

**SHIVAI SHIKSHAN PRASARAK MANDAL MAHAD'S
SUNDARRAO MORE ARTS, COMMERCE &
SCIENCE COLLEGE POLADPUR - RAIGAD**

ACTION TAKEN REPORT (ATR)

**(Recommendation given by the previous
Peer Team & action taken by the
Institution)**

Recommendation 1:- Technology enabled interactive teaching-learning be introduced.

Action taken: The faculties of the institutions always make use of computers, laptops, projector, internet, video clips, YouTube short films and documentaries to enrich the experience of teaching learning process. The institution is very keen regarding the use of these modern teaching aids. The Principal regularly examines the use of ICT by the faculty members and give them proper Recommendation. Students are benefited by these innovative teaching methods. Their interest in learning is increasing day by day. Besides this, they are getting technical knowledge about handling equipments. The library is automated with the software SOUL 2.0. The software is suitable not only for the academic libraries, but also for all types and sizes of libraries, even school libraries. The first version of software i.e. SOUL 1.0 was released during CALIBER 2000. The database of the SOUL 1.0 is designed on MS-SQL and is compatible with MS SQL Server 7.0 or higher. The latest version of the software i.e. SOUL 2.0 will be released by the end of the year 2008. The database for new version of SOUL is designed for latest versions of MS-SQL and MySQL (or any other popular RDBMS). SOUL 2.0 is compliant to international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 based protocols for electronic surveillance and control.

Recommendation 2:- Faculty may be encouraged to pursue research and submit research proposals to the funding agencies.

Action taken: The research Committees has given emphasis to undertake research projects. Teachers are encouraged to undertake research projects. Faculty members have completed 04 minor research projects, sponsored by the parent university. The faculty members have published their papers in peer reviewed and UGC recognized journals, they have also presented papers in conferences and seminars. Teachers also offer honorary consultancy services to local community, GOs & NGOs. The college has organized Avishkar Research Convention in the year 2017-18 which encourages Research oriented aptitude among students as well as faculty members. The institute also organized State level workshop on Intellectual Property Rights in March 2019 in which 75 participants across the state were guided by renowned ITR experts.

Recommendation 3:- Computer training programme for the teaching & non-teaching staff be introduced. Computer literacy to all the students irrespective of their courses be provided.

Action taken: Even though the college did not conduct formal training programme for faculty member it has encouraged them for the same and 11a of them have completed basic computer training programme of Maharashtra state government.

Recommendation 4:- Linkages with commercial and industrial institutions may be explored for collaborative academic initiatives.

Action taken: College is taking efforts for collaboration through linkages and MoUs with various industries present around the area to develop research aptitude among students. The college is collaborating with industries and academic institutions by making seven MOU's and 08 Linkages. With the help of these MoU and linkages programmes and activities like faculty exchange, blood donation, etc. are organized time to time.

Recommendation 5:-Industrial budget for research may be provided.

Action taken: Industrial for research activities cannot be provided however the college provides reference books, journals and funds for attending research oriented conference, seminars and workshop.

Recommendation 6:-Library may be strengthened by adding more relevant and recent books, journals and Photostat facilities and internet facility for its users besides additional space.

Action taken: The library is upgraded with a collection of around 8410 books including recent books, journal and e journals. The library with reading room facility has partially completed computerization with e-journals, e-books, classification, cataloguing, computerization with the help of software (Soul 2.0) The library also provides internet facility as per requirement. The Library is housed in an area measuring 679sq.ft. It has separate seating areas for students and staff. The stage available in the college is used as additional Reading Room.

Recommendation 7:- Diversifications of the existing programmes relevant to the emerging occupational patterns. Add-on-skill-based Diploma / Certificate programme be offered to improve the career prospects of students.

Action taken: The college has introduced two certificate courses from the academic year 2018-19 namely, 1. Certificate Course in Basic Accounting 2. Certificate Course in Spoken English. Bridge Course is also introduced for first year students of Science Faculty.

Besides from the current academic year i.e 2019-20, the college has introduced Certificate Programme (CPBFI) in Banking, Finance and Insurance with special association with Bajaj Finserve

Recommendation 8:- Efforts be hastened to get UGC recognition

Action taken: In the post reaccreditation Period, the college has obtained Permanent Affiliation status for Arts and Commerce Streams from the year 2013-14 onwards and also applied to UGC for 2 (f) 12 (B) recognition
The proposal is submitted to UGC on 13.03.2019.

Recommendation 9:- Personality development programmes may be introduced by utilizing the services of professionals.

Action taken: Even though the college has not yet introduced formal programme for Personality Development, various departments like NSS, DLLE, WDC etc always arranged various programmes with the help of professionals like Doctors, Lawyers which proved helpful for the personality development of the student community.

Recommendation 10:- Counseling facilities to the students may be strengthened.

Action taken: All the faculty members as well as management authorities have a good interaction with the students. The same role is being played by parent teachers to their respective students as per their needs. Suggestion box are made available outside Principal's cabin. The College conducts guest lectures by various experts such as police, advocates, doctors and social workers to keep students well informed. Students seeking for admissions to various courses in the institution are guided with counseling regarding details of courses to be offered by them by the experienced faculty. After securing the admission within one week the Principal

addresses all the newly enrolled students and staff. The college also provides career guidance to the students with the help of guest lectures.

Recommendation 11:- IQAC may be strengthened for its proactive role in quality assurance.

Action taken: Internal Quality Assurance Cell (IQAC) has played proactive role in the quality quality assurance in the following ways

1. Academic Calendar:

IQAC provides an action plan for each academic year through academic calendar. Preparing academic calendar IQAC helps the college in the decentralization of day to day administrative and academic activities. In the beginning of every academic year, the IQAC, consultation with the Principal, prepares an academic calendar, which includes all the forthcoming events, programs, guest lectures, seminars organized by College or different departments for the benefit of staff and students. The Calendar also includes tentative examination schedules, details of actual teaching, working days and vacations. The academic calendar is forwarded to every department for further execution. Actual implementation of the calendar is recorded in the teacher's diary and is reflected in the magazine and the annual report.

2. Performance based appraisal system (PBAS):

IQAC prepare the PBAS form through which teacher performance is evaluated. At the end of every academic year, teachers are asked to fill up these forms. In the present system API- PBAS Performance based appraisal systems is applied for the teachers and they are evaluated on these API academic performance indicators.

It includes following categories

1. Basic information of teacher.
2. Workload.
3. Teaching and learning.
4. Co-curricular and extracurricular activities
5. Academic and professional development including research activities.

Teachers have to secure minimum points in each category for promotion to the next stage. The Head of the

Department first checks and verifies all API forms filled by the teacher and forwards it to the IQAC. After verifying the applications, the IQAC forwards it to the Principal. Then Principal recommends the teacher for the promotion.

*** Contribution of IQAC in institutionalizing quality assurance strategy & process.**

1. IQAC monitors the functioning of academic and student support committees and collect department reports.

2. Feedback form for evaluation of teachers by students are devised as feedback on curriculum.

3. PBAS forms and API scores of the teachers are evaluated.

*** The management has approved following the decision of IQAC.**

1. To undertake construction of new building comprising administrative office, library and reading room

2. To Established Wi-Fi facility in college campus.

3. To provide Security system using CCTV cameras on the college campus.

4. To Introduce skill-based certificate courses.

5. To provide sanitary pads vending machine for the girl students.

6. To introduce Bridge course for the first year science students.

*** Implementation.**

1. The construction of the new building is presently going on.

2. Wi-Fi facility is made available in the college campus for limited time span per day

3. CCTV cameras have been installed on and around the college campus.

4. Skill based certificate courses like Spoken English, Basic Accounting is introduced.

5. The facility of sanitary pads vending machine for the girl students is provided.

6. The Bridge course for the first year science students.

Recommendation 12:- Infrastructure be improved in all aspects (science labs, seminar hall, classrooms, furniture sport facilities and others)

Action taken: The college provides suitable facilities according to needs of various courses as and when required for curricular and co-curricular activities. Details of the same are as follows.

Class rooms -09

Laboratories -04

Central library along with Reading Room -01

Ladies common room -01

Botanical Garden – 01

Open air stage for cultural activities is available and the same is used for other purposes as per the requirement. It is used by students for the practice of different cultural activities. It is also used to arrange programmes like Annual Gathering and Prize distribution, Yoga Day etc. Apart from this, as per requirements, students are allowed to use the stage for their study just like Reading Room. The college

attempts to make maximum use of available facilities. Every laboratory is provided with the necessary equipment and apparatus.

The college campus has sufficient space for all academic, administrative, co-curricular and extra-curricular activities. Each department of the institute is well equipped with classrooms, laboratories, supported by Central Library etc.

Classrooms:

The institution has a sufficient number of well-furnished, electricity efficient, well ventilated, and spacious classrooms for conducting theory classes.

Laboratories:

All laboratories are well equipped and well maintained for carrying out curriculum oriented lab practical.

Computer lab is equipped with servers, computers with internet connectivity, printer and scanner.

Laboratories of Botany, Zoology, Physics, and Chemistry are well ventilated, electrified and equipped.

Facilities and Equipments for teaching, learning:

The college has a movable LCD projector which is used in every classroom as per the need. It helps to make teaching learning process more effective. It encourages students to listen, learn and perform Group

Discussions, Debates; and enhance their Interview skills. It helps to improve students' communication skill required in the corporate world as Institute gives more attention on the improvement of communication skills of the students. Our college has well maintained Botanical Garden which helps the students in their studies. It also gives real experience to the students. This institute has spacious, well equipped Library with references and textbooks, journals, e-learning sources like e-books and e-journals, magazines, newspapers etc.

Recommendation 13:- Language lab be established to help spoken English skill.

Action taken: Even though there is no formal language lab available in the college, Certificate Course in Spoken English is introduced where the practice of pronunciation is taken place with the help of some apps having voice dictionary facilities available in the Android phones.

Recommendation 14:- Alumni Association be activated with a data base on-line registration.

Action taken: The facility of online registration of Alumni of the college is made available with the help of institutional website.

Recommendation 15:- Institutional website be regularly updated for better visibility.

Action taken: Institutional website is regularly updated with the help of news, announcements and information regarding all aspects of academic and co curricular activities carried out in the college. It also provides information regarding departmental profile and other required information like timetable of examination etc.

Recommendation 16:- Additional resource mobilization be undertaken through introduction of some self-financing courses.

Action taken: In spite of lot of constraints in the mobilization of resources as the college is functioning in rural hilly and backward area of Konkan region the college is always attempting to mobilize resources with the help of NGOs and philanthropists.

Recommendation 17: College may prepare its perspective plan for its future development.

Action taken: Perspective and Strategic Plan:

The College prepared the Perspective Strategic Plan considering following aspects.

- Vision, Mission and objective of the college
- Recommendation made by NAAC peer team during previous reaccreditation
- Recommendation made by IQAC department

1. Resolve major administrative issue.
2. Stimulate the research & innovation.
3. Collaboration with industries and other institutions.
4. Strengthening curricular, co-curricular and extra-curricular activities.
5. Strengthening the infrastructure.

Case study :- Stimulation of Research & Innovation Activities

Plan:

1. To motivate students' participation in 'Avishkar'
2. To organize workshop, conference, seminar regarding research activities.
3. To provide fund for attending Workshop, Conference, Seminar etc.
4. To promote research & innovation through research projects, research Papers & participation in research activity.
5. To provide linkage with research institutes and colleges to develop research ideas.

• Action taken:

1. To develop research activities college has established linkages with some colleges.
2. College hosted Avishkar Research Competition organized by the University of Mumbai in 2016-17
3. One day State level Workshop on Intellectual Property Right is organized by college in March 2019 where well-known resource persons delivered the lectures on various aspects of research activities.
4. College organized one day orientation programme on research where Dr. Ayub Khan encourage faculty members & students.
5. College provides funds to faculty members for attending Workshop, Conference & Seminars.
6. Research committee at college always undertook various steps to prevent misconduct & Plagiarism in research.

Out comes: As a result of college efforts it was possible to achieve following outcomes

1. Number of faculties Published research papers in journals - 21 (100%).
2. Number of faculties presented research papers in national and international. Conference proceeding – 21 [100%].
3. The college has three recognized research guides.
4. Six faculties completed their MRP sanctioned by University of Mumbai.
5. Four Faculties has awarded Ph.D. while seven faculties are pursuing Ph.D.