The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

1. Details of the Institution

    1.1. Name of the Institution:

R. E. Society's R. P. Gogate College of Arts & Science And R. V. Jogalekar College of Commerce, Ratnagiri

    1.2. Address

    Address Line 1

:Adv. N. V. Joshi Road, Near District Court, Ratnagiri

    Address Line 2:

City/Town	:Ratnagiri
State	:Maharashtra
Pin Code	:415612

Institution e-mail address	:gjcrtn@gmail.com
Contact Nos.	:(02352)221311, 222999

Name of the Head of the Institution:	Prin. Dr.Kishor Vasant Sukhatankar
Tel. No. with STD Code	:(02352)220524
Mobile	: 9422595534
Name of the IQAC Co-ordinator	:Dr Rajeev Gajanan Sapre
Mobile	:9822485695
IQAC e-mail address	: gjciqac@gmail.com

1.3. NAAC Track ID *(For ex. MHCOGN 18879)*

:EC/66/RAR/143 dated 21/02/2014

1.4. NAAC Executive Committee No. & Date

:EC/66/RAR/143 dated 21/02/2014

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom

of your institution's Accreditation Certificate)

1.5. Website address   :http://www.resgjcrtn.com

Web-link of the AQAR:

http://resgjcrtn.com/wp-content/uploads/2018/11/AQAR_2017_18_final.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6. Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A-4 Star	-	2002	2007
2	2nd Cycle	A	3.25	2008	2013
3	3rd Cycle	A	3.31	2014	2019
4	4th Cycle				

1.7. Date of Establishment of IQAC (DD/MM/YYYY) 12/06/2000

1.8. AQAR for the year *(for example 2010-11)* : 2017-18

1.9. DetaDetails of the previous year's AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

AQAR 2014-15 submitted on June 2016
AQAR 2015-16 submitted on June 2016
AQAR 2016-17 submitted on March 2018

1.10. Institutional Status

University: State √   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes √   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☐

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

Type of Institution   Co-education √   Men ☐   Women ☐

                         Urban √   Rural ☐   Tribal ☐

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

                         Grant-in-aid + Self Financing √

                         Totally Self-financing ☐

1.11. Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (PhysEdu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]

Management [ ]

Others (Specify)   Accounts and Finance, BMS

1.12. Name of the Affiliating University (for the Colleges) : University of Mumbai, Mumbai

1.13. Special status conferred by Central/ State Government—
GC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University [ ]

University with Potential for Excellence [ ]	UGC-CPE [√]
DST Star Scheme [ ]	UGC-CE [ ]
UGC-Special Assistance Programme [ ]	DST-FIST [√]
UGC-Innovative PG programmes [ ]	Any other (Specify) [ ]
UGC-COP Programmes [ ]	

2. <u>IQACComposition and Activities</u>

2.1.	No. of Teachers	08
2.2.	No. of Administrative/Technical staff	02
2.3.	No. of students	01
2.4.	No. of Management representatives	02
2.5.	No. of Alumni	01
2.6.	No. of any other stakeholder and community representatives	01
2.7.	No. of Employers/ Industrialists	01
2.8.	No. of other External Experts	01
2.9.	Total No. of members	17
2.10.	No. of IQAC meetings held	06

2.11. No. of meetings with various stakeholders: 21

     2.11.1.   Faculty   09

     2.11.2.   Non-Teaching Staff   02

     2.11.3.   Students   06

     2.11.4.   Aumni   02

     2.11.5.   Others   02

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

     If yes, mention the amount   NA

2.13. Seminars and Conferences (only quality related)

     2.13.1.   No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC   Total No | 02

International: [ ]   National : [ ]   State : [ ]   Institution Level : 02

     2.13.2.   Themes : To focus on role of teachers in teaching, Evaluation and Co-curricular & Extra –curricular activities.

2.14. Significant Activities and contributions made by IQAC

IQAC decided to increase collaborative activities with MOU colleges, Office automation, To Develop material research lab, To strengthen ICC and WDC, feedback mechanism

2.15. Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To keep college website updated and user friendly. 2. To motivate students to participate in competitive examinations. 3. To work on content	1. Changes has been made as per feedback from stack holders. 2. One student has been selected with all India rank 5 at IIT through JAM.

development. 4. To enable the classrooms with ICT 5. To motivate students to participate sports and extracurricular activities.	3. No of audios and videos are made available for students by teachers. 4. Many students have bagged medals in national and international level in sports

Attach the Academic Calendar of the year as Annexure. (Annexure I)

2.16. Whether theAQAR was placed instatutory body   Yes ☐   No ☑√

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken-   Nil

Criterion – I

1. Curricular Aspects

1.1. Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	05	01	05	
PG	15		10	
UG	25		06	
PG Diploma				01
Advanced Diploma				
Diploma	02	01	03	
Certificate	12	02	12	
Others	21	13	21	21
Total	80	17	57	22

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	38
Trimester	Nil
Annual	Nil

1.3. Feedback from stakeholders*

(On all aspects)

Alumni [√] Parents [√]   Employers [√]   Students [√]

Mode of feedback   Online [√]   Manual [√]

Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure

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

Yes, University updated syllabus of all courses so as to transfer them to CBCS system

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

PhD Centre in Hindi

<center>Criterion – II</center>

2. Teaching, Learning and Evaluation

   2.1. Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
42	27	15		

   2.2. No. of permanent faculty with Ph.D   26

   2.3. No. of Faculty Positions Recruited (R) and Vacant(V) during the year

Asst. Professors		Associate Professors		Professors		Others (on contract basis)		Total	
R	V	R	V	R	V	R	V	R	V
27		15		--	--	13	--	55	Nil

   2.4. No. of Guest and Visiting faculty and Temporary faculty   05   10   86

   2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	23	43	04
Presented	23	39	
Resource Persons	01	08	03

2.6. <u>Innovative processes adopted by the institution in Teaching and Learning:</u>

Teachers are using ICT based teaching aids like LED panels, LCD projector, power-point presentations video clips, audio-visual multimedia etc. Similarly various ideas like blog writing and note making, Creative writing and expression, daily writing developing the wall papers by the students, showing demo experiments which are not there for practical sessions but are helpful in better understanding of the subject are implemented by the teachers to get the students applied aspects of the subjects they are learning. Students are also motivated to use the internet, You-Tube, Google class room and such tools to know the latest developments.

2.7. <u>Total No. of actual teaching daysduringthis academic year</u>   180

2.8. <u>Examination/ Evaluation Reforms initiated bythe Institution(for example: Open Book Examination,Bar Coding, Double Valuation, Photocopy, Online MultipleChoice Questions)</u>

As per University Guidelines

2.9. <u>No. of faculty members involved in curriculum restructuring /revision /syllabus development as member of Board of Study/Faculty/Curriculum Development workshop</u>   03

2.10. <u>Average percentage of attendance of students :</u>   86

2.11. Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		O grade	A grade	B Grade	Pass	Fail
TYBA	239	02	39	78	56	39
TYBSc	156	38	63	26	04	25
TYBCom	379	23	103	92	87	74
TYIT	49	02	17	12	10	08
TYCS	23	--	10	05	01	07
TYBT	22	03	05	05	--	09
TYBMS	41	04	14	11	08	04

TYBCom(A/F)	58	03	37	10	01	08
MA	51	03	25	18	02	03
MSc	135	06	40	48	21	20
MCom	57	22	21	09	00	05

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

2.12.1. Through Teacher Training and Retraining Cell
2.12.2. Result Analysis, Teacher's appraisal by students, Feedback forms, Teachers appraisal by peers

2.13. Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	05
Orientation programmes	03
Faculty exchange programme	01
Staff training conducted by the university	03
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	08
Others	01

2.14.   Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	65	04		
Technical Staff	42			

<div align="center">Criterion – III</div>

3. Research, Consultancy and Extension

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

> 3.1.1.   Inhouse "Shodhvedh" Research festival for UG and PG students.
>
> 3.1.2.   Students/teachers were encouraged to participate in research conferences
>
> 3.1.3.   Teachers were encouraged to submit research proposals to funding agencies
>
> 3.1.4.   Students were encourage to convert their research work of "Shodhvedh" in to research papers

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Outlay in Rs. Lakhs	--			

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01			
Outlay in Rs. Lakhs	0.83			

3.4. Details on research publications

	International	National	Others
Peer Review Journals	11	19	
Non-Peer Review Journals	09	11	
e-Journals	04	--	
Conference proceedings	23	39	

3.5. Details on Impact factor of publications:

Range ☐ Average ☐ h-index ☐ Nos. in SCOPUS ☐

3.6. Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2017-18	Coconut Development Board	83,000/-	83,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2017-18	University of Mumbai	58,400/-	Nil
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			1,41,400/-	83,000/-

3.7. No. of books published

    3.7.1.   With ISBN No.   04

    3.7.2.   Chapters in Edited Books   01

    3.7.3.   Without ISBN No.

3.8. No. of University Departments receiving funds from

    UGC-SAP   [ ]   CAS   [ ]   DST-FIST   [ ]

    DPE   [ ]   DBT Scheme/funds   [ ]

3.9. For colleges

    Autonomy   [ ]   CPE   [√]   DBT Star Scheme   [ ]

    INSPIRE   [ ]   CE   [ ]   Any Other (specify)   62,500/-

3.10.   Revenue generated through consultancy :   25,000/-

3.11.   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	--	03	--	--
Sponsoring agencies			UGC,raja ram Mohan Roy National library		

3.12.   No. of faculty served as experts, chairpersons or resource persons   14

3.13.   No. of collaborations   International   [ ]   National   [ ]   Any other   01

3.14.   No. of linkages created during this year   [ ]

3.15. Total budget for research for current year in lakhs : 2.16

From Funding agency   : 1.41

From Management of University/College 0.75

Total : 2.16

3.16. No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17. No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
01	01					

3.18. No. of faculty from the Institution who are Ph.D.Guides : 05

And students registered under them : 10

3.19. No. of Ph.D. awarded by faculty from the Institution : 02

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

JRF [ ]   SRF [ ]   Project Fellows [ ]
Any other [ ]

3.21. No. of students Participated in NSS events:

University level   `01`   State level   `03`

National level   `13`   International level

3.22. No. of students participated in NCC events:

University level   `42`   State level   `76`

National level   `45`   International level

3.23. No. of Awards won in NSS:

University level   `04`   State level

National level   International level

3.24. No. of Awards won in NCC:

University level   `13`   State level   `32`

National level   `16`   International level

3.25. No. of Extension activities organized

University forum   College forum   NCC   `04`

NSS   `07`   Any other

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

- 3.26.1.   Waste management awareness program
- 3.26.2.   Cashless Society Awareness Programme
- 3.26.3.   AID's awareness programme
- 3.26.4.   Cancer day
- 3.26.5.   Propagation of solar calendar
- 3.26.6.   Swachha Bharat Abhiyan
- 3.26.7.   Awareness programme on Devarai
- 3.26.8.   Mangrove day
- 3.26.9.   Reading of Preamble of Constitution of India in Highschools

3.26.10.   Blood donation camps

3.26.11.   Science Popularization (Khagol Abhyas Kendra)

3.26.12.   Voters' awareness rally and voters' registration.

4. Infrastructure and Learning Resources

4.1. Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9 acre	--	--	9 acre
Class rooms	65	--	--	65
Laboratories	35	--	--	35
Seminar Halls	01	--	--	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	09	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	1.05 3.40 2.78 0.44 0.67 11.21 2.59 20.00 1.83	UGC UGC UGC Non Salary Non Salary CPE II CPE II DST DST	
Others				

4.2. Computerization of administration and library

> Windows based office automation software with extended features to cover exam system.
>
> Software already installed for library administration

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	45114	6817615/-	1796	608121/-	4691065236	7425736/-
Reference Books	64038	10226424/-	1198	405415/-	140000	10631839/-
e-Books	135000	5000/-	5000	750/-	141	5750/-
Journals	141	125988/-		155961/-	7000	155961/-
e-Journals	6000	5000/-	1000	750/-		5750/-
Digital Database						
CD & Video	810	40500/-	121	6050/-	931	46550/-
Others (specify)						
Rare Books	280	1510/17			280	1510/17
Manuscripts	76				76	

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	311	08	05	01			27	
Added	05		01					
Total	316	08	06	01			27	

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

> Training to the students on
>
> Android development
>
> Mobile programming
>
> Web designing using bootstrap
>
> Training to staff on open source software for library professionals

4.6. Amount spent on maintenance in lakhs :

4.6.1.	ICT	3.7
4.6.2.	Campus Infrastructure and facilities	5.23
4.6.3.	Equipments	3.05
4.6.4.	Others-	

Total : 11.98

5. Student Support and Progression

5.1. Contribution of IQAC in enhancing awareness about Student Support Services

> Feedback framework is created by which suggestions of understudies are taken and these suggestions are utilized for improvement in teaching process. Principal addresses students of each faculty and students are made aware of various Student Support Services. IQAC makes necessary changes in student prospectus.

5.2. Efforts made by the institution for tracking the progression

> Students progression is monitored through records at departmental level.

5.3.

5.3.1.　　　Total Number of students

UG	PG	Ph. D.	Others
3282	517	Nil	Nil

5.3.2.　　　No. of students outside the state　　Nil

5.3.3.　　　No. of international students　　Nil

Men

No	%
1424	37.48

Women

No	%
2375	62.52

Last Year(2016-17)						This Year(2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1453	316	35	2032	04	3836	1483	322	35	1959	02	3799

Demand ratio 1:1.2   Dropout %:   *UG* 2.65%   *PG* 8.11%

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

> 'Aruappa Joshi Competitive examination centre' is an activity run by parent organization 'R E Society', to impart competitive exam skills. Student of this college are benefited by this Competitive examination centre. In addition, some department organizes career guidance programs; personal counseling in this regard is also made by faculty.

No. of students Beneficiaries: 772

5.5. No. of students qualified in these examinations

NET	05	SET/SLET	15
GATE	05	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil
UPSC	Nil	Others	02

5.6. Details of student counselling and career guidance :

> The college has separate counseling and career guidance cell. Students are regularly informed about career opportunities. The cell looks after arranging campus interview in collaboration with various industries. Personal counseling by faculty from Psychology department and Vice Principals on personal and domestic problems

No. of students benefitted   All enrolled students

5.7. Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06		102	55

5.8. Details of gender sensitization programmes:

Various departments of college has conducted gender sensitization programmes like Posters, Rangoli, Drama, Slogan competition, Essay, Survey of women's status, Gender equality street play by NSS.
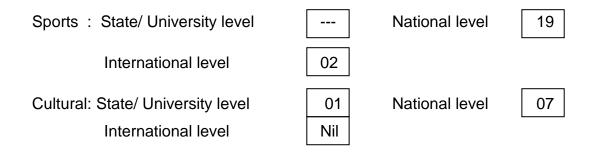
5.9. Students Activities

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

State/ University level 182　National level 15　International level 02

No. of students participated in cultural events

State/ University level 52　National level 03　International level

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

Sports : State/ University level ---　National level 19

International level 02

Cultural: State/ University level 01　National level 07

International level Nil

5.10. Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	30	23,000/-
Financial support from government	01	5000/-
Financial support from other sources	21	-
Number of students who received International/ National recognitions	01	5,00,000/-
Government scholarships	1402	99,45,820/-

5.11. Student organised / initiatives

Fairs:	State/ University level	Nil	National level	Nil
	International level	Nil		
Exhibition:	State/ University level	01	National level	Nil
	International level	Nil		

5.12. No. of social initiatives undertaken by the students 06

5.13. Major grievances of students (if any) redressed: Nil

6. Governance, Leadership and Management

6.1. State the Vision and Mission of the institution

VISION :To empower the young masses with quality higher education at affordable cost and to enrich the environment through their creative and constructive deeds.

MISSION :To provide our huge and diverse young human resources with knowledge, skills, values and opportunities at affordable cost to -

1) Help them realize their hidden talents and true potential in order to bring them joy and success

&

2) Enable them to become cultured, creative and constructive citizens in order to enrich their natural , cultural and socio-political environment.

6.2. Does the Institution has a management Information System

Yes, as per government norms.

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

6.3.1.   Curriculum Development

Teachers contribute to syllabus revision committees through Board of Studies of University and try to implement the changes based on feedback from various stake holders.

Based on local students need, various Add-On and soft skill certificate courses are designed and run by the departments.

6.3.2.   Teaching and Learning

On regular basis teaching is monitored by feedback from students on teaching quality, observation by Peers followed by immediate interaction with the concerned faculty and Vice Principal.

6.3.3. Examination and Evaluation

On screen marking evaluation is undertaken as per University evaluation system.

As an internal evaluation department follows various testing patterns like class tests oral question answers and assignments. Open book tests.

6.3.4. Research and Development

Organization of workshops on Research Methodology and Presentation skills.

In-house research festival "Shodhvedh" helps to inculcate research aptitude among students. Students are guided to publish good research work presented in "Shodhvedh"

The teachers are encouraged to undertake research project.

Shodhvedh to research paper

6.3.5. Library, ICT and physical infrastructure / instrumentation

Digital notes, E books, Addition of LCD projectors and screens at Departments. Inflibnet and n-list referencing for faculty and students

Classrooms are well equipped with enabled with TV panels.

6.3.6. Human Resource Management

Delegation of responsibilities to Vice-Principal (Administration) and faculty Vice-Principals.

The committees are grouped under the supervision of senior faculty.

6.3.7. Faculty and Staff recruitment

Efforts are taken to fill up vacant posts in administration, Labs and office set-up.

Vacant teaching posts are filled on contract basis.

6.3.8.   Industry Interaction / Collaboration

Efforts are taken to tap various industries, Research Institutions with whom collaborative activities can be conducted and students will get additional advantage.

6.3.9.   Admission of Students

Required modifications are made in newly installed software for admission process.

Efforts are taken to admit students in self finance courses up to the sanctioned strength.

6.4. Welfare schemes for

Teachers	Loan and emergency relief schemes by Patasanstha (Teaching/Non-Teaching staff credit society)
Non teaching Staff	Loan and emergency relief schemes by Patasanstha (Teaching/Non-Teaching staff credit society)
Students	Scholarships, Earn and Learn, Career Guidance, Placement Cell, off campus placement, Assistance for participation in National and International Events

6.5. Total corpus fund generated :Such fund is generated by Management of the College

6.6. Whether annual financial audit has been done :   Yes √   No

6.7. Whether Academic and Administrative Audit (AAA)has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Principals from various colleges	Yes	VP's
Administrative	Yes	Principals from various colleges	Yes	Auditor

6.8. Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ☑

For PG Programmes   Yes ☐   No ☑

6.9. What efforts are made by the University/ Autonomous College for Examination Reforms?

> Question paper delivery system is implemented (Digital Exam Paper Delivery System, DEPDS)
>
> Evaluation is carried out in Onscreen Marking System

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

> University encourages affiliated colleges to go for Autonomous Status.

6.11. Activities and support from the Alumni Association

> Alumni and Alumni association help in organization of events like Annual cultural & sports events and social campaigns and camps like Rural reconstruction, Blood donation etc.

6.12.   Activities and support from the Parent – Teacher Association

Meetings of parents are conducted by each department where progress of pupil is discussed. Joint efforts are undertaken to improve attendance, study habit and examination result.

6.13.   Development programmes for support staff

Training by external agencies related to safety in labs and disaster management

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

Efforts are made towards paperless office, reduction of wastage of papers in printing related to exams

Criterion – VII

7. Innovations and Best Practices

7.1. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Talent hunt drives for cultural and research activities, Mentoring of students, Workshop on Power Point Presentation.
Outcome of these efforts in terms of several medals in cultural and sport events and participation upto state level research festival "Avishkar"

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

A two days state level workshop / training program was organized for Library personals,

Workshop on Gender Awareness was arranged for First year students.

Nature walk, mangrove conservation campaign was organized

TV panels are made available in 32 classrooms.

Commerce Laboratory has been upgraded under UGC CPE schemes

Material Research laboratory has been developed .

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

1. Reporting desk
2. Theatre for enrichment

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

7.4. Contribution to environmental awareness / protection

Celebration of World Wetland day, Organization of lectures on environmental safety Outreach activities are organized by Nature club. Students participation in Beach cleaning activities. A conference on Mangrove conservation.

7.5. Whether environmental audit was conducted?   Yes [ ]   No [√]

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

Strength:

       Well qualified, devoted teachers,

       Well equipped labs and Gymnasium, Rich Library

       Affordable fee structure.

Weakness:

       Students with weak academic and financial background.

       Less motivated students.

Opportunities:

       Strong student teacher interaction.

Threats:

       Less employment opportunities for students in professional courses.

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8. Plans of institution for next year

To increase alumni contribution for placement and training.

To strengthen incubation center.

To complete process of NAAC for fourth cycle.

Execution of plan under CPE

Offering more variety intake skill based, value added programs

Vigorous cleanliness drive for community

Applying for NIRF

Name   *Name*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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R. P. GOGATE COLLEGE OF ARTS & SCIENCE AND

R. V. JOGALEKAR COLLEGE OF COMMERCE, RATNAGIRI

ACADEMIC CALENDER: 2017 – 2018

Day	Date	Particulars
June - 2017		
Sunday	04/06/2017	**Staff meeting at 05.00 p.m.**
Monday	05/06/2017	Opening of college and commencement of Teaching
Tuesday	06/06/2017	T.Y admissions (remaining)
Wednesday and Thursday	07/06/2017 and 08/06/2017	M.Sc. II admissions
Friday	09/06/2017	Commencement of teaching of PG Part - II (Sem. III)
Monday	12/06/2017	Result of F.Y (Sem. I and Sem. II)
Tuesday to Thursday	13/06/2017 to 15/06/2017	In – house Admissions (F.Y.)
Friday to Monday	16/06/2017 to 19/06/2017	S.Y admissions(Sem III)
Monday	19/06/2017	Meeting – Functions committee
Tuesday	20/06/2017	Commencement of teaching for S.Y. Sem. III, PG (M. A., M.Com.) Admissions
Wednesday	21/06/2017	Meeting – HOD Forum
Thursday to Saturday	22/06/2017 to 24/06/2017	F. Y. Merit list admissions
Thursday	22/06/2017	Meeting – Cultural association, elocation and debate
Friday	23/06/2017	Meeting- Research corner
Saturday	24/06/2017	Meeting – Student support services cell
Monday	26/06/2017	Chatrapati Shahu Maharaj Memorial Function,

		Eid
Tuesday	27/06/2017	Meeting – Literary association Meeting – Social Sciences association
Wednesday	28/06/2017	Meeting – Science related activities
Thursday	29/06/2017	Meeting – Remedial, Bridge course, Add – on, skill development courses
Friday	30/06/2017	Meeting - Attendance committee Meeting - Staff Welfare committee
July - 2017		
Saturday	01/07/2017	Meeting – WDC. Mahila Dakshata, Anti – ragging, Ladies room, Discipline committee
Monday	03/07/2017	Commencement of teaching for FY/ M.A., M.Com. II
Tuesday	04/07/2017	Meeting – NSS Local Committee
Wednesday	05/07/2017	Meeting – Career guidance and placement cell committee
Thursday	06/07/2017	Meeting – Special cell
Friday	07/07/2017	Meeting – Financial support, Students support
Saturday	08/07/2017	Late R.P. Gogate Smruti Din
Monday	10/07/2017	Principal Address for F.Y.B.Com. – 09.00 a.m. onwards
Tuesday	11/07/2017	Principal Address for F.Y.B.A. – 09.00 a.m. onwards, Meeting – MOU Committee
Wednesday	12/07/2017	Principal Address for F.Y.B.Sc. – 11.00 a.m. onwards, Meeting – Teachers training
Thursday	13/07/2017	Meeting – Library services
Friday	14/07/2017	Meeting – Sahakar, Wallpaper committee, Meeting – Earn and learn and Students aid notice fund
Saturday	15/07/2017	Meeting – Website and Press publicity committee

Monday	17/07/2017	Meeting – Gymkhana and sports
Monday to Saturday	17/07/2017 to 22/07/2017	Post Admission counselling
Tuesday	18/07/2017	Meeting – Life long learning committee
Wednesday	19/07/2017	Meeting – disaster management
Thursday	20/07/2017	Meeting – Sahyadri mountaineering/ film Club
Friday	21/07/2017	Meeting – e – learning resources and it's Generation
Saturday	22/07/2017	Meeting – Exam committee
Sunday	23/07/2016	Lokmanya Tilak birth Anniversary Homage March
Tuesday to Thursday	25/07/2017 to 27/07/2017	Shodhvedh – In – house Research Festival
August - 2017		
Tuesday	01/08/2017	Lokamanya Tilak Death Anniversary
Wednesday	02/08/2017	Notification of FY/SY/TY Class tests of Professional courses
Thursday	10/08/2017	Interview of earn and lear students aid
Saturday	12/08/2017	Patriotic group song competition
Tuesday	15/08/2017	Flag hoisting on Independence day, First publication of Sahakar wallpaper Boys' Hostel Function
Thursday to Thursday	17/08/2017 to 24/08/2017	TY Internal evaluation week
Friday	25/08/2017	Commencement of Ganesh Chaturthi Holidays (25th to 29th August)
Wednesday	30/08/2017	Report to College after Ganapati festival
September – 2017		
Saturday	02/09/2017	Id – ul - Zuha
Friday	29/09/2017	Last teaching day for F.Y/S.Y./T.Y.
Saturday	30/09/2017	Vijaya Dashami (Dussera)

October - 2017		
Sunday	01/10/2017	Moharram
Monday	02/10/2017	Gandhin Jayanti
Tuesday	03/10/2017	Submission of internal marklists
Tuesday	17/10/2017	Commencement of Winter vacation(17th Oct. to 8th of Nov)
November - 2017		
Thursday	09/11/2017	College reopens
December - 2017		
Friday	01/12/2017	Id - Milad
Friday	15/12/2017	Swami Swaroopanand State Level Elocution Competition
Thursday to Saturday	21/12/2017 to 23/12/2017	Annual Cultural Youth Festival – ZEP
Monday	25/12/2017	Christmas
Wednesday	26/12/2017	Commencement of Christmas Vacation (26th Dec. 2017 to 1st Jan., 2018)
January - 2018		
Tuesday	02/01/2018	Reopening of College after Winter Break
Monday	08/01/2018	Notification of internal evaluation
Monday to Saturday	15/01/2018 to 20/01/2018	Internal Evaluation week
Friday	26/01/2018	Republic day Flag hosting, Publication of Wallpaper, Satyanarayan Pooja at Girl's Hostel
February - 2018		
Wednesday	28/02/2018	Aruappa Joshi Smruti Din/ Science Day/ Shodhvedh – Prize distribution
March - 2018		
Thursday	01/03/2018	Submission of internal evaluation marksheet

Thursday	08/03/2018	Women Day celebration
April - 2018		
Saturday	14/04/2018	Dr. Ambedkar Birth Anniversary Lecture
Monday to Saturday	16/04/2018 to 21/04/2018	Work review meetings, Presentations before IQAC
Friday to Saturday	27/04/2018 to 28/04/2018	Staff Gathering 'Saptrang'
Monday	30/04/2018	Last working day, Principal address
May - 2018		
Tuesday	01/05/2018	Flag hosting

BEST PRACTICE 1 - Reporting desk

1. Goal

To facilitate precise, prompt and responsible reporting , publicity and documentation of academic , co curricular and extracurricular activities of the college .

2. The Context

Proper and timely reporting of academic , co curricular and extracurricular matters is essential for the smooth functioning of any educational institution . In an institution like ours with a big campus, huge number of students, teachers and activities the precise , prompt and responsible reporting is a common problem . It has been observed that for various reasons the teachers as individuals or as heads, conveners and coordinators of various departments or activities don't report immediately and precisely about their events and achievements .This leads to delay and hurdles in further official work such as data processing , record generation , publicity anddrafting of complicated reports for purpose of AAA, ISO, NAAC , NRIF, etc.

3. The Practice

To overcome the problem , the idea of reporting desk was put forth and was executed by the college . Now there is a dedicated counter called Reporting Desk that works methodically as follows .

- It provides appropriate and user friendly formats for filling in factual and precise information to be submitted to the Desk immediately after completion of events or activities or declaration of certain results, awards, etc. The submission of filled in forms along with necessary documentary evidence is made at the Reporting Desk, a fixed and easily accessible place on the campus .

- The persons at the receiving end of the Desk are faculty members trained in this particular work who critically read the submitted forms , seek qualitative inputs and clarifications if necessary, collect and evidences such as letters, certificates, photographs ,etc and acknowledge receipt of the report complete in all respects.

- The evidences in hard and original form are scanned and the originals are returned to the department / individual to whom it belongs. Thus the use of paper is minimized by avoiding photocopying at several times.

- The data thus collected in hard/soft form is placed at proper places and processed for various purposes as and when necessary.

- There is a team of reporters that collect information from the Desk and draft news reports for print publicity. Similarly, the persons from website committee drafts and broadcasts news on the college website. Also, the team of the annual college magazine "Sahakar" avails data from this source. Any employee may seek authentic information pertaining to the above mentioned matters from the Desk.

4. Evidence of Success:

   The practice has proved immensely useful for all the stakeholders mentioned above. It has made the work of data collection, record keeping, publicity and official reporting more qualitative with regard to speed, ease, economy, precision, accuracy and authenticity.

BEST PRACTICE 2 - Theatre for enrichment

1. Goal

To exploit the inborn theatrical skills, talents, aptitudes of the youth of this region for their development through curricular, co-curricular and extension activities related to theatre. In other words, the purpose is to exploit theatre as a means of personality development of our students and socio-cultural enrichment of the region.

2. The Context
Konkan region is known for its people's inborn interest in theatrical activities. It is one of the situational advantages of the region. However, owing to their poor socio-economic background and want of infrastructure and support systems, their latent talents such as playwrights, actors, directors are seldom realized and developed. The college ,therefore, adhering to its mission and one of the objectives, considered it essential and worthwhile to provide sound platform with all sorts of necessary support and facilities to bring out these hidden talents and help our students succeed in various kinds of theatrical activities that would result in individual or socio-cultural enrichment of one kind or the other.

3. The Practice

        As a policy and a practice ,the college makes all the possible efforts to bring out and develop the dramatic and theatrical skills of the students. The open air theatre as well as an air-conditioned auditorium of the college is available for students throughout the year .There is a special budgetary provision for professional theatrical training in various aspects like writing plays, voice culture, music ,etc . Not only the faculty in-charge of cultural department but also of various academic departments like Marathi, Sanskrit, Chemistry and Geography act as mentors and also accompany the individual students or teams participating in various competitions from time to time. For the sake of students with academic interest in drama and theatre, the language departments like English offer elective papers like "Drama and Theatre " and " Shakespeare" at UG and PG. The students with more passion for theatre are encouraged to take up full-fledged course in theatre run by Ramesh Keerkala Academy , the sister institute of R.E.Society and very near the college building .
        Workshops on street play and the following field performances of streetplays for social awareness in various thrust areas has been a regular theatrical activity of NSS of the college. Similarly students of Women Development Cell and Literary Association produce and perform street plays. Every year, the college organises " BhatawadekarChashak Skit Competition. Language departments like English often screen film adaptations of the great playwrights like Shakespeare , Shaw , Beckett, Vijay Tendulkar and Mahesh Dattani and also encourage research projects on theatre.

 The activity has following components:
- Academic elective programmes like " Drama & Theatre " (TYBA)
- Organization of annual events viz. " Malhar Youth Festival" and "Zep Youth Festival" for mass entertainment as well as talent hunt

- Mentoring of selected artists by faculty ,alumni and professional trainers for best performances or success in :
  - a number of state level one-act -play competitions
  - various mimicry, skit , mime and mono acting competitions
  - street plays for social awareness on various issues
  - media : radio programmes, TV serials, films

4. Evidence of Success:

The policy and practice has proved to be a great success over last few years . Every year 200 to 300 students from various curricular, co curricular and extracurricular activity departments have participated in one kind of theatrical activity or the other.

The major achievements of the current year are:

- Top ranking in 09 state level one act play competitions with cash prizes totalling to INR 3 lacks .This includes the winning performance for the prestigious competition " RangaVaikhari" by Government of Maharashtra
- 21 medals / top ranks in university or state level mono acting/ skit/ mime/ mimicry competitions
- 6 ex-students' successful entry in TV serials/ Films

- Some theatrical programmes produced by the college aimed at the popularization of languages like Sanskrit and Urdu . Similarly , some students of science faculty wrote and enacted a one act play based on " theory of numbers" by the renowned mathematician Mr.Ferma to be performed in a state level competition organised by Marathi Vidnyan Parishad ,Thane. This was a notable creative activity meant for science popularization in regional languages.

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