



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	N.S.S.R'S ARTS COMMERCE COLLEGE, PARLI VAIJNATH
Name of the head of the Institution	DR RAMESHWAR SURAJMAL BANGAD
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07020251495
Mobile no.	9422241896
Registered Email	navganparli@rediffmail.com
Alternate Email	navgan2022@gmail.com
Address	BASWESHWAR COLONY BEHIND OLD POWER HOUSE
City/Town	PARLI VAIJNATH
State/UT	Maharashtra
Pincode	431515

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		DR SUDARSHAN SUBHASH AWASTHI			
Phone no/Alternate Phone no.		07972334877			
Mobile no.		9960127866			
Registered Email		sudarshanawasthi@gmail.com			
Alternate Email		navgan2022@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.navgancollegeparli.com/files/AQAR_2017-18.pdf">http://www.navgancollegeparli.com/files/AQAR_2017-18.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://navgancollegeparli.com/files/01%20Academic%20Calender%202018-19.pdf">http://navgancollegeparli.com/files/01%20Academic%20Calender%202018-19.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	71.70	2004	16-Feb-2004	27-Mar-2011
2	A	3.13	2011	27-Mar-2011	26-Mar-2016
3	A	3.02	2017	26-Mar-2016	21-Feb-2022
<b>6. Date of Establishment of IQAC</b>			20-Apr-2004		
<b>7. Internal Quality Assurance System</b>					

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Parent Alumni Meet	13-Aug-2018 01	56
National Seminar in Hindi in Collaboration with Vaidyanath College Parli Vajjnath	01-Feb-2019 01	161
Nutrition Week	01-Sep-2018 01	100
Entrepreneurship Development and Career Guidance	21-Aug-2018 01	120
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Student Welfare	GOI Scholarship	State Government of Maharashtra	2019 365	1231945
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Five certificate courses were conducted.

Effective programmes implemented through NSS department.

Organized National Level Conference in Hindi.

Conducted Musical programs for interested persons for society and all faculty students separately.

Organised Alumni and Parents Meet

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Review of mentor / mentee system	Mentor/mentee system was reviewed. All the staff was given the responsibility of their mentees. The outcome was that mentees discussed their problems with their mentors.
Feedback system	Feedback are collected from students /alumni/ teachers/ employer/ parents and those are analysed. According to the suggestion from the feedback the number of computers is increased and more facility regarding the internet and maintenance is given.
National Service Scheme (NSS)	Through the NSS department the cleanliness drive, tree plantation and special speeches from the various resource persons were organized at Mauje Nagpimpri by the college.
Organisation of National level conference in Hindi	National level conference in Hindi subject was organized in collaboration with Vaidyanath college Parli Vaijnath. 161 participants were benefited.
Musical Programme for society	We organized musical programme called Sangeet Shekoti Sandhya for the society. The people from the vicinity of Parli Vaijnath were benefited.
Certificate Courses	The IQAC of the college conducted five certificate courses in Sugam Sangeet course for all faculty students, Sugam Santeet course for women in the society, Dress designing.

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body Navgan Shikshan Sanstha Beed	23-Jan-2019
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	11-Jan-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>NSSRS Arts and Commerce College Parli Vaijnath makes use of management information system for disseminating the information and for the coordination among the various stakeholders of the institute. Management information system is used at various levels. Module 1 administration: The necessary information is uploaded and communicated to all the stakeholders on the college website <a href="http://navgancollegeparli.com/">http://navgancollegeparli.com/</a> For disseminating information among the staff members of the institute their email accounts are used. Email is used by principal and office bearers to convey the necessary information regarding the various policies, decisions, information and important announcement of the institute. The institute has 50 computers with Internet connection and free WiFi facility. Broadband connection is also made available. Biometrics attendance system for all the staff members has been installed by the institute. Module 2 Planning and development: IQAC, administrative section, UGC committee, college development committee, research committee ,etc. committees regularly visit the important websites like the parent University website, UGC and NAAC website, Director of Higher Education website,etc. for the latest updates in</p>

higher education. The institute regularly submits data for National Institutional Ranking Framework ,all India Survey on Higher Education , Annual Quality Assurance report (AQAR,) etc.. Module 3 accounting and Finance: College Management System (CMS)is used by the institute for accounting and financial purposes. In it salary and other payment details of the teaching and non teaching staff of the institute are maintained. It is also used for the maintenance of students scholarship details. Module 4 Student Admission and Support: MIS is used to maintain student enrollment data. Student data is maintained caste wise, subject wise ,course wise, etc. in detail. MIS is also used for admission process of the students, for filling of exam forms, to issue certificates like transfer certificate, Bonafide certificate, etc.. Most of the times the students are notified through email and SMS regarding necessary information. Module 5 Library Automation: The institute library is fully automated. It has Libman software , online public access catalogue OPAC and N list.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Being an affiliated college, the institution follows the curriculum designed by the parent University (Dr Babasaheb Ambedkar Marathwada University, Aurangabad). The revision and up gradation of the syllabus is done at the university level. The institution has adopted the following mechanism for well planned curriculum delivery and documentation. For effective curriculum delivery semester wise annual teaching plan is prepared in the beginning of the academic year by all the faculty of all the departments of the institution. General time table for all the departments are prepared by the time table committee and all departments collectively decide the time schedule. Every Department prepares individual timetable i.e. faculty member wise, subject wise and the course content is communicated to the students through notice board, college website. Teachers keep the record of their teaching in their Daily Teaching Diary which investigated /monitored by HOD's and Principal time to time. Overall Student's progress is monitored through oral and written tests. Apart from University examinations continuous internal evaluation of the students is done. Through C.I.E. department wise slow learners and advanced learners are identified. These slow learners and advanced learners are guided properly by the departmental faculties. The record of the slow learners and advanced learner is kept department wise. Apart from traditional teaching methods video lectures, OHP, PowerPoint presentations, projects etc. are being

conducted for the students. Thus the faculty also makes use of ICT enabled teaching and learning process for effective curriculum delivery. The students are encouraged to participate in all programs and activities conducted by various departments of the institute so as to make them acquire the general knowledge of all the disciplines. Computers are made available for the students with Wi-Fi facility for their studies. The students of the institute are also encouraged to participate in National Service Scheme and other social activities so as to inculcate in them an aptitude for social work. The annual report of NSS department is prepared by NSS program officer.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Dress Designing		20/12/2018	48	Professional Development	Dress Designing skill
Sugam Sangeet course for all faculty students		06/08/2018	48	Professional Development	Singing skill development
Sugam Sangeet Course for women		06/08/2018	48	Professional Development	Singing Skill development
Food processing		02/09/2018	48	Professional Development	Cooking Skill
Communicative English		21/12/2018	48	Professional Development	Conversation skill in English

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	COMMERCE	16/06/2018
BCA	MANAGEMENT SCIENCE	16/06/2018
MA	HINDI	16/06/2018
MCom	COMMERCE	16/06/2018

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	126	5

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Study of Indian Constitution	05/08/2018	20
Anuwad Vigyan	19/11/2018	20
Social Institutions and Social Developments	07/01/2019	20
Tally Accounting	03/09/2018	25
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Brief Survey of Andhareshwar Temple Malewadi	25
BA	Geographical Survey of Drought Area	25
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**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>The institute has a formal mechanism to obtain feedback from various stakeholders of the institute. Feedback is obtained from various stakeholders i.e. students, teachers, employers, alumni etc. for the overall development of the institute. Special questionnaires for all the stakeholders of the institute are prepared for getting the feedback. Responses to the feedback are sought on five point scale. It includes teaching learning process, all the facilities like library, sports, cultural activities, music department, Reading room etc. For the analysis of the feedback, the Feedback Committee has been formed by the Institute. Feedback committee identifies the areas from the responses received through various feedbacks to improve the performance of the institute. The committee analyses the feedbacks received from all the stakeholders and informs the principal of the institute regarding the fulfillment of all the requirements and needs of all the stakeholders of the institute. The principal of the institute renders necessary suggestions to the staff and takes appropriate action for the responses received through the feedback. The head of the Institute and the feedback committee after discussion form a strategy and try to fulfill all the demands or requirements received through feedback. It is seen that the requirements are fulfilled immediately. Thus it is seen that the suggestions received through feedback bring the</p>



development of the institute.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ARTS	722	577	577
BCom	COMMERCE	360	262	262
BCA	MANAGEMENT SCIENCE	120	63	63
MA	HINDI	120	32	32
MCom	COMMERCE	120	102	102

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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	902	134	23	4	26

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. The students mentoring system has been made available in the institution. The faculty of the college has been shouldered on the responsibility of mentoring the students of the college. The faculty looks into all the problems of the students relating to teaching learning process. The faculty also tries to solve or guide the students regarding the personal problems of the students. Other problems related with syllabus, exams, etc. are solved. The faculty tries not only to solve the problems of the students but also try to boost up the morale of the students. The attendance and the progress of the students in the examination are informed to the parents. The necessary guidance to the mentees are provided by the mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1036	27	1:36:6

### 2.4 – Teacher Profile and Quality

#### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
33	25	8	0	18

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
<b>No Data Entered/Not Applicable !!!</b>				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Apart from the university examinations, the college has set up a system for the continuous internal evaluation at the institutional level. The main intention behind the institutional level continuous evaluation is to check the progress of the students regarding the curriculum aspects. The students evaluation is done by methods like tests, tutorials, project works and seminars. This system is established department wise. The respective departments conduct the internal evaluation. After the evaluation, necessary suggestions are provided to the students for their progress in the respective areas of the curriculum. Even in the feedback, the questions are asked to all the stakeholders regarding the internal evaluation. The necessary suggestions are worked on.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Internal Quality Assurance Cell of the college prepares academic calendar academic every year by discussing with the principal and the staff.. The academic calendar is prepared by the IQAC by taking into consideration all the programmes of the parent University. Semester wise exams are conducted by the college as per the schedule of the parent University. The schedule of the parent University is followed thoroughly. The syllabus is covered before the dates of the examination. The calendar also includes the programmes which the institution undertakes every year. In this way, the academic calendar is prepared and adhered for conduct of Examination and other related matters.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://navigancollegeparli.com/files/04%20Programs%20outcom.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	MCom	COMMERCE	43	41	95.34
	MA	HINDI	11	10	90.90
	BCA	MANAGEMENT SCIENCE	20	15	75.00
	BCom	COMMERCE	70	64	91.42
	BA	ARTS	107	85	79.43
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://navgancollegeparli.com/files/05%20Student%20Survey.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nutrition Week	Home Science	01/09/2018
Entrepreneurship Development Career Guidance Workshop	Commerce	21/11/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Swami Vivekanand International Award-2018	Dr. Wankhede U.D.	Weekly Jan Adhayan	15/08/2018	Educational
Swami Vivekanand International Award-2018	Dr. Awasthi S. S.	Weekly Jan Adhayan	15/08/2018	Educational
Swami Vivekanand International Award-2018	Dadge M.S.	Weekly Jan Adhayan	15/08/2018	Educational

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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
<b>No file uploaded.</b>					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			
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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Geography	2
Sociology	3
Home Science	1
Commerce	1
Political Science	1
Physical Education	1
Hindi	3
Urdu	3
History	1
<a href="#">View File</a>	

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<b>No file uploaded.</b>						

#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional
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Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
<b>Attended/Seminars/Workshops</b>	0	22	0	0
<b>Presented papers</b>	6	10	0	0
<a href="#">View File</a>				

### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>AIDS Awareness</b>	NSS	<b>AIDS Awareness</b>	2	80
<b>Swacha Bharat</b>	NSS	<b>Cleaning of College Premises</b>	2	100
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### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>National Conference in Hindi</b>	161	<b>By Fees from Participants</b>	01
<a href="#">View File</a>			

#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic Linkage	Research Activities Seminar/Conference	Vaidyanath College, Parli Vajinath	01/06/2018	31/12/2019	161
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Art of Living	03/07/2018	Yoga Meditation	50
Vaidyanath College, Parli V.	18/06/2018	Research Academic Activities	161
Parli Taluka Reporters Association	18/12/2018	Social Awareness Public Relationship	110
Parli Taluka Medical Association	08/09/2018	Health Awareness	103
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
<b>No Data Entered/Not Applicable !!!</b>	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Master Soft Library Management System	Fully	2.2.6	2012
Libman	Fully	1.0	2007

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	11862	1304367	65	16150	11927	1320517
Reference Books	5688	2212844	18	5624	5706	2218468
e-Books	0	0	3135000	5900	3135000	5900
Journals	0	0	0	22	0	22
e-Journals	6000	12000	100	5900	6100	17900
Weeding (hard & soft)	1393	115255	4	510	1397	115765
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	50	2	3	2	2	6	12	10	0
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>50</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>12</b>	<b>10</b>	<b>0</b>

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
59000	53723	7.7	766640

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical, academic and
--

support facilities - laboratory library Sports Complex computers classrooms excreta. The institute has formed certain procedures and policies for maintaining and utilizing physical, academic and support facilities. These are :

The Maintenance Committee has been formed by the institute under the chairmanship of the Principal which oversees the maintenance of buildings, classrooms, Laboratories ,computers library, Sports facilities, etc..

Maintenance Committee has been formed by the institute which takes care of the maintenance of building, classrooms laboratories, college premises, etc..

Infrastructural maintenance like the cleaning of the classrooms, laboratories, all departments, the corridor, college campus, etc done regularly by the support staff assigned to the respective part of the institute. Full-time gardener has been appointed for the maintenance of the greenery of the institute. Laboratory-The college has laboratory facilities for the Department of Commerce, Home Science, BCA, Geography, Music, etc.. The students make use of laboratories for practical purposes. The regular maintenance of these Laboratories is the responsibility of the head of the respective department.

Library-Membership for the library is provided to each student and the staff of the college by the librarian after the permission of the Principal of the institute. They have to fill the necessary information on the library card. Immediately their accounts get accessed. The library of the institute is fully automated. The provision of Online Public Access Catalogue (OPAC) is there in the library. The library also has N-LIST and Libman software. The maintenance of the library and the accession record is the responsibility of the librarian. The Institute library has reading room available for the stakeholders. Sports facilities- The institute has sports facilities like sports department, sports ground, running track, volleyball, Kabaddi, kho-kho ground, long jump, high jump ground, space for javelin throw, discus throw etc. These facilities can be used by all stakeholders. Computers- Computer facility is provided to the stakeholders of the institute. There are 50 computers in the institute. The institute has two computer labs one for Bachelor of Computer Applications and the other for Commerce lab. The computer facility is used by the students according to their needs. Free Wi-Fi facility is provided to the stakeholders of the institute. Maintenance of the computers is done with the help of hardware technicians appointed for this purpose. The Institute website is maintained regularly by MIS. Classrooms-The institute has adequate and spacious classrooms with sufficient desks and enough ventilation. For the maximum use of the available classrooms the schedule and the assignment of the classrooms is decided by time table Committee. Time table committee ensures that the classes are conducted in appropriately sized classrooms i.e. according to the capacity of classrooms and the strength of the students of a particular class. For overall planning and development of the institute CDC has been formed. The institute ensures the maintenance of CCTV cameras, water purifiers, air conditioners, generators, etc. for which the electricians and experts in respective fields are hired according to the to the needs.

<http://navgancollegeparli.com/files/06%20Procedure%20policies.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	Director of Higher	491	1231945



	Education - Rajarshi Shahu Open Scholarship		
b)International	0	0	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga	03/07/2018	25	Art of Living
Meditation	03/07/2018	25	Art of Living
Soft skill development	09/09/2018	25	Parli Taluka Reporter Association, Parli V.
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	21	BA	HINDI	NSSR's Arts Commerce	MA HINDI

				College, Parli V.	
2018	59	BCOM	COMMERCE	NSSR's Arts & Commerce College, Parli V.	MCOM
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Civil Services	2
Any Other	1
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Weight Lifting, Power Lifting and Best Physique	Inter Collegiate Tournament	83
Sangeet Shekoti Program	Institutional Activity	5
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	13th Senior National Floorball Championship	National	1	0	7525	Shaikh Noor Shaikh Sadulla
2018	Marathwada shree Division Body building Championship 2018	National	1	0	7398	Vidyasagar Hanwate
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student Council is formed according to the rules and regulations of the parent University. The members of the student Council are selected on merit basis. The election process takes place according to the standard norms. 3 student Council representatives are selected from BA programme, 3 are selected from Bcom programme ,3 are selected from BCA program ,2 are selected from M.A.program and 2 are selected from M.com. program, 01 representative is selected from Cultural, Sports, Female NSS department each. The President and

secretary are elected by all representatives. The student council members represent most of the college activities. They have been appointed on academic and administrative bodies of the institution. These committees consists of research committee ,feedback committee , Vishakha committee ,NSS committee ,cultural committee , Sports committee , library committee, grievances redressal committee, etc.. The members of student Council play important role in all the annual programs organised by the institution time to time.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

78

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1.In the year 2018-19 four meetings were organized by Alumni Association. Alumni Association under registration process. 2.The major activity conducted by Alumni Association is the organization of parent and Alumni Meet. 3. The Alumni also guided the newly admitted students of the college. 4. The Alumni representatives also participated in various college programs.

#### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization: The system of decentralization and participative management is practiced by our institution. Our institute has Local Management Council. There is a representation of many members and it also has two representatives from the teaching staff and one representative from local society. The management Council undertakes the review of the functioning of the college in its meetings. The necessary guidance is provided in these meetings. The council takes a decision regarding a budget required for the various events which is also sanctioned by the authorities. The review of regular conduction of the lectures, timely completion of the syllabus and guidance for better performance is rendered. The permissions for the organization of various quality related issues are given in the meetings of the Council. At college level the Principal is assisted by Vice Principal, IQAC coordinator, office superintendent, and PG director. The guidance is provided by the principal time to time in the meetings of teaching and non teaching staff. The principal forms various committees for the events to be organized in the institute. The follow-up of the preparation is regularly taken by the principal. The heads of all the departments and Chairmen of various committees also take care of their own departments and committees. Participative management: 1. The institute has internal Quality Assurance cell consisting of the Chairman, the coordinator, members, Criterion wise Chairmen, etc. The issues and points regarding the work of National Assessment and Accreditation Council, filling of AQAR, and the steps to be taken for the enhancement of quality initiatives of the institute are discussed in these meetings. There is exchange of Ideas in these meetings. The best ideas are discussed and are implemented. All are given full freedom for the smooth functioning of the institute. 2. The students Council is formed

by the institute as per the rules and regulations of the parent University. It gives relevant suggestions for the improvement of the institutional system and processes. Its suggestions are taken into consideration and are worked out. Our institute has well defined quality policies and action plans. The top management of our Institute, local governing Council, Principal, faculty and Students Council play a very important role in the design and implementation of plans and policies of the institute.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	At the beginning of the academic year the college makes advertisement regarding the streams which are available in the college. It contains necessary information about the programs and courses offered by the college. The prospect regarding the programs of all the the streams are provided to the students at the time of admission with their admission form. The students are guided by the faculty regarding the selection of the programs and streams.
Industry Interaction / Collaboration	Our college collaborated with various industries. We have collaborations with Parli Taluka Doctors's association, Parli taluka reporters's association, Art of Living center Parli Vaijnath, etc.
Human Resource Management	Our college is very conscious and careful about the welfare of the staff and the faculty. The institution has undertaken welfare measures for the well being and improvement of the staff. The staff co-operative society entitled 'Navgan Vinayak Cooperative Society' gives loans to the members of the staff to meet their needs and at the time of emergency. College also motivates the members to build their own houses, to buy vehicles and gives clearance for bank loans. College Management provides various facilities like Maharashtra Darshan, Yog Sadhana camp etc.
Library, ICT and Physical Infrastructure / Instrumentation	The library is automated by the college . It has online public access catalogue. It is ICT enabled. The library contains a number of books regarding syllabus, reference materials ,research oriented journals,

	<p>competitive examinations, etc. The college has Wi-Fi facility. The college has ICT rooms and number of computers. The college has computer lab, language lab, etc. The new things are added regarding library ,ICT, physical infrastructure and instrumentation as per the need of the time. These things are kept updated.</p>
<p>Research and Development</p>	<p>The college has established a special committee called as research committee. The Chairman and the members of this committee keep the record of research papers, seminars ,conferences, workshops attended by all the faculty. The committee also informs the faculty regarding the conferences and other research oriented activities being taken place at other colleges and Universities. The committee inspires the students and the Teachers to participate in research oriented activities.</p>
<p>Examination and Evaluation</p>	<p>The examination and evaluation process takes place as per the parent university schedule. Throughout the year the college also conducts continuous internal evaluation of the students. For that the strategy adopted by the institution contains tests, tutorials, projects ,seminars ,etc..After the evaluation the students are guided by the faculty for the further improvement in studies.</p>
<p>Teaching and Learning</p>	<p>The annual plan is prepared by all the faculty members. The principal of the college supervise the entire process and pays heed at the teaching and learning process. He also checks whether the syllabus is being covered by the faculty as per the annual teaching plan. It is seen that the students are getting involved in the various processes of teaching and learning</p>
<p>Curriculum Development</p>	<p>Our Institution is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. The Parent University designs the curriculum. Our teacher staff is actively involved in curriculum designing and the revision of the syllabus. Some of our teachers are working as the Members of Board of Studies.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
<p>Planning and Development</p>	<p>For the planning and the development of the institute there is the implementation of e-governance by the institute. The institute has already created the institutional website. The necessary information regarding the institute is updated on this website. The website also contains the information of all the programs undertaken by the college. The online Quality Assurance report of the institute is submitted by the institute annually. The language lab of the institute has many softwares. CMS software is used by the institute for keeping up all the records. The library of the institute has online public access catalogue. The library also makes use of e-journals and the softwares like Libman.</p>
<p>Administration</p>	<p>The institute makes use of e-governance in the administration of the institute. The communication with the parent University and head office of the institute is made by email. For the implementation of the policies of the government regarding the curriculum and extra curricular activities e-governance is used. For the administration the institute uses management information system. The institute has software called college management system.</p>
<p>Finance and Accounts</p>	<p>The system of e-governance is used by the institution to perform all the works related with Finance and account. Institution uses College Management System software for financial operations. Operations regarding the scholarship and fees of the students are done in CMS. All financial operations are done digitally. Software of Mastersoft company are used by the college. Payroll System is also used by the Institute .</p>
<p>Student Admission and Support</p>	<p>The students admission are online Admssions. The whole data of the student is filled online. It is filled on the university website. The online list of the students is prepared. The scholarship forms and GRE forms of the students are filled online. The Other scholarship forms of the students are also online forms like EBC ,etc</p>

<b>Examination</b>	<p>The examination process of the parent University is followed by the college.</p> <p>The online question papers are downloaded by the exam department of the institute. Online examination attendance of the students is taken and that is sent to the university online.</p> <p>The online communication regarding examination is made by the institution by Phone email provided by University Exam Department. For any further queries regarding examination email is done to the exam department of the parent university.</p>
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### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Computer Training	College Management Software (LMS CMS) Training	09/09/2018	14/09/2018	41	8
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course	3	17/06/2019	22/06/2019	05
Refresher Course	1	03/10/2018	24/10/2018	21
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
23	23	11	0

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Navgan Credit Society lends loan up to 5,00,000 Rs. and emergency loan up to 20000 Rs. for teaching staff. Various facilities are provided to the teaching staff like Salary Certificate, Medical Leave, Maternity leave, Medical Reimbursement. Institution provides registration fees and T.A. for attending seminars/conferences etc. GPF and DCPS scheme facility provided by Govt. are also implemented in the institution. Institution helps for the promotion of eligible teachers time to time.</p>	<p>Navgan Credit Society lends loan up to 5,00,000 Rs. and emergency loan up to 20000 Rs. for nonteaching staff. Various facilities are provided to the nonteaching staff like Salary Certificate, Medical Leave, Maternity leave, Medical Reimbursement. GPF and DCPS scheme facilities provided by Govt. are also implemented in the institution. Institution helps for promotion of eligible nonteaching staff time to time. Institution provides TA/DA for training course as per need time to time. Festival Allowances are provided to nonteaching staff.</p>	<p>GOI Scholarships, Concession for poor students</p>

#### 6.4 – Financial Management and Resource Mobilization

##### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>Internal and external financial audits are regularly done by our institution. Internal audit. : The internal audit is done under the headship of the principal of the college. The records of staff salary, various scholarships of the students , expenditure ,etc.are audited. The record of sanction, disbursement ,refund of scholarship is also verified in the audit. The internal audit is verified by the parent Institute and then it is again verified by Chartered accountant Mr. K.N Kotecha. External audit : The external audit of the institute is performed by government of Maharashtra ,Joint director of the division and the parent University. Financial matters related with salary ,scholarship , EBC, etc. are audited by Government of Maharashtra. The parent University audits NSS unit, Lifelong Learning and Exension and research grants received from the parent university. Other funding agencies audit the grants received for workshops, seminars, seminars, conferences,etc..</p>
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##### 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Govt. Computer Typing Exam Remuneration	45260	Examination Centre



6.4.3 – Total corpus fund generated

**No Data Entered/Not Applicable !!!**

**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Principal
Administrative	Yes	Chartered Accountant	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Annual Parents Meet is organized 2. Parents are invited for Annual Sangeet Shekoti (Musical Warmth Program) 3. Shastriya Swardhara Classical Music Program.

6.5.3 – Development programmes for support staff (at least three)

1. Computer Training Program 2. Yoga Meditation program for Mental Physical Health 3. Sports Games for Staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Timely submission of AQAR 2. Conducted various national/state level etc. conferences and seminars 3. Organized Parent Alumni Meet 4. Signed MOUs with various Institutions. 5. Academic Audit 6. Participation in NIRF 7. Participation in RUSA

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	1. Certificate Courses in Sugam Sangeet for all students,	06/08/2018	06/08/2018	06/10/2018	30
2018	2. Certificate Courses in Sugam Sangeet for Women of Society,	06/08/2019	06/08/2018	06/10/2018	22
2018	3. Certificate	02/07/2018	02/07/2018	16/08/2018	21

	Courses in Food processing				
2018	4. Certificate Courses in Communicative English,	21/12/2018	21/12/2018	16/02/2019	23
2018	5. Certificate Courses in Dress Designing	20/08/2018	20/08/2018	13/10/2018	30
2018	6. Entrepreneurship Development Career guidance Program	21/08/2018	21/08/2018	21/08/2018	1
2019	7. National Conference in Hindi	01/02/2019	01/02/2019	01/02/2019	1

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Empowerment Awareness Program	15/02/2019	15/02/2019	35	15
World Women's Day Celebration	08/03/2019	08/03/2019	20	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

**No Data Entered/Not Applicable !!!**

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2018	9	7	21/06/2018	01	Celebration of Yoga Day	Health	30
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Principal	11/06/2018	1. The institute has published the handbook regarding code of conduct for Principal and it is made available in administrative office and library.
Code of conduct for teachers	11/06/2018	2. The handbook of code of conduct for teachers has been published by the institute and is made available for all in the college library and it is also displayed at the entrance of the college.
Code of conduct for students	11/06/2018	3. The Ethics of code of conduct for students are published by the institution . They are displayed at the entrance of the college and are also made available in the college library.
Code of conduct for non teaching staff.	11/06/2018	4. The handbook of code of conduct for non teaching staff has been published by the institute and it is displayed in the college office and is also made available in the library.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2018	21/06/2018	25
Constitution Day	26/11/2018	26/11/2018	30
International Aids Day	01/12/2018	01/12/2018	25
<a href="#">View File</a>			

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- The college implements Reduce, Reuse and Recycle of waste material like papers, etc..
- The institution doesn't use plastic bags. The college campus is plastic free.
- The college has compost plant. Every year our college undertakes Tree Plantation Programme and adds more trees in the college campus.
- The institution has established waste management system. There is a Rain Water Harvesting system in the college campus.
- The campus of the college is cleaned neatly on daily basis . College observes ones in a week no vehicle day.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Best Practice I** Title of the practice: Interdisciplinary knowledge programmes  
Goal : To acquaint the students to the knowledge of all disciplines and make them versatile. Context: The world has become global village. It is necessary for the students to have the knowledge of all fields. In this era of competition the knowledge of one field is not sufficient. Practice: Various interdisciplinary certificate courses and programmes are conducted by the institution every year. The students of all the disciplines available in the college are allowed to participate in such programmes and courses. For example , in the certificate courses run by the department of English ,Music, Home Science,etc. the students from any discipline are allowed to participate. In any programmes conducted by any department of the college, the students of any discipline can participate. Evidence of success: Various interdisciplinary certificate courses conducted by the institution. The students attend programmes and activities conducted by the departments of all disciplines. It is observed that the interest and the knowledge of the students regarding other fields is increased. Problems encountered and Resources Required: Initially the students were not aware of the importance of all round knowledge. But after some time they knew the importance of interdisciplinary knowledge. The resources required : The resource required is the teaching staff of various disciplines. Availability of halls Projector, etc..

**BEST PRACTICE: II** Title of the Practice : Hi tech office job and facilities Goal: Quick availability of records and official facilities The context: Office is the soul of any institution. The maintenance of the record is an important aspect, which is an effective mean of quick communication. In today's fast changing world the quick availability of the record plays important role for the students and for the administrative work. This purpose is served by the use of latest technological inventions. The Practice: Office is fully computerized with 5 software. It has the facilities like generators, inverters, three phase power connections, 2 metres so that electricity is all time available. It is planned with Principals office. It has internet, intercom facility and CCTV covered for surveillance. Office has ABCD document system, separate sections with separate cabins and windows with rules and regulations displayed regarding admission process, scholarship, exam etc.. Online admission process is followed by our official staff. There is online generation of hall tickets to the students. The results of exams can be seen by the students online. Anyone can access the college website at any time and can go through the required information anywhere. College library has libman software and OPAC (Online Public Access Catalogue). Our institute has Management Information System. All the records are quickly available due the use of various software and latest technological inventions.

Evidence of Success: • Available automated records. • Various software available in the office. • Institutional website. • Institutional facebook. • Wi-fi connections. • Computers,etc.. Problems encountered and Resources

Required: Initially it took some time to understand the operation of new technology and the use of software. Newly high technological software, most speeded internet facility. Resources Required: • Various software • Many computers • Internet facility • Generator, inverter, etc..

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://navgancollegeparli.com/files/07%20Best%20practices.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

VISION, PRIORITY AND THRUST The vision and priority of the college is to impart qualitative education to the students of rural area. The college is located in rural area. 80 students came from rural areas. Our institute renders quality education to the economically weaker sections of the society. As per our first priority, we understand the requirements of students and provide the best available facilities to them to achieve the highest standards in education at an affordable cost. Our college tries to develop creative qualities among students along with academic excellence. To impart human values and to promote leadership qualities among students we conduct extension activities and make them involve in extension activities like debate competitions, environmental awareness rallies, tree plantation, etc.. . We impart education based on scientific, moral and value-based foundation to meet the challenges of the technologically advancing global environment and bring about educational and cultural development of rural students. Our institute gives the best to the students and involves them in all Career Development Programmes. We establish a system for better communication amongst Parents, Alumni and the society. Annual alumni and parent meet is organized by the institute to understand their expectations. We provide adequate infrastructure with ICT enabled facilities to the students to have the experience of latest technology. Computer facilities and internet facilities are provided to them to impart qualitative education. The college is well-equipped with facilities like fully automated library, laboratory, classrooms, computer lab, seminar halls, multipurpose halls, playground hostel etc. We also provide online E-Book facility. Online Public Access Catalogue system is adopted by the institute. The college has a library with a good number of books (both text and reference) on various subjects to meet the needs of the students as well as the teachers with reading room facility. Daily Newspapers and selected journals are also regularly subscribed .We provide a number of State Government and Central Government scholarships to the meritorious students and the students belonging to SC / ST / OBC / Minorities /Handicapped. For rendering qualitative education to the students, the college also organizes workshops, seminars, and conferences. The college Unit NSS Wing performs different type of social services within and outside of the rural area. College organizes campus interviews. We conduct various courses for student's intelligent potential. We organize various industrial Educational tours. College has started various certificate courses for students like English Speaking Course, Dress Designing course, Music, Food processing etc. The college has started own Website [www.navgancollegeparli.com](http://www.navgancollegeparli.com) for students, staff and society to make them available all the educational information anywhere and anytime.

Provide the weblink of the institution

<http://navgancollegeparli.com/index.html>

### 8.Future Plans of Actions for Next Academic Year

The principal of the college in his several interactions with the various committees and the departments has chalked out the following plans for the development of the college. • To initiate e-learning in the college campus. • To strengthen Career Counselling and Placement cell. • To introduce Job oriented skill based vocational courses in line with B-Voc. Recommended by UGC and PG in Urdu and Music • To encourage to the teachers to avail financial assistance from different funding agencies to undertake minor/major research project. • To strengthen competitive exam cell. • To organize National/International seminars. • To strengthen language lab .