

MAHILA MAHAVIDYALAYA, KARAD

DIST. SATARA

PIN – 415110

(MAHARASHTRA STATE)

The Annual Quality Assurance

Report (AQAR) of IQAC

Year 2012 – 2013

Chairperson

Dr. S.K. Mane

(Principal)

Name of the Institution : Mahila Mahavidyalaya, Karad

Year of the Report : 2012 – 2013

THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR) OF THE IQAC

PART A

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

A – Plan of Action 2012 – 2013

The college has aimed at the holistic development of students and activities are organized in such a manner as to ensure the all round development of the personality of the students. In order to encourage students to contribute to national development and society at large, the college conducts a certificate course in Disaster Management, organizes elocution and essay competition, etc. The college plans to organize a workshop for students on counseling. We also plan to organize a number of activities that will encourage leadership qualities in students. Environment protection, Health awareness activities, rallies, lectures, street plays, will be organized. The college has consistently encouraged the faculty to undertake research and first achieve their doctoral degree. We also wish to encourage teachers to undertake research projects.

Apart from the special programmes for the year 2012 -2013, the annual academic calendar for the academic year 2012 -2013 is as follows:

Academic Year 2012 – 2013

PLAN OF ACTION

Total working days	: 237
First Term	: 20th June, 2012 to 5th Nov., 2012
1) Prospectus available for sale	: June, 1 st Week
2) Admission Process	: After declaration of HSC results
3) First term – open meeting	: 20 th June, 2012
4) Formation of various committees	: June last Week
5) Principal's address to students	: 2 nd July, 2012
6) Receiving planning from various Committees and departments	: 15 th July, 2012
7) Meeting of IQAC	: 14 July, 2012
8) Celebration of College foundation Day	: 7 th Aug., 2012
9) Student's Council Election	: Aug., 2012
10) Celebration of Hindi Day	: 14 th Sept. 2012
11) Sem I Exams	: Oct – Nov 2012
12) Meeting of IQAC	: 15 Oct., 2012
13) Term End Meeting	: 5 th Nov., 2012
Second Term	: 26th Nov., 2012 to 30th April, 2013
14) Meeting of IQAC	: 27 Dec. 2012
15) Term Open Meeting	: 26 th Nov., 2012

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|---|--------------------------------|
| 16) Lead college programmes | : 1 & II Term 2012-2013 |
| 17) Annual Prize Distribution | : Jan.2013 |
| 18) Cultural Programme | : Jan.2013 |
| 19) NSS Residential Camp. | : Jan., 2013 |
| 20) IQAC Meeting | : 8 Feb.,2013 |
| 21) Certificate Course in Disaster Management | : Dec., 2012 |
| 22) Sem II Exams | : March/April, 2013 |
| 23) Term end meeting | : 30 th April, 2013 |

PART B

1. **Activities reflecting the goals and objectives of the College:**

- The college has always aimed at all round development of the students. The physical, mental well being of the students is of prime importance.
- Women empowerment is one of the important goals of our college.
- We wish to make our students socially alert and perform their duties as enlightened citizens. With this aim in view, a number of programmes were undertaken.
- Two students participated in the Student Parliament organized by MIT, Pune in collaboration with UNESCO.
- Street plays, rallies were organized to create awareness regarding social issues and environment protection.
- Physical fitness was aimed at through session on physical exercise at the time of prayer.
- NSS residential camp was organized.

2012-13

2. New Academic Programmes initiated (UG and PG) :

The Computer Department of the college got approval to start BBA and MBA courses of IGNOU.

The college applied for three new subjects at degree level – Sociology, Psychology and Political Science in accordance with the recommendations of the NAAC Peer Team.

3. Innovation in Curricular Design and Transaction :

Five faculty of our college are working as members of respective Boards of Studies of Shivaji University, Kolhapur. Two faculty are members of their respective Faculties of Shivaji University. One faculty has been contributing her expertise to the syllabus designing Committee of Maharashtra State Board of Secondary & Higher Secondary Education, Pune.

4. Inter Disciplinary Programmes Started :

The BCA programme is being successfully conducted by the Computer department of the college. Besides, the department also runs a number of certificate courses like CCC etc.

5. Examination Reforms Implemented :

Internal Examinations are conducted in the college as per the University guidelines. The Departments of English and Hindi regularly organize practice exam for their B.A. III Special students. Some departments even conduct topic wise tests, surprise tests and classroom seminars by students. Quiz competition as a method of micro learning is used occasionally by Department of Political Science and Sociology. Oral tests are also conducted by some departments.

6. Candidates qualified NET/SET/GATE etc:

16 students appeared for NET/SET exam in the subject of Geography

7. Initiative towards Faculty Development Programme :

One faculty acquired her doctoral degree in English. Doctoral study of 7 faculty is in progress.

Seminars, Workshops, Conferences attended

Total No. of seminars, workshops, conferences attended	International	national	others
51	7	27	15

Research Papers presented

Research papers presented	International	National	Others
27	10	17	-

Research Papers Published

14 papers have been published in national and international journals.

Other

One faculty is a referee for Ph.D. 5 faculty are recognized Ph.D guides.

8. Total number of Seminars / Workshops conducted :

Total No. of workshops conducted	subject
5	Under Lead College Scheme of Shivaji University
1	Friend to snakes
1	Sexual harassment
1	Youth Counselling
1	Personality development

9. Research Project :

a) Ongoing, b) Completed

Two faculty have submitted proposals for Minor and Major Research Projects to the UGC.

10. Patents generated if any : Nil

11. New collaborative research programme : Nil

12. Research grants received from various agencies : Nil

13. Details of Research scholars :

One faculty acquired her doctoral degree in 2012 – 2013.

Seven faculty are actively engaged in doctoral research

Five faculty are recognized as M.Phil. and Ph.D. Guides.

14. Citation index of faculty members and impact factor : Nil

15. Honours or Awards to the faculty:

a) One faculty won a national award.

b) One faculty won Taluka level award

c) One faculty received State Govt. awards for his two essays. He also published a novel on the life of Bhishma- a character in the Mahabharat.

16. Internal Resources Generated : Nil

17. Details of Departments getting SAP / COSIST. ASSIST / DSS / FIST etc. Assistance, recognition : Nil

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18. Community Service :

Our NSS unit is one of the leading units in the jurisdiction of Shivaji University. It is known for its contribution to the community and society at large. A number of activities were undertaken for the benefit of the society in 2012-2013. The NSS residential camp for our two units was held between Jan, 19 and 26, 2013 at Koparde Haveli, the adopted village.

World Environment Day	- Cycle Rally	- 5 June 2012
Aid to the Blind	- Visit & help	- 12 Oct., 2012
Literacy Day	- Street play	- 8 Sept., 2012
Aids Awareness	- Rally	- 1 Dec, 2012
Voting Day	- Cycle Rally	- 25 Jan, 2013
Oral Health Day	- Rally	- 5 Feb, 2013

In addition the college celebrated/ observed the following days:

9 July	Kalidas Day
11 July	Population Day, Essay Competition
1 August	Tilak Death anni. & Annabhau Sathe Birth anni.
9 August	August Kranti Day
8 Sept.	World Literacy day
24 Sept.	NSS Day
2 Oct.	Gandhi Jayanti
1 Dec.	AIDS Day
6 Dec.	Dr. Ambedkar Death anni.
3 Jan.	Savitribai Phule Birth Anni.
12 Jan.	Youth Day
26 Feb.	Science Day

- A symposium on the security and safety of women was organized on 24 Jan, 2013.
- Poster Competitions on safety of women, female foeticide were organized.
- Poster Competition on safety of women, female foeticide were organized.

Our NSS volunteers were also participated in various other activities. They worked as “Police Mitra” during Ganesh Festival and helped maintain law and order in the town during idol immersion procession. They launched a campaign for eco –friendly Ganesh idols.

19. Teachers and office staff newly recruited :3

Marathi - 1
English - 1
Librarian - 1

20. Teaching – Non teaching staff ratio :

Teaching Staff: Students – 63.17
 Non Teaching Staff : Students – 98.81

*The above ratio considers only full-time faculty.

21. Improvement in Library Services :

The Library is computerized with in-house library system software.

22. New books or journals subscribed and their values :

Sr.No.	Items	No. of Books	Cost Rs.
1.	Journals	23	11,315.00
2.	Regular Books	511	50,259.00
3.	Book Bank Books	60	4,055.00
4.	UGC Books	151	86,361.00
TOTAL			2,36,987.9

23. Courses in which student assessment of teachers is introduced and the action taken on students' feedback :

Individual faculty analysed the feedback of students on them and are accordingly taking necessary steps for improvement.

24. Feedback from stake holders :

An alumni meet was held on 26 Nov. 2012 and informal feedback was sought from them. Discussion regarding Silver Jubilee celebration and participation of alumni were discussed. The alumni pledged their support and cooperation in the activities of the college. A Parents- Teachers meet was also organized on the same day. Parents appreciated the efforts of the college and also made certain suggestions like introduction of Dress code and provision of transportation facility for their wards. The management holds periodical meetings with the staff and guides them on various issues.

25. Unit cost of education :

With salary component - Rs. 34,486.79

Without salary component - Rs. 10,861.00

26. Computerisation of administration in the process of admission and examination results, issue of certificate :

Administration is fully computerized including maintenance of accounts. Admission process is also fully computerized. Receipts etc. are generated by using computers. Examination forms are filled online. Typing of question papers of internal exam, official correspondence and issue of certificates like bonafide, character, salary etc. are done with the help of computer.

27. Increase in Infrastructure facilities :

- a) Development of ICT room completed.
- b) Computer lab set up and functional.
- c) Study room was relocated.
- d) Ladies room was relocated.
- e) Gym was made available.
- f) Modular kitchen was set up in the Dept. of Home Science.

28. Technology up-gradation :

- 1) Library computerization (92% approx).
- 2) Computer Lab
- 3) LCD provided

29. Computer and Internet access and training to teachers, Non teaching staff and students :

Laptops were provided to some departments and Broadband Internet facility of office was also provided to the faculty.

30. Financial Aid to students :

Students were provided some help in the form of ST Pass reimbursement, stationery, registration fee reimbursement and scholarships. Besides, teachers individually helped needy students financially.

31. Activities and support from Alumni Association :

Alumni meet was organized on 26 Nov. 2012. The alumni shared their experiences and pledged their support and co-operation to the college in the form of their expertise or guidance.

32. Activities and support from Parents – Teachers Association :

A Parents- Teachers meet was also organized on 26 Nov. 2012. Parents appreciated the efforts of the college and also made certain suggestions like introduction of Dress code and provision of transportation facility for their wards.

33. Health Services :

Lecture on breast feeding was delivered by one faculty. Daily session of 10 minutes of exercise was engaged to ensure physical fitness. One faculty delivered a lecture on health and life in a counseling camp for youth. Rallies on blindness, save the baby-girl, blood donation, AIDS awareness were organized under NSS. Students also availed of the facility of the Gym. The college has a health centre. The panel of doctors appointed offer their services free of cost in cases of emergency and advice as per need.

34. Performance in Sports activities :

Our students participated in the zonal and inter- zonal competitions

Thorat Priyanka Sarjerao	62 Kg	Weight lifting- First position	Power lifting – Third position
Desai Suvarna Shrikant	52 Kg	Weight lifting - Third position	Power lifting – Third position

35. Incentive to outstanding sports persons :

Scholarships were given to two sport persons.

36. Student achievement and awards :

- 1) 2 students attended state RD Camp of NSS at North Maharashtra University, Jalgaon, between 8-10 Sept, 2012.

- 2) 9 NSS volunteers attended the Yuvak Biradavi Camp under Save Earth Campaign at Shivaji University Kolhapur between 21 & 27 July 2012.
- 3) 3 NSS volunteers participated in the University level Camp at Atit between 24 & 27 Nov, 2012. Two faculty participated in High Technology workshop in Shivaji University on 25 Feb, 2013.
- 4) Three students won prizes worth Rs.1250, Rs. 1000 and Rs.750 respectively in the 48th A. D. Shroff Memorial elocution competition. One student won district level prizes in elocution competitions.
- 5) Our team won first and third prizes respectively for their mime at the district and central Youth Festival of Shivaji University.
- 6) Students also won First Prize in street play competition organized by Ignited Minds movement.

37. Activities of the Guidance and Counseling Unit :

The cell guides students in their problems regarding study, choice of subjects and also choice of career. Parents of one student were counselled and convinced to continue the education of their ward by two faculty.

38. Placement services provided to students :

- 1) 100% placement of students enrolled for Balwadi Teachers' COC Training Programme.
- 2) 27 students participated in 'Campus Interview', conducted by Infosys at Arts & Com. College, Satara.

39. Development programme for non-teaching staff : Nil

40. Good practices of the Institution :

- The institution annually celebrates its Foundation Day on 7 Aug.
- The working of the college begins with the prayer and Chanting of 'Omkaara' to ensure spiritual peace and concentration.

- A session of physical exercise is undertaken to ensure physical fitness thereafter.
- By working as Police Mitra, our NSS volunteers help the Police department to ensure law and order during Ganesh festival.
- Students conduct the entire working of the college on Teachers' Day every year.

41. Linkages developed with National/International academic Research bodies : Nil

42. Action taken report on the AQAR of the previous year :

- Computerization of library was further enhanced. Computer lab became functional.
 - The programmes sanctioned under Merged Schemes were successfully implemented. Medical checkup and dental checkup of students was undertaken.
 - Seminars and workshops were organized under 'Lead College Scheme', Shivaji University, Kolhapur in 2011-2012.
 - State level Hindi essay competition was organized in Sept. 2011.
 - Certificate course in Disaster Management was organized.
 - Alumni Meet and Parent's Meet were organized.
 - The college got approval to run BBA and MBA courses of IGNOU.
- A daily session of physical exercise was organized after prayer.

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

- Maharashtra Vivek Vahini programmes were organized to encourage democratic values and rational thinking among students.
- The dept .of Home-Science conducted Smart kitchen queen contest in collaboration with Bharat Gas services.
- One faculty was coordinator of Shivaji University post graduate students team that participated in training programme on Parliamentary procedure organized

by Maharashtra Branch of Commonwealth Parliamentary Association at Nagpur.

- The UGC sanctioned COCs in Fashion Designing and e-Banking.
- The college participated in the activities related to environment protection conducted by Enviro Friends Nature Club
- An objective test was conducted on the book "Yugnayak" by Swami Vivekanand in collaboration with Pune branch of Vivekanand Kendra, Kanyakumari.

Section C

Outcomes achieved by the end of the year :

- Computerization 92% of library was achieved. The college appointed a new librarian and therefore work took speed.
- The college continued its sustained programmes like NSS camping, Eco-friendly Ganesh Idols, Police Mitra, etc.
- Our students participated in various NSS camps at state level.
- Two students participated in the Student Parliament, organized by MIT Pune.
- A workshop on youth counseling was organized in collaboration with Adult and Continuous Education Department of Shivaji University, Kolhapur
- Elocution, Essay and Poetry recital competitions were organized by department of English Home Science and Hindi.
- Five Workshops/Seminars were organized under Lead College scheme.
- A number of rallies and lectures on socially important issues like Breast feeding, AIDS awareness, Save the Baby Girl, women safety etc. were organized.
- Poster competitions on women's safety and female foeticide were organized.
- Laptops were provided to some Departments.

- Two faculty submitted their proposals to the UGC for Minor and Major Research Projects.

Section D

Plans of the college for the year 2013 – 2014.

Planning for the year 2013-2014 is of two types:

A. Special Planning for the year 2013 – 2014

1. Completion of the computerization of the college library
2. Internet facility for library, computer lab and to individual departments
3. Subscription for INFLIBNET and organization of INFLIBNET awareness workshop
4. Organization of workshops / seminars under Lead College Scheme
5. Organization of short term courses
6. Organization of Self-defence Certificate Course
7. Organization of Alumni Meet
8. Organization of Certificate Course in ICT
9. Proposals for Major and Minor Research Projects
10. Proposals for Organisation of UGC National/State level conferences, workshops and seminars.
11. Celebration of Silver Jubilee Year of the College.
12. Setting-up of CCTV cameras in the college premises
13. Setting-up of 'Competitive Exam Centre'
14. Organisation of Inter-class Sports competitions
15. Organisation of two Career Oriented Courses approved by UGC (e-banking & Fashion Designing)

16. Organisation of Staff Academy
17. Women's Day celebrations
18. Organisation of various competitions
19. Organisation of Health Check-up camp and workshop
20. Celebration of Birth/Death Anniversaries as well as Special Days
21. Environment Protection-promotion of sari-bags instead of plastic carry-bags

B) The usual planning (1st and 2nd term) for the year 2013 – 2014

First Term	: 18th June, 2013 to 26th Oct., 2013
1) Prospectus available for sale	: First week of June 2013
2) Admission process	: After declaration of HSC and provisional admissions for B.A. & B.Com. II & III
3) Term open meeting	: 18 June 2013
4) IQAC Meeting	: July 2013
5) Principal's address to the students	: 1 July 2013
6) Receiving planning from various Committees and departments	: July first week
7) College Foundation Day	: 7 August 2013
8) Meeting of IQAC	: Oct. 2013
9) Student's Council election	: As per University schedule
10) Celebration of Hindi Day	: 14th Sept. 2013
11) Semester Exams	: Oct-Nov. 2013
12) Term end meeting	: 26 th Oct. 2013

Second Term	: 16th Nov., 2013 to 30 Apr., 2014
13) Staff term – open meeting	: 16 Nov. 2013
14) NSS Camp	: Jan. 2014
15) IQAC Meeting	: Dec. 2014
16) Food Festival	: Jan. 2014
17) Annual Prize Distribution Prog.	: Jan 2014
18) Cultural Programme	: Jan. 2014
19) Meeting of IQAC	: Feb. 2014
20) University Exams	: March – April 2014
21) Term – end meeting	: 30 April 2014

(Mrs. Snehal R. Prabhune)
Co-ordinator IQAR

(Dr. Mrs. Shailaja K. Mane)
Chairperson, IQAR

Annexure I

List of Special Days Celebrated/ Observed

- 21 June - Jijamata Death Anniversary
- 28 June- Mahakavi Kalidas B.A.
- 11 July- World Population Day
- 1 Aug- Lokmanya Tilak D.A, Annabhau Sathe B.A.
- 7 Aug- College Foundation Day
- 15 Aug – Independence Day
- 14-20 Sept.- Rajbhasha week
- 24 Sept. – NSS day
- 28 Nov mahatma Phule D.A.
- 3 Jan – savitribai Phule B.A.
- 12 Jan Swami Vivekanand B.A. (Youth Day)
- 14 Jan- Geography Day
- 26 Jan- Republic Day
- 30 Jan- Mahatma Gandhi D.A. (Martyr's Day)