ANNUAL QUALITY ASSURANCE

REPORT (AQAR)

FOR NAAC

OF

Dapoli Education Society's

DAPOLI URBAN BANK SENIOR SCIENCE COLLEGE, DAPOLI

DIST- RATNAGIRI

Reaccredited ''B'' Grade by NAAC

2013 – 2014

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)* | 2013-14

1. Details of the Institution

1.1 Name of the Institution

> Dapoli Urban Bank Senior Science College, Dapoli

1.2 Address Line 1

> Uday Nagar Road

Address Line 2

>

City/Town

> Dapoli, Dist- Ratnagiri

State

> MAHARASHTRA

Pin Code

> 415712

Institution e-mail address

> dubssc@gmail.com

Contact Nos.

> 02358-283256

Name of the Head of the Institution:

> Dr. Sandesh P. Jagdale

Tel. No. with STD Code:

> 02358-283256

Mobile:

> 9422444134

Name of the IQAC Co-ordinator: | Dr. Ghanasham B. Sathe |

Mobile: | 9420527310 |

IQAC e-mail address: | iqacdubssc@gmail.com |

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

OR

1.4 **NAAC Executive Committee No. & Date:** | EC/59/RAR/29 dated 20/04/2012 |
(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.dapolisciencecollege.in |

Web-link of the AQAR: | www.dapolisciencecollege.in/aqar2013-2014.pdf |

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	--	2004	5 Years
2	2nd Cycle	B	2.71	2012	5 Years

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 01/11/2004 |

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

   i. AQAR 2012-2013 submitted to NAAC on 09-10-2013

1.9 Institutional Status

University   State [v]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [v]   No [ ]

Constituent College   Yes [v]   No [ ]

Autonomous college of UGC   Yes [ ]   No [v]

Regulatory Agency approved Institution   Yes [--]   No [--]

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

Type of Institution   Co-education [v]   Men [ ]   Women [ ]

Urban [ ]   Rural [v]   Tribal [ ]

Financial Status   Grant-in-aid [v]   UGC 2(f) [v]   UGC 12B [v]

Grant-in-aid + Self Financing [v]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts [ ]   Science [v]   Commerce [v]   Law [ ]   PEI (Phys Edu) [ ]

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

Others   (Specify)   BSC-Computer Science, Microbiology

1.11 Name of the Affiliating University *(for the Colleges)*   University of Mumbai

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

Autonomy by State/Central Govt. / University   No

University with Potential for Excellence   --   UGC-CPE   --

DST Star Scheme   --   UGC-CE   --

UGC-Special Assistance Programme	Yes	DST-FIST	--
UGC-Innovative PG programmes	--	Any other (*Specify*)	--
UGC-COP Programmes	--		

2. IQAC Composition and Activities

2.1 No. of Teachers | 7 |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | 1 |

2.4 No. of Management representatives | 2 |

2.5 No. of Alumni | 1 |

2. 6 No. of any other stakeholder and
   community representatives | 1 |

2.7 No. of Employers/ Industrialists | Nil |

2.8 No. of other External Experts | 1 |

2.9 Total No. of members | 17 |

2.10 No. of IQAC meetings held | 2 |

2.11 No. of meetings with various stakeholders: No. | 1 | Faculty | 3 |

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | -- |

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

If yes, mention the amount | 03, 00, 000/- |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | -- | International | -- | National | -- | State | -- | Institution Level | --

   (ii) Themes | -- |

2.14 Significant Activities and contributions made by IQAC

> 1) Helped in Planning and Organizing academic and co-curricular activities.
> 2) Encouraged the staff members to submit research proposals.
> 3) Helped in Planning and execution of various proposals under Merged Scheme.
> 5) Suggested infrastructural changes, implemented in Chemistry laboratory – old water, pipe-line replaced with PVC pipes, gas pipe-line changed keeping safety in mind.

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
To make and plan the college activities more society centric	Various Programmes of NSS and DLLE organized as per the plan

Attach the Academic Calendar of the year as Annexure.

v   [ ]

2.15 Whether the AQAR was placed in statutory body   Yes   No

Management | v | Syndicate | | Any other body |

Provide the details of the action taken

> Management assured full support to the plans made by the college

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	01	Nil	Nil	Nil
PG	01	01(MSc by Research Chemistry)	01	Nil
UG	02	Nil	Nil	Nil
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others				
Total	04	01	01	Nil

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

1.2 (i) Flexibility of the Curriculum: CBCS
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	--
Annual	--

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

    Mode of feedback : Online [ ] Manual [v] 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.

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	12	--	01	--

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
--	02	--	--	--	--	--	--	--	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

10	--	15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	19	01
Presented papers	04	19	--
Resource Persons	--	--	--

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

1. Use of ICT tools (OHP, laptops, video films etc.) and e-learning sources in teaching and learning.
2. Inclusion of PPT presentations by students as part of internal evaluation.
3. Encouraging students to undertake research projects as a part of internal evaluation.
   Study, presentations, group
   discussion and debates along with excursions and industrial visits wherever applicable.
5. Conducting tests and tutorial Exercises for students.

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)

Photo copy, Examination Software for preparing results

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

01	01	01

2.10 Average percentage of attendance of students

<div style="border:1px solid">Above 80%</div>

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BSc	80	04	24	25	17	87.5
MSc	27	--	06	14	06	96.29

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

- IQAC prepares and distributes formats for teaching plan and appraisal forms for teachers. It encourages the departments to maintain monthly lecture plans and lecture record books.
- The achievements of the teachers in academics and co-curricular/extra-curricular activities are recorded in the Self Appraisal Forms which are collected and monitored by IQAC at the end of the academic year.
- The Attendance Committee maintains a monthly record of students' attendance from every department and regularly displays the defaulter's list. Its report is annually submitted to IQAC.
- Feedback from students is collected and analysed by the Feedback Committee and a summary of it is forwarded through IQAC to the Principal for further action.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	04
Others	09

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	06	--	--	--
Technical Staff	05	--	--	10

Criterion – III

3. Research, Consultancy and Extension

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

> College has an active Research Committee which is very active.
>
> The Research Committee provides information regarding various avenues of funding and help the researcher to complete procedural formalities while applying for the research project.
>
> The Research Committee scrutinizes the proposal of any department/author/ Editor if they wished to publish a research journal/book, and forward the same to the funding authority. Once, the grant is acquired, as per the norms laid down by the funding authority, the research committee assists the Department/Author/Chief Editor to identify a well-renowned publisher to publish the same within a period of six months.

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	07	01	--	--
Outlay in Rs. Lakhs	1.85	1.50	--	--

3.4   Details on research publications

	International	National	Others
Peer Review Journals	06	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range 2-3   Average 2.5   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	02	UGC	1.5	1.05
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	01	--	--	--
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   Rs.08, 58, 500/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons   05

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   1.5   From Management of University/College   1

Total   11

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	01
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
--	--	--	--	--	--	--

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

| 01 |

and students registered under them

| 02 |

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

| 01 |

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 | 200 | State level | -- |

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 | -- | State level | -- |

National level | -- | International level | -- |

3.25 No. of Extension activities organized

University forum | -- | College forum | -- |

NCC | -- | NSS | -- | Any other | -- |

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

- Soil Consultancy through Chemistry Department

- Activities undertaken by NSS:
  ☐ Tree Plantation Drive,
  ☐ Blood Donation Drive,
  ☐ Water Dam Constructions,

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3 Acers	--	--	3 Acers
Class rooms	11	--	--	11
Laboratories	11	--	--	11
Seminar Halls	--	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	01 (AAS)	UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)	--	7	--	7
Others	--	--		--

4.2 Computerization of administration and library

> Computers are used in administrative section, finance unit, student admissions, examinations and student records in both Aided and Self-Financed Sections.
> The Library functions such as Acquisition, Cataloguing, Circulation and OPAC is carried out with the help of KOHA software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2,114	2,30,765	79	8,505	2193	2,39,270
Reference Books	3,561	14,74,854	229	1,18,859	3790	15,93,713
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)			80	30,201	80	30,201

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	18	1	v	12	--	3	--	--
Added	6	--	--	--	--	-	--	--
Total	24	1	v	12	--	3	--	--

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

> Computer and Internet access is available to the teachers as well as the students.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   79855

   ii) Campus Infrastructure and facilities   6468

   iii) Equipments   39770

   iv) Others   84481

               Total :   134541

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC constitutes various statutory and non-statutory committees at the beginning of the academic year. The committees then make the students aware about various student support services available in the College through notices, banners, posters and enrolment drives. Some of the important student support services are
1. Students' Council
2. Mentoring Cell
3. Students' Grievance Cell
4. Counselling Cell
5. Career Guidance & Placement Cell
6. Extension Activities like NSS, Cultural and Sports.
7. Associations under various departments.

5.2 Efforts made by the institution for tracking the progression

Progression of the students is tracked through the working of Mentoring Cell and through Remedial Coaching imparted by teachers of individual department.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
382	59	02	443

(b) No. of students outside the state

--

(c) No. of international students

--

Men

No	%
204	46

Women

No	%
239	54

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
231	18	02	129	--	380	273	21	01	148	--	443

Demand ratio 1:1   Dropout % Nil

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

As per the 'UGC Merged Scheme – XI$_{th}$ Plan – 'UPSC / MPSC Training workshop' was held. This scheme is useful to all reserved category students and beneficial for their career related to civil Services specially UPSC and MPSC Examination.
The Stakeholder committee conducted a guidance lectures of different subjects

No. of students beneficiaries | 100

5.5 No. of students qualified in these examinations

| NET | -- | SET/SLET | -- | GATE | -- | CAT | -- |

| IAS/IPS etc | -- | State PSC | -- | UPSC | -- | Others | -- |

5.6 Details of student counselling and career guidance

Counselling services are offered to the students by the teachers. Career counselling sessions were conducted during lectures. The problems faced by students ranged from financial, academic. After the sessions, students were able to comprehend the reasons for their anxieties and were able to face themselves and life situations. They were better equipped to deal with their difficulties and showed marked improvement in their academic realm.
Apart from this, student counselling (personal and academic) and career guidance is carried out by faculty members through department activities, during lectures and through student support systems like Mentoring Cell.

No. of students benefitted | 10

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
--	--	--	--

5.8 Details of gender sensitization programmes

The College Women Development Cell (CWDC) organised a number of activities this year.

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 | 35 | National level | 01 | 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	--	--
Financial support from government	101	13,06,345
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / 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 provide quality higher education, the prime element of regional and national development and to embed moral & ethical virtues in order to develop the local youth to prove themselves globally.

MISSION:-

1. To equip and empower students with relevant knowledge, competence and creativity to face global challenges.
2. To endow the students through participation in curricular, co-curricular, extracurricular and extension activities.
3. To inculcate values based on real life education

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

The College follows the syllabus prescribed by the Board of Studies in the respective subjects at the University level after every three/five years. Faculty members work in Syllabus Revisions Committees appointed by University of Mumbai.

6.3.2 Teaching and Learning

- Use of ICT tools (OHP, DLP, laptops, video films etc.) in teaching.
- Inclusion of PPT presentations by students as part of internal evaluation.
- Encouraging students to undertake research projects as a part of

6.3.3 Examination and Evaluation

- Display of rules regarding use of unfair means during examinations.
- CAP

6.3.4 Research and Development

Research Cell
- The Research Cell provides information regarding various avenues of funding and help the researcher to complete procedural formalities while applying for the research project.
- The Research Cell scrutinizes the proposal of any department/author/ Editor if they wished to publish a research journal/book, and forward the same to the funding authority.
- Once, the grant is acquired, as per the norms laid down by the funding authority, the research cell assists the Department/Author/Chief Editor to identify a well-renowned publisher to publish the same within a period of six months.

6.3.5   Library, ICT and physical infrastructure / instrumentation

Grants from various sources for ICT infrastructure and instrumentation.

6.3.6   Human Resource Management

College has various cells in place for the quality improvement of Human Resource Management such as Women Development Cell, Special Cell for staff members, Anti Ragging Cell, Mentoring (for students), Counselling (for

6.3.7   Faculty and Staff recruitment

Procedure as per guidelines of University of Mumbai

6.3.8   Industry Interaction / Collaboration

Industry visits of students for trainings

6.3.9   Admission of Students

Procedure as per guidelines of University of Mumbai

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

--

6.6 Whether annual financial audit has been done   Yes | Yes | No | |

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	No	--
Administrative	Yes	JDHE	--	--

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

For UG Programmes   Yes | Yes | No | |

For PG Programmes | NA | | |

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

NA

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

NA

6.11 Activities and support from the Alumni Association

Meetings with Alumni

6.12 Activities and support from the Parent – Teacher Association

Teacher-Parents Meeting

6.13 Development programmes for support staff

Non-teaching staff members from the Chemistry department participated in a workshop for GLP & laboratory safety measures.

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

Plantation, Cleanliness drives

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.

> - Playing of National Anthem
> - Students-Teacher mentor System

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

> All the activities were chalked out as per the plan decided at the beginning of the year

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

> - Vidnyan Jagar for scientific awareness of the students of nearby schools
> - Students-Teacher Mentor System

7.4 Contribution to environmental awareness / protection

> 1. NSS workshop on 'Water Conservation'
> 2. Tree Plantation Drive
> 3. Plastic Pollution awareness

7.5 Whether environmental audit was conducted?   Yes [ ]   No [v]

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

> **STRENGTH:**
> Dedicated Staff & Management
> Good Track record in University Examination
> Active Extra-curricular activities
> Consultancy Services
> **WEAKNESS:**
> Poor Participation in Sports activities
> **OPPORTUNITIES:**
> To increase infrastructural facilities
> **THREATS/CHALLENGES:**
> Less interest by students towards professional subjects.

8. **Plans of institution for next year**

- To conduct more activities for students overall development
- Self-defence training programme for girls
- More participation in Avishkar Festival

Name Dr. Ghanasham Bhikaji Sathe   *Name Dr. Sandesh Pandurang Jagdale*

_____   _____

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

_____***_____

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