	Shri. D. S. Dalal	Chemistry	Full time Contract basis
9	Ms. Rupali Bendale	Botany	C. H. B.
10	Mr. Deepak Nehete	Botany	C. H. B.
11	Ms. Gauri Pande	Zoology	C. H. B.

*** C. H. B. - Clock Hour Basis**

19. Teaching-Non-teaching staff ratio : 0.62

20. Improvements in the Library services :

Listing of all the books in the library has been computerized. No of copies of a particular book, books issued and hence not available on a particular day and availability of a book at a given time are instantly known.

Sr. No.	Subject	Year : 2003-2004 Total Accession (Books)		Journal / Magazine Annual Subscription (03-04)	
		Books	Amount	Journal / Magazine	Amount
1	Marathi	131	15112.00	26	3,183.00
2	English	79	17,294.25	02	525.00
3	Hindi	107	14,615.00	05	735.00
4	Economics	65	13,937.00	17	5,305.00
5	Political Science	39	5,225.00	--	--
6	Psychology	41	11,593.00	01	710.00
7	Def. studies	28	6,490.00	--	--
8	History	32	5,710.00	02	--
9	Sociology	31	7,710.00	03	220.00
10	Geography	61	11,748.00	03	1,576.00
11	Music	44	6,055.00	03	460.00
12	Commerce	81	17,520	04	1,280.00
13	Computer	170	44,719.00	03	2,065.00
14	Mathematics	54	11,005.00		
15	Chemistry	52	8,726.45		
16	Physics	77	11,268.80		
17	Electronics	60	12,805.00		
18	Botany	43	7,015.00		
19	Zoology	56	8727.50		
20	Ref. Books	62	17,692.00	10	1,600.00
21	Religion	39	302.25	--	--
22	Book Bank	226	29,628.50	--	--
23	Books from Research Grant**	113	20,004.00	--	--
Total --		1,691	3,04,927.75	93	22,584.00

* - Cover books from all subjects.

** - Books from research grants received by Teachers from Minor Research Projects.

22. Number of courses for which student assessment of teacher is introduced and the action taken on student feedback :

This process has been started from the session 2002-03. All the teachers have been brought in the ambit of the process. Objective type questionnaire has been prepared for the purpose. To make the feedback and serious business a committee has been framed for the purpose. Modus operandi of the committee is such that students feel free and fearless in expressing their viewpoint.

The committee consolidated this years results and presented the same to the Principal. The Principal held individual sessions with the teachers who needed counseling on some counts as pointed out by the students. The process has definitely started showing results.

23. Unit cost of education : Rs. 8,522.73/-

24. Computerization of administration and the process of admissions and examination results, issue of certificates :

Computerization process is steadily being implemented. 11 members of office staff under went computer course and qualified the test conducted Maharashtra State Board of Technical Education, Mumbai. Admission process and related functions are all conducted by Computer. Examination results and issue of certificate of university run courses are done by the university.

During the conduct of university examination, all peripheral activities needed are computerized and undertaken by the college administrative staff.

25. Increase in the infrastructural facilities :

Plans of improvement in infrastructure of library are under way. A block bridged to the old block is on the cards. The plan has already been prepared. The college has been sanctioned an amount of Rs. 5,54,880/- by U. G. C. in the 10th plan period for the purpose. A tentative amount of over RS. 15 lacs has been estimated for the completion of the project. The Management of the institution shall bear the balance amount to make the library services worth its name.

26. Technology up gradation :

Intercom service with 14 lines covering all departments, Principal's Chamber, 03 Offices, Library and Staff Room has been installed. This has made the exchanges more frequent and saved lot of time.

27. Computer and internet access and training to teachers and students :

As on date internet access is limited for both students and teachers. The college has embarked upon the plan to have an independent Computer Center, space has been earmarked for the purpose. In the meantime the college has also approached the U. G. C. for some partial assistance.

Computer Science Department periodically conducts short term Computer Literacy Programme for the benefit of teachers and students. The course is of 10 days duration and all basis of handling of Computer are taught. This year 02 batches (each batch for 15) have undergone this training. Besides, it is also a means of meager revenue for the department. A nominal fees of Rs. 100/- is charged per participant.

28. Financial aid to students :

Besides exemption of fees to students under various schemes of government, a novel Scheme titled, "earn and learn" scheme has been introduced in the college. It has proved quite fruitful. Economically challenged students are identified and assigned some job in the library, college office or even in the laboratories. The timing are also adjusted so that their normal college schedule is not disturbed. Looking to the response and also the number of really deserving students, the sources of funding have been increased. This year 27 students were selected and Rs. 30,780/- were spent. The ambit of financial aid under this scheme shall be extended in the coming session to more deserving students. Finances are being raised for the purpose.

Exemption of fees to students under various schemes :

Sr. No.	Scheme	No. of Beneficiaries	Total fee amount
1	Backward Class Students	543	13,30,829
2	Economically Backward Class	833	74,520
3	Ex Jawan	005	925
4	Wards of Primary Teachers	052	18,712
5	Wards of Secondary Teachers	044	16,686
6	Open Merit	008	7,400

29. Activities and support from the Alumni Association :

The process of composing alumni association began in the academic session 2000-2001. Since then various milestones have been covered like framing of constitution, election of working committee, location and registration of more and more alumni and periodical meetings to infuse life and give direction to the working of the association. This year contact with 27 more alumni was established by correspondence. The activities of the alumni association in the session 2003-04 included:

- i. Lecture series by some alumni who have done well as entrepreneurs.
- ii. Lecture series by some alumni on various aspects of personality development.

30. Activities and support from the Parent-Teacher Association :

No such association is in place as on date. It would be pertinent to mention here that parent teacher deliberations did take place in the college during the C. D. I. Programme under Ford Foundation in the academic years 1998-99 to 2001-02.

This has been one of the recommendations by the IQAC this year. A permanent association shall be framed in the coming academic year. Its objectives and functions shall be defined at the outset with intention of using this forum as a window to the society.

31. Health Services :

Addition to existing water purifiers has been made to cover all points on the campus. This is to ensure easy access to pure drinking water for the students. A committee has been framed and assigned with the job of monitoring the hygienic conditions in the cafeteria, sanitation etc.

32. Performance in sports activities :

I. Intercollegiate tournament			
	Game	No. of participants	Result/Rank
I	Volley ball	10	Runner up
II	Kabaddi	12	--
III	Table Tennis	04	Runner up
IV	Badminton	08	--
V	Athletics	08	--
VI	High jump	02	First & Second
VII	Long jump	02	Third
VIII	800 mtr. Run	02	Second
IX	400 mtr. Run	02	Second
X	200 mtr. Run	02	Second
XI	100 mtr. Run	02	Second
XII	Relay 100 x 4 mtr.	06	Second
XIII	Relay 400 x 4 mtr.	06	First
2. University Level Inter college Tournament			
I	Soft Ball	15	Runner up
II	Judo	06	--
III	60 kg.	01	First
IV	52 kg.	01	Second
V	56	01	Second
VI	Yoga	06	Runner Up
3. Inter group Tournament			
I	Kabaddi	03	Runner up
II	Volley Ball	03	Winner
III	Badminton	01	Runner up

IV	High Jump	01	First
V	Long Jump	01	First
VI	Relay 400 x 4 mtr.	06	Second
VII	Ball Badminton	01	Runner Up
VIII	High Jump	02	First
IX	Long Jump	01	First
4. Inter University Tournament			
I	Soft Ball	04	--
II	Volley Ball	01	--
III	Judo	01	--
IV	Yoga	02	00
V	Athletics	01	--

33. Incentives to outstanding sports persons :

Following incentives are given to outstanding sports persons in the college :

- i. Sports kits are provided free of cost to students who participate in inter college university level tournaments.
- ii. The college presents a certificate, a trophy and a track suit to a player who gets selected to play at the university of a higher level.
- iii. Prize, certificate and a trophy is presented to the player at the end of the academic session who is a member of runner up or winner team in inter college and inter group team in any game.
- iv. General Championship Prize (Lajwanti Shamlal Milwani Prize) is given to a student who shows overall proficiency in games during the academic year.
- v. The University Awards a grace of 10 marks to a player who is selected to play at the University or State or National level.

34. Student achievements and awards :

Sr. No.	Name of the student / Team	Achievement / Award
1	Ms. Mahajan Yogini H.	Stood 5 th in the University merit list in B. A. Marathi in the session 2002-03.
2	Ms. Borole Leena P.	Stood 2 nd in the University merit list in B. A. Geography in the session 2002-03.

3	Ms. Shimpi Bhavana R.	Stood 2 nd in the University merit list in B. A. Economic in the session 2002-03.
4	Ms. Mahajan Punam D.	Stood 3 rd in the University merit list in B. Sc. Comp. Sci. in the session 2002-03.
5	Ms. Banthia Priti S.	Stood 3 rd in the University merit list in B. Com. in the session 2002-03.
6	Ms. Patil Rupali J. Third Year Arts	Stood 1 st in inter college University level Debating Competition held at Jai hind College, Dhule
7	Ms. Dave Nisha J. First Year Science	Stood 2 nd in inter college University level Debating Competition held at Jai hind College, Dhule.
8	Ms. Savakhedkar Neeta C.	Stood 3 rd in elocution Competition held by Jalgaon District Co-op. Board.
9	Ms. Patil Pratima K. Third Year Arts	Stood 3 rd in story telling state level inter college competition.
10	Ms. Kulkarni Sonali S.	Stood 1 st in District Level Drama Competition held by Rotary Club at Bhusawal.
11	Ms. Bhat Ashwini S. First Year Arts	Stood 2 nd in inter college song competition.
12	Ms. Salunkhe Sonali F.	Stood 1 st in Judo in inter college University Level Competition.
13	Ms. Shrawagi Jyoti A.	Stood 1 st in inter group University Level Long Jump Competition.
14	Ms. Marathe Alka S.	Stood 1 st in inter group University Level High Jump Competition.
15	Relay 400 x 4 mtr. Team (6 members)	Stood 2 nd in the inter group University Level Competition.
16	Yoga Team	Were Runner Up in inter college University Level Yoga Competition.
17	Ms. Chavan Suchita S.	Was awarded 3 rd prize in inter college magazine competition for her story titled "The Street Panthers Plight" in the annual college magazine, by The North Maharashtra University, Jalgaon.
18	Ms. Chavan Suchita S.	The front page of the college magazine conceptualized by Ms. Chavan was awarded 1 st prize in inter college magazine competition by The North Maharashtra University, Jalgaon.

35. Activities of the Guidance and Counseling unit :

There is no provision for having a full time Guidance and Counseling unit in an affiliated college like ours. However this activity is performed by a committee framed for the purpose from among the regular teachers. The teachers help the students on various issues throughout the academic year.

The activity of the committee starts during the process of admission. The teachers counsel the students and their guardians in the process on issues like selection of a Faculty, selection of Subject combination and even in proper filling of admission forms.

The activities of the committee in the session 2003-04 are listed below.

1. During the course of admission process the members of the committee were available to the new entrants during the working hours. Besides helping the students in general, detailed counseling sessions were held with 84 students and their guardians during the admission process in the academic session 2003-04 and helped them in either selection of a faculty or selection of combination of subjects.

Various Lecture series arranged for students.

2. Workshop :

Sr. No.	Date	Theme / Subjects	Conducted by
1	21/07/03 To 28/07/03	Entrepreneurship development	Ms. Jidyansa Yadnik, Mugdha Shah, Geeta Patil : Firozshah Godrej foundation "Swayam Project", Godrej Company, Mumbai.

3. A survey was conducted in the college to measure interest in various vocations among outgoing third year students. Department of Psychology was involved in the process. A "vocational interest inventory" was framed for the purpose.

The replies were analysed and very interesting conclusions surfaced. It was clearly observed that interest for a particular vocation

could be evoked among the students by proper discussion and guidance by experts and by making concerned literature available. The results shall definitely prove very useful for the proper counseling of students in the coming years.

36. Placement services provided to students :

No such service is available in the college. However, "Career advising and counseling committee" continuously interacts with the students and provides information about the career opportunities. Lectures by experts are arranged for the benefit of students.

37. Development programme for non-teaching staff :

This year eleven members of the non-teaching staff were given training in Computer Literacy. These staff members qualified the test conducted by Maharashtra State Board of Technical Education, Mumbai.

38. Any other relevant information the institution wishes to add :

Part C :

Explain the plans of the institution for the next year

IQAC of the college met on April 15, 2004. The members reviewed the suggestions made by the cell in the start of the session in their previous meeting. The members further made the following suggestions for the ensuing academic year (2004-2005) :

1. Subscription to more journals in the Library :

Members recommended that more journals be introduced in the Library. The journal should be general nature and not too technical. Emphasis be laid on journals propagating National Integration, Civic Responsibility and Personality Development.

2. Financial Aid to Economically Challenged students :

While appreciating the successful running of – Earn and Scheme” the members strongly desired the extension of ambit of financial aid to many more deserving students in the coming session under this scheme.

3. Strengthening the role of the alumni association :

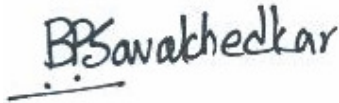
Honourable members suggested that the potential of the alumni association needs to be yet more harvested for the betterment of the institution. The association should be actively involved in various programmes like arranging of lecture series and workshops related to career guidance and personality development.

4. Setting up of parent teacher association :

In tune with the recommendation of the peer team from NAAC, it was suggested that parent teacher association be created. It's constitution be worked out and its functions defined. The motive of this association should be to collect feed back from the society with a view to improve the system.

5. Major research projects :

Expressing reasonable satisfaction about the research activity going on in the college at present, the members recommended that teachers should be encouraged to apply for major research projects to Central Government Funding Agencies like U. G. C. / C. S. I. R./ D. S. T. and Private Industrial Houses wherever applicable.



Name & Signature
of the Coordinator IQAC



Name & Signature
of the Chairperson IQAC

Dr. Annasaheb G.D. Bendale Mahila Mahavidyalaya, Jalgaon (MS)
www.agdbmmjal.ac.in