

THE ANNUAL QUALITY ASSURANCE REPORT (**AQAR**) OF THE
IQAC OF **GRAM VIKAS SANSTHA'S, ARTS COLLEGE, BAMKHEDA**
T.T. FOR THE ACADEMIC YEAR: 2016-2017

Part – A

1. Details of the Institution

1.1 Name of the Institution

Gram Vikas Sanstha's, Arts College, Bamkheda T.T.

1.2 Address Line 1

At. Post. Bamkheda T.T.

Address Line 2

Tal. Shahada

City/Town

Dist. Nandurbar

State

Maharashtra

Pin Code

425423

Institution e-mail address

gvsbamkheda@gmail.com

Contact Nos.

02565-245576

Name of the Head of the Institution:

Dr. A. S. Bagul

Tel. No. with STD Code:

02565-245576

Mobile:

091-9422287135

Name of the IQAC Co-ordinator: **Mr. Shivanand Sahadu Duthade**

Mobile: **091-9423626589**

IQAC e-mail address: **asbiqac@gmail.com**

1.3 NAAC Track ID (For ex. MHC0GN 18879) **09863**

1.4 NAAC Executive Committee No. & Date: **EC/61/RAR/47**
(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: **www.ac.gvsbambkheda.org**

Web-link of the AQAR: **http://ac.gvsbambkheda.org/naac.php**

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C	56.00	23-24 Feb., 2004	2004-2010
2	2 nd Cycle	B	2.36	21-23 Aug.,2012	2012-2017

1.7 Date of Establishment of IQAC: DD/MM/YYYY **08/03/2006**

1.8 AQAR for the year: (for example 2010-11) **2016-2017**

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

i. **AQAR 2015-16** submitted on **22-07-2016**

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

(e. g. 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 (Phys Edu.)

TEI (Edu.) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

North Maharashtra University, Jalgaon

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="—"/>		
University with Potential for Excellence	<input type="text" value="—"/>	UGC-CPE	<input type="text" value="—"/>
DST Star Scheme	<input type="text" value="—"/>	UGC-CE	<input type="text" value="—"/>
UGC-Special Assistance Programme	<input type="text" value="—"/>	DST-FIST	<input type="text" value="—"/>
UGC-Innovative PG programmes	<input type="text" value="—"/>	Any other (<i>Specify</i>)	<input type="text" value="—"/>
UGC-COP Programmes	<input type="text" value="—"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="—"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members :	<input type="text" value="13"/>

2.10 No. of IQAC meetings held:

2.11 No. of meetings with various stakeholders: Total Faculty Non-Teaching Staff

Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total No. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Staff actively participated in the workshop on "On Screen Evaluation" organized by NMU, Jalgaon
2. Most of the staff members actively participated in the Syllabi Framing Workshops
3. Motivated non-teaching staff to participate in the workshop on the Effective Functioning of the Office organized at the ASC College Sakri
4. Adopted and implemented the delivery of Question papers by DEPDS (Digital Examination Paper Delivery System) introduced by parents University.
5. Conferred "A" Grade on our College by the Quality Improvement and Monitoring Committee of the Parent University (North Maharashtra University, Jalgaon)
6. Maintained DTR (Daily Teaching Report) and periods were conducted in accordance with the Teaching Plan
7. Collected PBAR from Teaching Staff
8. Maintained good relationship with stakeholder
9. Enhanced ICT use in teaching and learning
10. Promoted research activities
11. Organized of National Level Seminar in the subject Marathi on "Aadiwasi Sahitya and Aadiwasi Loksanskriti" during 29-30 Sept. 2016.
12. Academic Audit practiced
13. Incentives given to the outstanding students
14. Study tour is conducted on 09 Dec., 2016
15. Placement Cell is activated

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
<ol style="list-style-type: none"> 1. To adopt “On Screen Evaluation Process” 2. Continue to implement Question paper delivery system by DEPD (Digital Examination Paper Delivery System) 3. To organize Study tour 4. To promote more research activities 5. To create <i>Virtual Class Room</i> as a part of enhancement of ICT based teaching 6. To enhance curricular, co-curricular extra-curricular activities of the students 7. To organize Seminars/Conferences in the subject Marathi 8. To introduce some new career oriented courses like Human Right 9. To introduce some new departments (PG) 10. To extend extension activities of teachers and students 11. To enhance participation of the students in sports and games 	<ol style="list-style-type: none"> 1. Organized National Level seminar on “Aadiwasi Sahitya and Aadiwasi Loksanskrti” 2. adopted “On Screen Evaluation Process” 3. Incentives given to outstanding students 4. Organized Study tour at Mandav Garh 5. Considerable Contribution is made in Research activities by the teaching faculty 6. Use of ICT enhanced in teaching and learning 7.The Career Guidance Cell activated 8. Remedial Courses conducted regularly 9. Student actively participated in Zonal Chess and Kabbadi Competition. 10. Introduced Career Oriented Course in Human Right sanctioned by UGC 11. Enhanced curricular, co-curricular extra-curricular activities of the students 12. Continued implementation of Question paper delivery system by DEPD (Digital Examination Paper Delivery System) <p>1. Organized Study tour on 09 Dec., 2016</p>

. Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

<ol style="list-style-type: none"> 1. The Management insisted to go for NAAC Accreditation for the III Cycle 2. Adopted “On Screen Evaluation” process/system 3. The Management provided all sort of help for the holistic development of the college. 4. Effectively utilized various funds received from different agencies 5. Submitted the AQAR report on time 6. Organized National Level seminar on “Aadiwasi Sahitya and Aadiwasi Loksanskrti” 6. Chalked out plan for the next year-2017-18 7. Organized Study tour

Part – B

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	--	--	--	--
PG	01	--	--	--
UG	01	--	--	01
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	01	--	--	--
Certificate	01	--	--	--
Others	--	--	--	--
Total	04	--	--	01

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: **Core, and Elective option**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	--
Annual	02

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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.

Major revision of the syllabi after every five years is made as per the University norms, its features are as follows:

- 1. Boards of Studies prepares rough skeleton of the syllabi.**
- 2. Syllabus framing workshops are organized at different colleges from where good suggestions from teachers and students are gathered and considered positively**
- 3. Syllabus is prepared in accordance with the students' need and interest**
- 4. Syllabi is flexible as far as option of paper is concern**
- 5. Syllabi is divided into semester pattern**
- 6. 60: 40 patterns is introduced at both PG Level and UG Level**

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	12	--	01	08

2.2 No. of permanent faculty with Ph.D.

05

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

01	--	02
-----------	----	-----------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	02	01
Presented papers	07	16	05
Resource Persons	--	01	--

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- 1. Teaching plans are prepared at beginning of the year and teaching is controlled in accordance with it.**
- 2. The Daily Teaching Reports (DTR) are maintained by the teachers and monitored by the principal**
- 3. Feedback from students about teachers are taken and sort out queries if any**
- 4. The Principal of our college personally observes the classes**
- 5. The Thumb Impression Machine is installed for the regularity and punctuality of the teachers**
- 6. Smart Board assisted teaching is exercised**
- 7. The College has been progressively adopting new technology in teaching and learning process**
- 8. Attendance Reports of the students is practiced**
- 9. Remedial teaching is conducted**
- 10. Follow up of the completion of the syllabi is taken by the principal in the surprise meeting of the staff**
- 11. Organized Study tour**
- 12. Academic Audit practiced**

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

“On Screen Evaluation Process” adopted. Implemented the delivery of question papers by DEPDS (Digital Examination Paper Delivery System) introduced by parents University, Tutorials/Assignments, Seminar, Group Discussion are regularly conducted. Bar coding, double valuation or revaluation and photo copy have been initiated by the parent university

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02

04

--

2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	50	13	10	06	--	58.00
M.A.-II	16	03	02	05	--	62.5
M.A.-I	07	02	03	02	--	100

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

- 1. Principal observes the class room teaching**
- 2. Students’ involvement in seminar and group discussion and organization of events/functions is enhanced.**
- 3. Teachers are requested to observe the individual performance of the students.**
- 4. Academic Calendar, Teaching Plan and Daily Teaching Report (DTR) are maintained.**
- 5. Students are informed about evaluation process.**
- 6. Requested to use multimedia technology in teaching and learning process along with conventional teaching methods.**
- 7. Teachers are requested to identify slow and fast learners informally.**
- 8. Remedial teaching is conducted**
- 9. Follow up of the completion of the syllabi is taken by the principal in the surprise**

meeting of the staff
10. Organized Study tour
11. Academic Audit practiced

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	02
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	--
Others (Team Coach)	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	03	--	--	--
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- 1. Organized National Level seminar in the subject Marathi entitled “Aadiwasi Sahitya and Aadiwasi Loksanskriti.”**
- 2. Teachers are encouraged to submit the minor and major research project proposals to various funding agencies. Dr. C. S. Karanke (Dept. of Marathi) and Mr. S. S. Duthade (Dept. of English) engaged in Minor Research Project respectively**
- 3. Our principal has been publishing a National Level Peer Reviewed Journal (having ISSN) twice a year, which proved good platform for the teachers and students to express their research talent.**
- 4. Teachers are encouraged to publish their articles and books**
- 5. Teachers are motivated to present their papers in national and international conferences and seminars.**
- 6. Teachers are also encouraged to go for M.Phil and Ph.D**
- 7. Schedule of Training programmes and Refresher Courses in the respective subjects are informed to the teaching and non-teaching staff**

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	02	--	--
Outlay in Rs. Lakhs	--	1.91+0.50=2.41	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	11	--
Non-Peer Review Journals	--	--	--
e-Journals	01	01	--
Conference proceedings	02	08	--

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 organizations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--

Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) 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)

3.10 Revenue generated through consultancy

Being arts college, no scope for consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	--	01	--	--	--
Sponsoring agencies	--	HRDC, New Delhi	--	--	--

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

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

Commercialized	Applied	--
	Granted	--

3.16 No. of patents received this year

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
--	--	--	--	--	--	--

3.18 No. of faculty from the Institution Who are Ph. D. Guides

02

And students registered under them

15

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

--

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

150

State level

01

National level

--

International level

--

3.22 No. of students participated in NCC events:

University level

--

State level

--

National level

--

International level

--

3.23 No. of Awards won in NSS:

University level

--

State level

--

National level

--

International level

--

3.24 No. of Awards won in NCC:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="07"/>
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="10"/>
		Any other	<input type="text" value="--"/>

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

- **Organized National Level Seminar in the subject Marathi during 29-30 Sept., 2016**
- **Our English Department organized one study tour at Mandav Garh, Madhya Pradesh on 09 Dec., 2016**
- **Competitive Exam Center conducted 03 Tests and Quizzes on General Knowledge based on MPSC and other competitive examinations.**
- **International Yoga day was celebrated on 21st June 2016 in the College**
- **Organized Cleanliness awareness camp at the adopted Village.**
- **Our staff member Mr. Shivanand Duthade attended a workshop on “On Screen Evaluation” organized by the Parent University.**
- **Swacha Bharat Abhiyan of Central Government effectively implemented in the college campus.**
- **Lectures of experts are organized in NSS Camp on Impact of Social Media on Society, Digital and Online Banking, Competitive Examinations, Eradicating Blind Belief and Superstition etc,**
- **Marathi one act play conducted for NSS Volunteers on “Varhad Nighalaya Londonla”.**
- **Prof. Pramod J. Patel, Physical Director executed responsibility as a Judo Team Coach in the Interstate tournament held at KIIT University Bhubaneswar.**
- **Our 04 students selected in Athletic, Badminton, Weight Lifting and Kabbadi respectively in Nandurbar Division Teams.**
- **Our Principal delivered Key note address at the State Level Seminar on “ Present Scenario of Translation in English Languages and Literature” held at Makhalabad, Nashik , on 6th Jan., 2017**
- **Our staff members delivered lectures in the NSS Special Winter Camp at Fes**
- **Our Faculty Members namely Dr. A.S. Bagul, Dr. R. S. Jagtap and Mr. S. S. Duthade, Dr. B. N. Girase , Mr. D. B. Wagh , Dr. K. P. Patil actively participated in the Syllabi Framing workshops of the University**
- **Our Faculty Members namely Dr. B. N. Girase, and B.T. Chaudhari worked as Flying Squad Chairman and members respectively of the University Examinations.**
- **Mr. D. B. Wagh worked as the Team Manager in Yuvarang that is 2016 of the Youth Festival of University.**
- **Celebrated birth anniversary of Dr. A. P. J. Abdul Kalam as the “Watchan Prerna Diwas” (Reading Motivation Day)**
- **Our non-teaching staff namely Mr. R. A. Patel (Office Superintendent), Mr. R.B. Chaudhari (Jr. Clerk), Mr. B. T. Chaudhari (Librarian), Mr. V. B. Chaudhari (peon), and Mr. U. S. Chaudhari (peon), actively participated in the State level workshop entitled “ Contribution of non-teaching staff in the Higher Education” organized by IQAC of Arts, Science and Commerce College, Sakri Dist. Dhule in association with UGC, New Delhi on 09 March 2017**

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Existing	30	01	06 (VPN with broad band connectivity)	05	05	01	08	02
Added	--	--	--	--	--	--	--	--
Total	30	01	06	05	05	01	08	02

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

Central Library, Administrative Office, Computerized Language Lab, NSS Office, and Career and Counseling Cell are having enough computers connected with broad band connectivity. It is step towards e-governance. The student and non-teaching staff are trained by trained faculty members of our college and technician is also visited whenever necessary. As a part of it, implemented the delivery of Question papers by DEPDS (Digital Examination Paper Delivery System) through online introduced by parents University.

4.6 Amount spent on maintenance in lakhs:

i) ICT (College and UGC expences)	49080
ii) Campus Infrastructure and facilities	---
iii) Equipments	45000
iv) Others (Educational and Adminstrative Expences)	365059
Total:	459139

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Students Accidental Insurance Scheme implemented in association with Parent University.
2. Established *Career and Counseling Cell*.
3. Provided financial assistance the needy, hardworking and studious students.
4. The College makes conscious effort to provide Bus concession facility to the students to travel for curricular, co curricular and extra -curricular activities.

5.2 Efforts made by the institution for tracking the progression

1. Remedial Coaching is given in the subject like English and Economics.
2. Established *Career and Counseling Cell* to counsel about job opprtunities in various in various field
3. Certificate, Diploma and Advanced Diploma Course is run by the College.
4. Computerized Language Lab with internet connectivity is installed for language proficiency.
5. Provided Govt. Scholarship as per the rules.
6. Organized Skill Development Programmes.
7. Students progress is monitored through regular tests and exams.
8. Quiz and test on Competitive exams are conducted.
9. Students are provided all needed sports and games facilities
10. Students are registered in the parent university for the Campus Interview
11. Students are inspired in cultural activities for their all round progress

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
241	24	--	--

(b) No. of students outside the state

--

(c) No. of international students

--

Men

No	%
134	50.56

Women

No	%
131	49.44

Last Year (2015-16)							This Year (2016-17)								
General	SC	ST	OBC	SBC	NT	Physically Challenged	Total	General	SC	ST	OBC	SBC	NT	Physically Challenged	Total
33	41	23	134	50	36	--	317	25	46	17	109	40	28	--	265

Demand ratio For UG: 1: 0.54
For PG: 1: 0.80

Dropout % Average 7.13%

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

1. Provided quality study material including books, magazines and news papers
2. Lectures of experts in Competitive Exams are conducted
3. Conducted test on the basis of MPSC and UPSC and other exams
4. Informed students regarding various competitive exam and their schedule
5. Motivated students to appear to various exams like MPSC, LIC, Banking, Railway and UPSC
6. Shown Video clips of successful and rank holders in MPSC and UPSC to inspire the students
7. Acquainted, time to time, with the new and revised syllabi of different exams
8. Provided previous question papers of MPSC, LIC, Banking, Railway and UPSC
9. Online forms of various competitive exmas are filled in the Competitive Exam Department it self
10. Given prizes and awards to those who fared well in competitive exams

No. of students beneficiaries

39

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	BSF and other	<input type="text" value="06"/>

5.6 Details of student counseling and career guidance

1. Exhorted and mentored students individually for academic as well as career opportunities
2. Issued books like *Career Graph* and others, which are based on career opportunities
3. Organized lectures of experts, working in various fields
4. Employment News and other magazines are issued
5. 05 students placed in various agencies and departments
6. On line forms are filled of our students for various competitive examinations
7. Counseled students about future career opportunities

No. of students benefitted

35

5.7 Details of campus placement

The Training and Placement Cell of parent University invite registration facility to the students of its Affiliated Colleges. The Placement Cell availed this facility and was registered 05 students for interview of various post. All together 03 students appeared for the Job of Translators, the selection is expected

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations	Number of Students Participated	Number of Students Placed	Number of Students Placed

Visited			
--	35	--	05

5.8 Details of gender sensitization programmes:

- 1. Established Gender Sensitization Committee, the committee keeps close eye on the matters. Dr. K. P. Patil looks after in this matter as a coordinator**
- 2. The banners and poster are pasted on walls, which having an appeal to respect and honour the women**
- 3. The banners is also displayed having information of legal actions and provisions against those who involved in misconduct**
- 4. Till date no grievance came out as such before the committee**

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	0	-----
Financial support from government	240	Scholarship did not receive till 30th June, 2017. However, 240 students are eligible
Financial support from other sources	--	--

Number of students who received International/ National recognitions	--	--
--	----	----

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To make learning not just existing but experience of lifetime, innovations, internal quest, exploration and application.

Mission: Gram Vikas Sanstha's, Arts College Bamkheda T.T. is committed to impart qualitative education and discipline to make the self-reliant and responsible citizens of the society and the nation. Our motto is UDDHAREDATMANATMANAM that, it is the man who makes his fortune through physical and spiritual improvements. He is the creator of his own destiny.

6.2 Does the Institution has a management Information System

Yes, the institution has MIS (Management Information System), it collects, alien and integrate data and information on the academic and administrative aspects of the institution

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

6.3.1 Curriculum Development

- 1. Two faculty members are the members of Board of Studies of the affiliating University**
- 2. Teachers active participation is enhanced in the syllabus framing workshops**
- 3. Two self financed courses are offered (under Functional English)**
- 4. Developed Syllabus for Certificate Course in Human Right, which was approved by the parent University**

6.3.2 Teaching and Learning

- 1. DTR (Daily Teaching Report) made mandatory**
- 2. Academic Calendar is prepared and followed strictly**
- 3. Teaching Plan is prepared and teaching is controlled in accordance with it**
- 4. ICT oriented classroom teaching is practiced along with the conventional mode**
- 5. Principal observe the class room teaching**

6.3.3 Examination and Evaluation

1. Examination Committee has been set up to conduct exams in free and fair environment
2. Students are informed about the evaluation process
3. Formal mechanism for students' overall performance assessment is in practice
4. Regular tests and pre-semester exams are conducted
5. Practical/ Internal marks (40:10 Patterns) and (60:40 Patterns) have been introduced
6. 60:40 Patterns have been introduced at PG level and First year of UG
7. Seminars and Group discussion are conducted
8. Implemented the delivery of Question papers by DEPDS (Digital Examination Paper Delivery System) introduced by parents University
9. CAP (Central Assessment Programme) is orgnized in the College only for First Year of B. A.

6.3.4 Research and Development

1. Faculty members are encouraged to undertake minor and major research projects
2. Teachers are encouraged to do their M.Phil and Ph.Ds
3. Study leave is granted to the teachers for improving their academic career
4. National level research journal entitled *Academic Research* is run by our principal (twice published in a year/biannual)
5. In the Current Year 02 faculty members engaged in doing their minor research projects
6. Two Faculty members are recognized as Research Guides in the subjects English and Hindi Respectively
7. Faculty members presented research papers in International and National seminars
9. Faculty members published research papers in various research journals

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Available Library Building, Indoor Stadium, Ladies Hostel and Seminar Hall
2. Multimedia teaching aids like LCD projectors, Smart Boards, Computers, different soft wares are purchased
3. Availble High power generator, Invertors, 54 inches LED etc.
4. Library is connected with INFLIBNET (N-list)
5. Purchased enough Sport equipments

6. 1. Organized mechanism for the performance assessment of faculty is available
2. Teachers are encouraged to participate in seminars and conferences
3. Provided required and enough man power
4. Self –appraisal (PBAR) forms of teachers are collected to monitor their academic growth and development
5. Study leaves are granted for their professional development

6.3.7 Faculty and Staff recruitment

1. No vacancy either of teaching or non-teaching staff for last Eight years. However, for the posts of faculty on Clock Hour Basis (CHB) for UG and PG is temporarily filled by adopting thorough procedure and as per the rules and regulations laid down by the state Govt. and parent University.

6.3.8 Industry Interaction / Collaboration

—

6.3.9 Admission of Students

- 1. Set up Admission Committee to make admission process smooth and impartial**
- 2. Open admission system exercised**
- 3. Adequate information about admission procedure fee structure etc. is given in the Boucher and website of the college**
- 4. Govt. reservation policy for admission is strictly followed**
- 5. Fee concession is given to needy and poor students**
- 6. Students are counseled to choose subject by the admission Committee members**
- 7. Students are helped to fill online forms of their scholarship Forms**

6.4 Welfare Schemes for

Teaching	Study Leave and Credit Society
Non teaching	Credit Society and leave for training
Students	Earn and Learn Scheme, Accidental Insurance, Career and Counseling Cell, Skill Development Programmes, Govt. Scholarship etc.

6.5 Total corpus fund generated --

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	NAAC and University	Yes	Management, Principal and IQAC
Administrative	Yes	State Govt. and University	Yes	Management and Principal

6.8 Does the University/ Autonomous College declare 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 reform?

- Introduced:**
- 1. Adopted and implemented the delivery of Question papers by DEPDS (Digital Examination Paper Delivery System) introduced by parents University.**
 - 2. Semester system, (40+10 pattern)**
 - 3. Semester system, (60+40 pattern) at both UG and PG Level**
 - 4. Introduced Bar Code System**
 - 5. Provision of revaluation and photocopy of answer paper**
 - 6. Online result are declared within 45 days**
 - 7. Schedule of Examinations are declared well in advance**
 - 8. On Screen Evaluation system practiced**

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

- 1. Organization of CAP of first year of Degree Course at affiliated Colleges as a part of decentralization**
- 2. Workshops of Syllabus framing are conducted in affiliated Colleges**
- 3. Result of first year of Degree Course is prepared at affiliated Colleges**
- 4. Percentage of internal marks is enhanced that is 60:40 pattern introduced**

6.11 Activities and support from the Alumni Association

- 1. Regular meetings of Alumni Associations are held in friendly atmosphere**
- 2. Suggestions are welcome from Alumni regarding improvement of quality of education**
- 3. Awards and prizes are given to the meritorious students by the members of the Alumni Associations**
- 4. Financial help is provided to the needy and poor students by the members of the Alumni Associations**
- 5. Feed back is received from parents to improve quality in Higher Education**

6.12 A

- 1. Yearly meetings of Parent –teachers Associations are held and suggestion given by parents related to problem faced by their wards are considered positively**
- 2. During the NSS Camp parents provide a very positive support for the successful organization of the camp**
- 3. Awards and prizes are given to the meritorious students by the parents**

6.13 Development programmes for support staff

- 1. Credit society to seek loan in difficult time**
- 2. Leave for skill based training programme**
- 3. Made available various soft ware for smooth and prompt functioning**
- 4. Non teaching staff is promoted to participate in Training programmes**
- 5. Study leave for the professional development**

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

- 1. The College is located in rural surrounding having variety of plants and beautiful garden**
- 2. The premises is absolutely free from noise and other pollution**
- 3. *Beautification Committee* to supervises the garden**
- 4. The campus is free from industries**
- 5. Planned to install Solar System in near future**
- 6. 50 different types of plants planted during the academic year 2016-17 in association with the state government**

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.

1. Incentives to outstanding creative writer for the college magazine:

Details: The very purpose of education is to empower the students with life skills that enable them to contribute to society. Contributing in college magazine is not only the part of academic vision but also an integral part of education system. Every year our college publishes the college magazine entitled **Grampushpa** to expose the hidden talent of the students. In light of this , the chief editor of the college magazine Mr. Shivanand Duthade announced an individual prize of Rupees 500/ as an incentive to the student who contribute outstandingly in the form of any piece of literary writing, so that the Grampushpa as envisioned could come up with a garland of some of the choicest articles in the domain. Each piece of writing should have strong value to add.

As a result of this the editorial committee received unrepresented response from the students with their qualitative and quantitative articles. They started taking interest in reading and writing. Some of the articles were enriched and meaningful. Students dared to write about some of the burning issues in the country like suicides of farmers, problems women, environmental imbalance, global warming, terrorism, soldiers, superstition, growing corruption and sexual harassment etc. this is the change we could notice in the writing of the students after the announcement of the prize or incentive.

2. Incentives to outstanding sport person:

Details: The entire scenario of sports and games has entirely been changed in recent time. Students are looking at it as a career opportunity. It has become both a source of recognition/ identity and source of income. As a result of this, day by day students are inclined toward games and sports. By knowing this fact the college has always been motivating and inspiring to our students to create interest in them and enhance their participation in the games and sports. Various prizes are being given to outstanding and skilled sport persons at the end of academic year in the prize distribution ceremony. During this year our physical director named Mr. P. J. Patel had made an announcement (individual) to give an incentive in the form of track suit and sport kit to the outstanding sportsperson of the year. This incentive created positive impact and more and more students started taking part in sports and games with great interest. As a result of this our student selected in the university level sports and games activities such as Kabbadi and Chess. All in all, this initiative helped students to make them overall development and make them good sport persons, so that they could get pleasure in it and also could earn their bread and butter on their own. Thus , this has proved as one of the innovative practices in our college.

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

- 1. Convinced staff to use teaching aids like smart board, computers and LCD projectors to ensure ICT based teaching and learning**
- 2. Ensured that the Functional English Course is made available to all the students**
- 3. Necessary help including books, journal, and financial assistance provided to activate Career Guidance Cell**
- 4. Encouraged teachers to enhance Research activities**
- 5. Ensured Remedial Courses conducted regularly**
- 6. Insisted to organize study tours and field trips**
- 7. Enrollment of the students be enhanced**
- 8. The Management and the Principal monitored the implementation of the plan of action through quarterly meetings of the IQAC of the institution**
- 9. Suggestions invited and good suggestions are welcome from Alumani and parent**

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

- 1. Academic Audit**
- 2. Training of Non-teaching: A process for Automation**

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

7.4 Contribution to environmental awareness / protection

- 1. Environmental Science subject is introduced and made compulsory at first year of the degree course**
- 2. Our NSS Unit undertook tree plantation in adopted village named Fes and in the premises of the college**
- 3. Lectures of experts in Environmental Science are organized to make awareness among the students**
- 4. Awareness about Global warming and Environmental imbalance is made among the people by our students and teachers**
- 5. Responded State Government's dream project of 2 crores tree plantation across the state for the year 2016-17**

7.5 Whether environmental audit was conducted?

Yes

No

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

—

8. Plans of institution for next year (2017-2018):

1. To go for NAAC re- accreditation for its III Cycle
2. To involve in “On Screen Evaluation Process” of university answer papers
3. To work for the placement of the students
4. To continue implementing Question Paper Delivery System by DEPD (Digital Examination Paper Delivery System)
5. To install solar system
6. To promote more research activities
7. To create *Virtual Class Room* as a part of enhancement of ICT based teaching
8. To enhance curricular, co-curricular extra-curricular activities of the students
9. To organize workshops on syllabi framing and others
10. To introduce some new career oriented courses
11. To extend extension activities of teachers and students
12. To enhance participation of the students in sports and games

*Name: Mr. Shivanand Sahadu Duthade
(Coordinator, IQAC)*

*Name: Dr. A.S. Bagul
(Chairperson, IQAC)*



!!UDDHARE DATMANATMANAM!!

GRAM VIKAS SANSTHA'S,
ARTS COLLEGE BAMKHEDA T. T., Tal Shahada, Dist.Nandurbar
ACADEMIC TRANSACTIONS CALENDAR: 2016-17

A) ACADEMIC SESSIONS:

Sr.No	Particulars of Academic Sessions	Period	
		From	To
01	First Term	15/06/2016	31/10/2016
02	Admission Process	15/06/2016	01/07/2016
03	Winter Vacation	01/11/2016	25/11/2016
04	Second Term	26/11/2016	30/04/2017
05	Summer Vacation	01/05/2017	14/06/2017

B) TEACHING AND NON-TEACHING DAYS

Sr. No.	Particulars	Number of Days
01	Winter Vacation	22
02	Sundays	36
03	Public holidays	21
04	Holidays Under the Right of Principal	03
05	Summer Vacation	45
06	First Term Examinations	15
07	Second Term Examinations	33
	Total Non-Teaching Days	185
	=	
	Total Days in the Year=	365

	Total Teaching Days=	365-185=180
--	-----------------------------	--------------------

C) PUBLIC HOLIDAYS

Sr.No.	Occasions/Festivals/Celebrations	Date	Day
01	Republic Day	26/01/16	Tuesday
02	Birth Anniversary of Chatrapati Shivaji Maharaj	19/02/16	Friday
03	Mahashiratri	07/02/16	Monday
04	Holi	24/03/16	Thursday
05	Good Friday	25/03/16	Friday
06	Gudi Padava	08/04/16	Friday
07	Birth Anniversary of Dr B.R. Ambedkar	14/04/16	Thursday
08	Ram Navami	15 /04/16	Friday
09	Mahavir Jayanti	19/04/16	Tuesday
10	Buddha Pournima	21/0516	Saturday
11	Ramzan Eid	06/07/16	Wednesday
12	Independence Day/University Esta. Day	15/08/16	Monday
13	Parsashi New Year Day	17/08/16	Wednesday
14	Ganesh Chaturthi	05/09/16	Monday
15	Bakari Eid	13/09/16	Tuesday
16	Dashera	11/10/16	Tuesday
17	Moharam	12/10/16	Wednesday
18	Diwali (Balipratipada)	31/10/16	Monday
19	Diwali (Bhau Bij)	01/11/16	Tuesday
20	Birth Anniversary of Guru Nanak	14/11/16	Monday
21	Eid- E- Milad	12/12/16	Monday

D) Cancellation of Public Holidays coincidently falls on Sundays:

Sr.No.	Occasions/Festivals/Celebrations	Date	Day
01	Maharashtra Day	31/10/16	Sunday
02	Birth Anniversary of Mahatma Gandhi	01/11/16	Sunday
03	Diwali (Laxmi Pujjan)	14/11/16	Sunday

04	Christmas	12/12/16	Sunday
-----------	-----------	-----------------	--------

E) ACADEMIC TRANSACTION CALENDAR (EVENTS & MEETINGS TO BE HELD):

Sr. No.	Month	Particulars/Events/Meetings	Dates	Day
01	June	1. Staff Meeting	15/06/16	Wednesday
		2. Admission Committee Meeting	16/06/16	Thursday
		3. World Yoga Day	21/06/16	Tuesday
		4. IQAC Meeting	22/06/16	Wednesday
		5. LMC Meeting	27/06/16	Monday
02	July	1. Meeting of Library Advisory Committee	04/07/16	Monday
		2. World Population Day	11/07/16	Monday
		3. Meeting with students to take feedback regarding availability of books	13/07/16	Wednesday
		4. Staff Academy Lecture	26/07/16	Tuesday
		5. Publication of College Magazine	30/07/16	Saturday
03	August	1. Kranti Divas	09/08/16	Tuesday
		2. Independence Day	15/08/16	Monday
		3. Sport Day	29/08/16	Monday
		4. Medical Check up	31/08/16	Wednesday
04	Sept.	1. Teacher's Day	05/09/16	Monday
		2. International Literacy Week	8-14,2016	Thu. -Wed.
		3. Hindi Day	14/09/16	Wednesday
		4. International Peace Day	15/09/16	Thursday
		5. Ozone Day	16/09/16	Friday
		6.Meeting of Feed back Committee to collect feedback forms from students	20/09/16	Tuesday
		7. N.S.S. Foundation Day	24/09/16	Saturday
		8.Test-Diploma Cert. & Compet. Exams	26-27 Sept.16	Mon -Tue
		9.Organization of National Seminar	29-30 Sept.16	Wed.- Thu.
05	Oct.	1. National Blood Donation Day	01/10/16	Saturday
		2. Birth Anniversary of Mahatma Gandhi	02/10/16	Sunday
		3. Staff Meeting regarding Examinations	03/10/16	Monday
		4. Pre-Semester Exams (Sem I, III V & I of MA)	10-12, 2016	Monday- Wednesday

		5. IQAC Meeting	31/10/16	Monday
06	Nov.	1. Indian Constitution Day	26/11/16	Saturday
		2. Staff Meeting	28/11/16	Monday
		3. LMC Meeting	29/11/16	Tuesday
		4. IQAC Meeting	30/11/16	Wednesday
07	Dec.	1. Human Right Day	10/12/16	Saturday
		2. Staff Academy Lecture	12/12/16	Monday
		3. Blood Donation Camp	19/12/16	Monday
		4. N.S.S. Winter Camp	27 Dec.,16 to 02 Jan., 2017	Tuesday to Monday
08	Jan.	1. Woman's Freedom Day	03/01/17	Tuesday
		2. Youth Day	12/01/17	Friday
		3. Geography Day and Army Day	14/01/17	Thursday
		4. Various Quiz Competitions	16-18 Jan., 2017	Monday- Wednesday
		5. Republic Day	26/01/17	Thursday
09	Feb.	1. Seminar and Group Discussion	2-3 Feb., 2017	Thu. to Fri
		2. Test-Diploma Cert. & Competitive Exams	19-20, Feb., 2017	Mon to Tue
		3. Pre-Semester Exams (Sem II, IV, VI & II of MA)	20- 22, Feb., 2017	Monday- Wednesday
		4. Prize Distribution	23/02/17	Thursday
		5. Annual Social Gathering	27/02/17	Monday
		6. Marathi Day	28/02/17	Tuesday
10	March	1. Women Day	08/03/17	Wednesday
		2. World Forest Day	21/03/17	Tuesday
		3. Staff Meeting Regarding Examinations	18/03/17	Saturday
		4. LMC Meeting	20/03/17	Monday
11	April	1. Dr. Ambedkar Birth Anniversary	14/04/17	Friday
		2. Submission of Teachers Self appraisal (PBAR)	18/04/17	Wednesday
		3. IQAC Meeting	25/04/17	Tuesday
		4. Staff Meeting	29/04/17	Saturday

Note: The proposed dates of **Category E** may change on account of certain unavoidable circumstances

ANNEXURE-II

An Analysis of the Feedbacks from various stakeholders:

1. Students Feedbacks on Teachers, Institution and overall evaluation of the programme and teaching

For the quality enhancement of the institution standard feedbacks formats provided by NAAC are used to get feedback from the student at the end of every academic year by the Feedback Committee appointed by the head of the institution. The principal and the feedback committee discuss over the feedbacks. The suggestions and grievances are considered seriously. Finally, necessary steps have taken by the principal to remove the errors if any. The teachers are personally make aware about their weaknesses and asked to make necessary changes. Two students representative (one male and another female) are included in IQAC of the College as IQAC members.

2. Alumni Feedbacks on the programme and teaching of the Institution

Alumni are one of the important constituent part of the institution as far as quality enhancement of the institution. Its support and cooperation is immeasurable. The institution not only held regular meetings of the alumni association but involve them in the academic and administrative progress by getting feedback from them on overall activities and programmes of the institution. One member of the association is included in IQAC of the College as IQAC member. Their suggestions and grievances are satisfied for the development of the institution.

3. Parents Feedbacks on programme and teaching of the Institution

Feedbacks are also collected from the parents in the beginning of the second semester of the each academic year. Normally, suggestions regarding facilities of commuting and fee concession are received. The college has made an attempt to start bus at various routes to reach to the college, ladies hostel is started by considering growing demands from the parents. The Earn while Learn scheme is implemented to provide financial support to the needy, poor hardworking students. Whatever suggestions are given by parent through either in the teacher-parent meet or through feed- back are considered positively, which is part of the development of the college.

4. Employers Feedbacks on Institution

Feedbacks form employers (teaching, non-teaching and support staff) are collected for the development and quality enhancement of the institution. The head of the institution go through the collected feed-backs. The feed-backs having grievances and suggestions are sorted out put before the management for the necessary actions.

In this way all these feed-backs are collected manually from various stakeholders, which are proved very beneficial to make development and enhance the quality of the institution. It is best way to get innovative ideas from all the stakeholders.

ANNEXURE-III

1. Academic Audit:

Academic audit plays a catalytic role to ensure well defined levels of quality in the functioning of the institution. It is found that the audit/inspection improve the academic and organization performance. The teachers develop a system for examining themselves consciously and bring improvements and changes some time on their own. The IQAC of our college conduct the annual audit and checks all the aspects and critically evaluates the strengths/weaknesses of the departments and individuals. At the beginning of the academic year in the meeting of the staff the review of the last year and future planning of the current academic year is discussed. The departments are asked to identify the innovative and best practices. The Academic Calendar is prepared and accordingly the academic transactions are controlled, the Daily Teaching Reports (DTR), attendance reports, Teaching plans are asked to maintain to ensure the effective and meaningful teaching and learning process. The Principal observes the classes regularly. Teachers are encouraged to participate in seminars/workshop, research project, Ph.Ds and M.phils etc. The review of the progress of the departments and individual is taken in the quarterly meeting of the IQAC and suggested necessary improvements if any. The Feedback mechanism is strictly followed. At the end of the academic year Performance Based Appraisal Reports (PBAR) are collected from every faculty members to check their overall performance and evaluate their own performance. It is a deliberate attempt to consistently and annually review and assess the performance of all the departments, programmes, associations and facilities of the institution.

This practice enabled the faculty to work in the direction of innovations in higher education sector. It helped the individual, in all departments to use innovative methods in their classroom teaching -learning process. It helped to improve the professional grades of the faculty. It has developed the research culture. All in all, the academic audit proved very beneficial and out put oriented.

2. Training to Non-teaching Staff: A Process for Automation:

The non-teaching staffs of any college working in various capacities are one of the important units of the institution. The non teaching staffs of the institution forms a link between students-principal, management/government, parents- Teacher, University and management. This demands special human relation skills to facilitate better relationship among all stakeholders. It has become necessary to motivate and give them various trainings such as soft skill, social skill with necessary knowledge in order to bring about cordial relationship among the various stakeholders with whom the non-teaching staff members interact. It is needed for better and faster, flawlessly rendering of the services of office work, sport section and library services.

Under this practice, the non-teaching staff of the college is provided training and encouraged to participate in workshops. Training and continuous learning is the hallmark of quality attainment and sustenance. Hence, attempts are made to empower the non-teaching staff through training. Our non-teaching staff namely Mr. R. A. Patel (Office Superintendent), Mr. R.B. Chaudhari (Jr. Clerk), Mr. B. T. Chaudhari (Librarian), Mr. V. B. Chaudhari (peon), and Mr. U. S. Chaudhari

(peon), actively participated in the State level workshop entitled “ **Contribution of non-teaching staff in the Higher Education**” organized by IQAC of Arts, Science and Commerce College, Sakri Dist. Dhule in association with UGC, New Delhi on **09 March 2017**.The participants went through an experience how they should prepare themselves to the present day need. They learnt different aspects of personality development through their active participation. It has been found that the non-teaching staffs have shown considerable interest in understanding the need for self development and improving the quality of service. They took interest and prepared themselves to learn new skills to cope with the demands of the present time . The workshop and panel discussion have given them an opportunity to interact with their peer groups; to interact with higher officials and to share their thoughts with them.