Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**AZAD MAHAVIDYALAYA**
Name of the head of the Institution	**Dr. Sardarpasha A. K.**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02383220093**
Mobile no.	**9860724556**
Registered Email	**barotema1971@gmail.com**
Alternate Email	**dr.sardarpashaak@gmail.com**
Address	**Azad Mahavidyalaya, Near Power House Ujani Road, Ausa Dist. Latur-413520**
City/Town	**Ausa**
State/UT	**Maharashtra**
Pincode	**413520**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. M. A. Barote**
Phone no/Alternate Phone no.	**02383220093**
Mobile no.	**9422658959**
Registered Email	**azadausa@yahoo.com**
Alternate Email	**barotema1971@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://azadcollegeausa.org/aqar/36/

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://azadcollegeausa.org/academicalender

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.67**	**2016**	**19-Jan-2016**	**18-Jan-2021**
1	**B+**	**77.45**	**2004**	**16-Sep-2004**	**15-Sep-2009**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**25-Jul-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Remedial coaching in Electronics	28-Jan-2019 18	9
Remedial Coaching in Economics for B.A.F.Y. Students	03-Dec-2018 15	10
Bridge Course in Physics	26-Jun-2018 8	13
Bridge Course in Sociology	11-Jul-2018 8	16
Bridge course in Mathematics	02-Jul-2018 8	15
Bridge Course in Economics.	02-Jul-2018 8	10
Certificate course in Basic Electronics	06-Aug-2018 30	24
Certificate course in Vedic Mathematics	15-Dec-2018 60	19
Certificate course in Pronunciation for Spoken English	02-Feb-2018 30	18
Certificate course in Financial Literacy	01-Jan-2018 30	10
[View File]()		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 0	0
[View File]()				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File]()
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File]()

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

? Certificate courses in Economics, English, Mathematics, , and physics

? Remedial Coaching in Chemistry, Electronics physics and, Economics

? Bridge Courses in Economics, Mathematics, physics and Sociology

? Started one course in Software Development and Data Recovery Management under the scheme of UGC-Community College

? Programme on Female Feticides A Threat to Woman Empowerment ? Feedback collected and analysed

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To promote cleanliness activities	Activity of Swachh Bharat Abhiyan in collaboration with Municipal Council Ausa was conducted
To promote Career Guidance Programmes	Career Guidance Programme on Hindi Language and Job Opportunities was organised by the department of Hindi
To prepare Action Plan for 2019-20	Action plan for 2019-20 prepared
To get various feedbacks on curriculum and Overall performance of the college for Students Satisfaction Survey	Feedback were collected and its analysis submitted
To prepare prospectus for 2018-19	Prospectus prepared and submitted
To start certificate course under the scheme of UGC-Community College	Started one course in Software Development and Data Recovery Management under the scheme of UGC-Community College
To arrange Remedial coaching for weaker students.	Remedial coaching in Chemistry, Electronics physics and, Economics was arranged
To start Bridge Courses.	Bridge courses were conducted in Economics, Mathematics, physics and Sociology in the academic year of 2018-19
To prepare academic calendar for 2018-19	Academic calendar for 2018-19 is prepared.

To introduce certificate courses in subjects	Certificate courses in Economics, English, Mathematics, , and physics were introduced
[View File]()	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
CDC	**10-Aug-2021**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2019**

Date of Submission	**09-Jan-2019**

17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

All the academic curricula are designed & developed by Board of Studies of the Parent University, Swami Ramanand Teerth Marathawada University Nanded. The university circulates the academic calendar in the beginning of the academic year. On the basis of it IQAC prepares the academic calendar and get it approved from CDC. Then this calendar is circulated to all departments for implementation at the begging of the year. The same is displayed on notice board and uploaded on website of the college. Every year, after completing the admission process, master time table is prepared by a committee. Work load is distributed by the head of the departments to their colleagues and as per time table regular teaching classes are started. Every teacher is asked to prepare the teaching plan and dictate to students in his/ her first teaching class to students. The copy of same is asked to submit to principal. Every teacher tries to complete the syllabus as per plan. The principal and vice principal interacts with students to know about teaching problems, syllabus completion position in the end of semester. If any teacher is lagging behind in syllabus completion, he/she is asked to complete the syllabus by arranging extra classes before the commencement of end sem Exams. In this way curriculum delivery process is monitored and curriculum is completed.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate course in Financial Literacy	Nil	01/01/2019	30	Employability	Skill Development
Certificate Course in Pronunciation for Spoken English	Nil	02/07/2018	30	Employability	Skill Development
Certificate Course in Vedic Mathematics	Nil	15/12/2018	60	Employability	Skill Development
Certificate Course in Basic Electronics	Nil	06/08/2018	30	Employability	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Nil	Nill
BCom	Nil	Nill
BA	Nil	Nill
[View File](#)		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Eng, Mar, Hin, Urdu, Sociology, History, Geography, Pol. Sci. PA, Lib. Sci. Economics	16/06/2018
BCom	General	16/06/2018
BSc	Eng, Mar, Hin, Urdu, Phy. Chem. Maths. Zoology. Fishery. Electronics. Microbiology, Comp. Sci.	16/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	71	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nill	Nill

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Chemistry	1
BSc	Electronics	16
BSc	Mathematics	1
BSc	Physics	15
BA	Geography	29

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
To enrich the curriculum, the college collects feedback from various stakeholders including Students, Parents and Teachers of other institutes with the help of a structured questionnaire. Feedbacks are collected for all courses at the end of the Semester from the students. The feedback on curriculum is collected from Parents when they come to meet the faculty/Principal. Teachers of other institutes provide the feedback during practical examinations in science subjects, guest lecture sessions, conduct of end SEM exam etc. The received feedbacks are analysed and communicated to the faculty member, who is working as Member of Board of Studies. The concerned faculty member put forth all suggestions obtained through feedback in the meeting of Board of Studies. After due discussion, university makes changes in curriculum.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	General	560	426	426
BCom	General	360	212	212
BSc	General	360	310	310

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	948	Nill	42	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
42	18	19	2	Nill	Nill

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Most of the students taking admission in our college have rural background. Many of them are the first generation learners. Due to such socioeconomic environment, these students face the problems of social phobia and inferiority complex which prevent them from being confident and versatile. So to bring them out from such situation, we implement student mentoring system. There we counsel and guide most of the students at individual level. Each teacher acts as a Mentor and guides to the mentee student.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
948	42	1:23

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
42	42	Nill	Nill	24

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Motegaonkar M. B.	Assistant Professor	Ph.D awarded by SRTMU Nanded
2018	Dr. R. V. Suryawanshi	Assistant Professor	Recognition as a Research Supervisor by SRTMU Nanded
2018	Dr Syed N.K.	Assistant	PhD Guideship by

		Professor	SRTMU, Nanded
2018	Dr. I. M. Hashmi	Assistant Professor	P.G. Teacher Recognition S.R.T.M. University Nanded
2018	Dr. Ansari N.I.	Assistant Professor	PG Teacher Recognition by SRTMU, Nanded
2019	Dr. S. K. Ladaf	Assistant Professor	Recognition as a Research Supervisor (SRTMU, Nanded)
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	Nil	Final Year	25/04/2019	22/06/2019
BCom	Nil	Final Year	05/04/2019	17/05/2019
BA	Nil	Final Year	28/04/2019	07/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our college is affiliated to the S.R.T. M University, Nanded. It is mandatory for us to follow the syllabus as well as examination and evaluation rules laid down by the university. Continuous Internal Evaluation (CIE) is made mandatory by university while introducing Semester pattern. Students are made aware of the different circulars of university regarding CIE and evaluation process at the beginning of the year. Timetable of CIE is displayed well in advance. After conduction of internal exams answer books are assessed by concern subject teacher. These assessed answer books of the internal tests are shown to the students in the department and then the final mark list of internal tests is prepared and same is submitted to examination department of university by the principal.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Our College is affiliated to Swami Ramanand Teerth Marathwada University, Nanded. So, it is mandatory to follow the academic calendar of university. At the beginning of each academic year, university publishes academic calendar on website. Details of term, admission cut off dates, and end semester examination dates are given in calendar. Accordingly college also prepares its own academic calendar by incorporating various internal test dates and other academic activities as well as curricular and extracurricular activities along with progammes such as annual social gathering, student council elections, celebration of various important days such as university foundation day, Independence Day, republic day, Maharashtra day, women's day, Minority day etc. Also Birth/death anniversaries of national leader are celebrated. This calendar is pasted for students on notice board of college.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://azadcollegeausa.org/popsoco/1/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	BA	BA (General)	47	32	68.08
Nil	BCom	BCOM (General)	22	13	59.09
Nil	BSc	BSC (General)	62	41	66.12

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://azadcollegeausa.org/iqacSSS/4/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	0	0	0
Major Projects	0	0	0	0

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nil

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Geography	8	0.58
National	Chemistry	2	0
National	Marathi	2	0
National	Physics	1	0
National	Urdu	4	0
International	Chemistry	1	0
International	English	1	0
International	History	6	0
International	Physics	9	1.12
International	Zoology	6	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	2
Fishery Science	2
Marathi	1
Microbiology	1
Sociology	1
Zoology	2
Library and Information Science	1

View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Synthesis, Growth Mechanism	Suryawanshi R. V.	International Journal of Advance	2019	0	Azad Mah avidyalaya Ausa	Nill

and Physical Observations of In2Se3		and Innovative Research Volume 6, Issue 1(XIX): January – March, 2019: Part -1ISSN2394 -7780. UGC Journal No. :63571.				
Preparation of thin films by spray Pyrolysis techniques	Suryawanshi R. V.	Review of Research Volum -1 P.no. 24-26, Issue – 1 March – 2019, (UIF). ISSN: 2249- 894X.	2019	0	Azad Mahavidyalaya Ausa	Nill
Transport Properties of PbS Thin Films	Suryawanshi R. V.	Int. Res. J. of Science Engineering(IRJSE), 2018 Special IssueA2: 61-63.UGC Approved Journal No.63628	2018	0	Azad Mahavidyalaya Ausa	Nill
Population Dynamics Of Helminth Parasite Procamallanus Sp. In Freshwater Fish MastacembelusAr matusFrom Latur District (Ms) Indi	Pathan A.V.	Aayushi International Interdisciplinary Research Journal (AIIRJ)	2018	0	Azad Mahavidyalaya Ausa	Nill
Distribution Of	Pathan A.V.	Aayushi Internatio	2018	0	Azad Mahavidyalaya	Nill

Helminth Parasites In Intestines And Their Seasonal Rate Of Infestation In Freshwater Fishes From Latur District, (M.S.) India		nal Interdisciplinary Research Journal (AIIRJ)			Ausa	
Physico-Chemical Analysis of Water Quality to Assess of Tawarja Dam From Latur District (M.S.) India	Pathan A.V.	Trends in life sciences	2018	0	Azad Mahavidyalaya Ausa	Nill

[View File](#)

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nill	Nill	Nill	0

[View File](#)

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	45	11	42
Presented papers	Nill	7	Nill	1
Resource persons	2	Nill	Nill	Nill

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

Oratory Competition on women empowerment, Democracy and good governance	Govt. of Maharashtra and Ausa Tahsil		2	4
Rangoli Competition on women empowerment, Democracy and good governance	Govt. of Maharashtra and Ausa Tahsil		3	7
Essay writing on women empowerment, Democracy and good governance	Govt. of Maharashtra and Ausa Tahsil		6	36
Forest festival week	Govt. of Maharashtra		5	63
Swach Sarvexsion 2018	Govt. of Maharashtra		2	5
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nill
[View File](#)			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swach Bharat	Nagar Parishad Ausa	Cleanness of College Campus and surrounding	3	12
Aids Awareness	Rural Hospital Ausa	Rangoli Competition	2	4
AIDS Awareness Program	Red Ribbon Club Rural Hospatil,Ausa	AIDS Awareness Program	3	27
District Youth Parliament	Govt of India Ministry of Youth Affairs and Sports and Dayanand Colllege of Arts Latur	District Youth Parliament	1	2
Personality Development Programme	Dainik Lokmat Aurangabad and Gillette Blade Company Mumbai	Personality Development Programme	12	47
[View File](#)				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research publication	1	Self	2
Faculty exchange	1	Self	1
		View File	

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nill	Nill	0
		View File			

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nill	Nil	Nill
		View File	

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1	1.03

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
QUAL SOFT	Partially	1.1.1.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11906	1131848	525	97427	12431	1229275
Reference Books	8574	1197276	172	64245	8746	1261521
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	26	3404	Nill	Nill	26	3404
e-Journals	Nill	Nill	Nill	Nill	Nill	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	125	Nill	Nill	Nill	125	Nill
Library Automation	Nill	Nill	Nill	Nill	Nill	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(specify)	2852	481493	Nill	Nill	2852	481493

View File

 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

View File

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	16	1	1	0	0	2	8	10	0
Added	3	0	0	0	0	0	0	0	0
Total	19	1	1	0	0	2	8	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
7.5	7.41	0.6	0.62

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The infrastructural physical facilities in college are regularly maintained. The procedure and policies for maintaining and utilizing are summarized as under. Principal centrally monitor all the infrastructural facilities by allotting the authority and responsibility to the Office Superintendent and Head of the departments. All the Head of the departments monitor and maintain their departmental facilities with proper utilization. For maintenance: In department if any instrument is under repair/requires maintenance, then this concern HoD brings in kind notice of Principal and request him to give permission for maintenance of instruments. After permission, HoD calls the local service engineer/mechanic/repairer and show the instrument to be repaired and takes approximate cost from service engineer. HoD takes permission for incurring the cost of maintenance from Principal and after that said instrument gets repaired. For utilization of physical, academic and support facilities: if some body outside the college want to make use of physical, academic and support facilities in the college then he/she has to take the written permission from the principal and then only he/she is allowed to make use of infrastructural facilities

http://azadcollegeausa.org/policies

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Azad Merit Scholarship	27	49527
Financial Support from Other Sources			
a) National	GOI scholarship, Freeship, Rajarshi Shahu Maharaj Sch	101	189345
b)International	Nil	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching in Physics	22/01/2019	11	Department of Physics
Bridge Course in Physics	26/06/2018	13	Department of Physics
Bridge Course in Sociology	11/07/2018	16	Department of Sociology
Bridge course in Mathematics	02/07/2018	15	Department of Mathematics
Remedial coaching in Electronics	28/01/2019	9	Department of Electronics
Remedial Coaching in Economics	03/12/2018	10	Department of Economics
Bridge Course in Economics	02/07/2018	10	Department of Economics
Remedial Course for BSc TY Chemistry	12/01/2019	19	Department of Chemistry
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Hindi Language and Employment	Nill	62	Nill	Nill
2019	Guidance for Banking Recruitment	67	Nill	Nill	Nill
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations	Number of students	Number of stduents placed	Nameof organizations	Number of students	Number of stduents placed

visited	participated		visited	participated	
Nil	Nill	Nill	Nil	Nill	Nill

| View File |

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	BSC	Chemistry	SRTMUN Sub-Centre Latur	M.Sc. Biotech
2019	1	BSC	Chemistry	Rajarshi Shahu Mahavi dyalaya, Latur	M.Sc. Chemistry
2019	1	BSC	Chemistry	SRTM University Nanded	M.Sc. Chemistry
2019	1	BSC	Comp. Sci.	Rajarshi Shahu Mahavi dyalaya, Latur	M.Sc. Comp. Sci
2019	1	BSC	Microbiology	Dayanand Science College, Latur	M. Sc (Mic robiology)
2019	1	BSC	Physics	Kolhapur university	M.Sc. Physics
2019	4	B.A.	Economics	SRTMUN Sub-Centre Latur	M.A. (Economics)
2019	4	B.A.	Geography	SRTMUN Sub-Centre Latur	M.S.W.
2019	6	B.A.	Sociology	S.R.T.M.U, Sub Centre Latur	M.S.W
2019	3	B.A.	History	Mahatma Basweshwar College Latur	M.A History

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nill
SET	Nill
SLET	Nill
GATE	Nill
GMAT	Nill

CAT	Nill
TOFEL	Nill
Civil Services	Nill
Civil Services	Nill
Any Other	Nill
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Disk thorw Girsl	Institution level	22
Disk thorw Boys	Institution level	14
Shot put Girls	Institution level	18
Shot put Boys	Institution level	23
Carom	Institution level	12
Chess	Institution level	12
Kabbadi	Institution level	48
Volley Ball	Institution level	48
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Silver Prize	National	1	Nill	62124891 2124	Ajay Bharti
2019	Runner Prize	National	1	Nill	SM-18	Maniyari Imran Nabisab
2019	Runner Prize	National	1	Nill	SM-17	Landge Pasha Jahangir
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

In this academic year the student council formulation was not completed as per the circular of Maharashtra Govt. and Swami Ramanand Teerth Marathwada University, Nanded. Therefore no any activity of student's council is conducted.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

36

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The college delegates authority and supplies operational autonomy to the purchase committee of the college. As and when any department, office, support units etc. requires to purchase any item/commodity/instrument, the same has to makes an application to the Principal by annexing the three quotations of the item to purchase. Principal keep this in meeting of purchase committee. And as per the directives given by the purchase committee the process of purchasing is completed. 2. College has constituted Students Grievance Committee under the chairmanship of Vice-Principal. If any student has a grievance regarding mis-behaviour, theft, taunting, making fun by co-student then has to make written application towards chairman of grievance committee. After looking the seriousness of the grievance, Vice-Principal calls the committee meeting, to discuss the grievance. After due discussion finally course of action in regard with the grievance is decided and the same is reported to the Principal for taking action. Above two practices are the examples of decentralization and participative management.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission process of our college is very transparent. We strictly follow the norms laid down by University and the Government of Maharashtra and minority commission of Maharashtra.
Industry Interaction / Collaboration	As Ausa is situated in rural area having very less small scale industries in MIDC area. So, we have no any tie ups or collaborations with industry. But at least one industrial visit is arranged for BSc students.
Human Resource Management	Recruitments are carried out following the procedures and regulations laid down by the governing bodies like the Parent University and Govt. of Maharashtra. Whenever required, temporary teachers in the form of Clock Hour Basis and Core teachers are appointed

Library, ICT and Physical Infrastructure / Instrumentation	Every year few text books, reference books, magazines, periodicals and journals are added in the library. The college has developed essential infrastructural facilities for carrying out functions and activities. The computer with internet facility is made available in the Principals cabin, office, IQAC room, library and in few departments. Campus is made WiFi enabled.
Research and Development	A research committee is working under guidance of the principal of the college to tone up and motivate the faculty members for improving and enhancing research. Faculties are also encouraged to use web sources for acquiring knowledge about research. Principal of the college and research committee coordinator motivates faculties time to time for submitting research papers in quality journals and research projects to various funding agencies. The institute also encourages faculty members to pursue Ph.D programmes.
Examination and Evaluation	We follow the schedule of internal examination given by University. We make class wise seating arrangement of the student and conduct the examination very strictly. After completion of exam answer books are evaluated, shown to concern students and after the satisfaction of the students the mark lists are filled up and sent to University.
Teaching and Learning	At the beginning of academic year every teacher is asked to prepare the teaching plan and submit to the office. Principal and the Vice-Principal take review of teaching learning process, syllabus completion by interacting with various students. If any discrepancy is observed principal calls the concern staff and ask to overcome the discrepancies related to teaching learning.
Curriculum Development	The faculty members from our college who are nominated/elected participate in meetings of board of studies, academic council etc. in those meetings the issues related to curriculum enrichment they bought in the notice of parent university.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	e-governance in this area is not in operations
Administration	e-governance in this area is not in operations
Finance and Accounts	e-governance in this area is not in operations
Student Admission and Support	e-governance in this area is not in operations
Examination	e-governance in this area is not in operations

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mrs. M. B. Motegaonkar	One day workshop on B.Sc. Third Year syllabus structure CBCS in Chemistry and allied subjects organized by Gramin (ACS) College Mukhed	Nil	700
2018	Mr. M. B. Zade	One day workshop on B.Sc. Third Year syllabus structure CBCS in Chemistry and allied subjects organized by Gramin (ACS) College Mukhed	Nil	900
2018	Mr. B. D. Ingale	National seminar on New Nano Materials, Devices and Technology Applications in Physics and Electronics organized by Shivaji Mahavidyalaya, Barshi	Nil	900

2019	Dr. M. A. Barote	National Workshop on Achieving Excellence Through Quality Assurance System organized by Ahmadnagar College Ahmadnagar	Nil	1000
2018	Dr. A. V. Pathan	One day workshop on B.Sc. Third Year syllabus structure CBCS pattern in Zoology organized by BS College Basmatnagar Hingoli	Nil	700
2018	Mr. D. A. Shinde	One day workshop on B.A. Third Year syllabus structure CBCS pattern in Marathi organized by BS College Basmatnagar Hingoli	Nil	700
2019	Dr. K. N. Sayyed	National Workshop on Achieving Excellence Through Quality Assurance System organized by Ahmadnagar College Ahmadnagar	Nil	600
2018	Dr. S. V. Badgire	Recent Syllabus in Mathematics for SRTMUN B.Sc. TY CBCS SEC Practical organized by Dayanand Science College Latur	Nil	200
2018	Dr. J. D. Salunke	One day National	Nil	700

2019	Dr. S. B. Shaikh	National level two conference on Maharashtra Itihas Parishad at S A Jain College Ashti Dist. Beed	Nil	900

(continued from "Seminar on Child Labour as a social Problem organized by R P College Osmanabad")

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Nil	Nill	Nill	Nill	Nill
2019	Nil	Nil	Nill	Nill	Nill	Nill

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course in Teaching Learning – Technologies	5	09/12/2018	29/12/2018	21
Refresher course	1	06/12/2018	27/12/2018	21
Professional Development Programme for Ph.D Guide	1	26/02/2019	13/03/2019	18
SWAYAM ARPIT Refresher Course (Online Recourse)	1	15/11/2018	28/02/2019	75
SWAYAM ARPITA ONLINE COURSE Gender/Women	1	01/11/2018	28/02/2019	90

Studies				
Refresher Course	2	03/12/2018	23/12/2018	21
Refresher Course	1	11/12/2018	31/12/2018	21
Short Term Course	1	22/10/2018	27/10/2018	6
Short Term Course	1	31/10/2018	06/11/2018	7
Short Term Programme on Disaster Management	1	12/11/2018	17/11/2018	6

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1.Credit cooperative Society Loan 2.Felicitation Programme for Staff 3. Employee Govt. provident fund	1.Credit cooperative Society 2. Felicitation Programme for Staff 3. Employee Govt. provident fund	1.GoI Scholarship 2. Chattrapati Shahu Maharaj Scholarship 3. Minority Scholarship 4. Azad merit Scholarship 5. Eklvya Scholarship

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institute maintains finance and accounts systematically. Management takes periodical review of financial position of the organization. External audit is conducted after end of accounting period. Audit report and audited statements of accounts are discussed in Local Management Committee.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Conducts meeting of Parents in first SEM. 2. Supports in organization of NSS Camp 3. Remain present on invitation in annual social gathering programme and encourage students 4. Participate in giving feedback on curriculum

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Remedial Coaching is started to support slow learners. • Four Bridge courses introduced. • Implemented six month certificate course on Software development and data recovery management under UGC Community college scheme.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Certificate course in Financial Literacy	28/11/2018	01/01/2019	08/02/2019	10
2018	Certificate Course in Pronunciation for Spoken English	25/06/2018	02/07/2018	20/08/2018	18
2018	Certificate Course in Vedic Mathematics	28/11/2018	15/12/2018	10/03/2019	19
2018	Certificate Course in Basic Electronics	25/06/2018	06/08/2018	30/09/2018	24
2019	Remedial Coaching in Chemistry for BSc TY	28/11/2018	12/02/2019	27/02/2019	19
2018	Bridge Course in	25/06/2018	02/07/2018	09/07/2018	15

	"Plane Trigo nometry''				
2018	Bridge Course in Introduction to Sociology	25/06/2018	11/07/2018	17/07/2018	16
2019	Participat ion in Swachh Bharat Abhiyan in c ollaboration with Municipal Council Ausa	25/06/2018	10/01/2019	10/01/2019	120
2019	Seminar on Budget 2018-19	28/11/2018	05/03/2019	05/03/2019	82
2019	Traffic Awareness programme	28/11/2018	24/04/2019	24/04/2019	122
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Female Feticides A Threat to Woman Empowerment	07/03/2019	07/03/2019	11	11

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Our college is very conscious and committed to the environmental issues with regard to protection, conservation and sustenance of natural resources. The college has environment awareness committee under which various programmes such as environment protection day, Vasundhara day, forest festival week is celebrated to sensitize students and staff towards Environmental Consciousness.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nill

Rest Rooms	No	Nill
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nill	1	12/12/2018	1	AIDS Awareness Program	Health concisensss	30
2018	1	Nill	01/07/2018	1	Forest festival week	Environment consciousness	68

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct	Nill	The college has code of conduct mentioned in prospectus for the Students The college by organizing students welcome programme disseminates the code of conduct among the stakeholders. Various programmes on human values and professional ethics are organized. The code of conduct monitoring committee ensures that the overall discipline is maintained.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Camp	15/06/2018	21/06/2018	36
Environmental prevention activity.	20/11/2018	20/11/2018	18
Role of English Literature to	10/01/2019	10/01/2019	25

inculcate Human Values			
Speech on Ambedkar Jayanti for Students	14/04/2019	14/04/2019	56
Maharashtra Day and world labour day	01/05/2019	01/05/2019	48
World environment day	05/06/2018	05/06/2018	36
Lokmanya Tilak Punyatithi and Lokshhir Annabhau Sathe jayanti	01/08/2018	01/08/2019	63
Independence day	15/08/2018	15/08/2018	55
Sadbhavna din	20/08/2018	20/08/2018	42
Teachers day	05/09/2018	05/09/2018	71
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Rain water harvesting ? Plastic free college campus ? Tree plantation ? Swatchata Abhiyan ? Replacement of tube lights by LED bulbs

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1] TITLE OF THE PRACTICE:- Azad Merit Prizes 1. Objective of the practice • To encourage the meritorious students in class to excel in the university exam • To motivate the students lagging behind in studies and score good marks in final exams. 2. The context The institution is located in the rural area therefore many students admitted to various courses are from rural area. Most of them are not residing at local level. they are daily coming to college by MSRTC Buses or by private vehicles or on bicycles. Because of this daily wastage of time in travelling they are not getting sufficient time to study. Due to this their performance in final exams is not encouraging. Any way college encourages them by giving cash merit prizes in the class room after declaration of End Semester results which will encourage them and they will concentrate more on the studies and will try to excel in the final exam. 3. The practice At the beginning of academic year almost all the results of even semester are declared. On the basis of result analysis first three toppers (class wise) are identified. After resuming the regular classes the Principal, Vice-Principal and Co-ordinator goes into the respective class rooms of UG II and III year and readout the list of three toppers in that class. The respective students are asked to come over the dais and the merit first student is given a cash prize of 1001 Rs/-, second student Rs. 501 and third student is given Rs. 301. In a similar manner third year pass out students who stood in the college merit list are specially called in college and prizes are distributed to them. 4. Evidence of Success Due to this practice overall result at UG third year university examination is found to be enhanced, 5. Problems encountered and resources required No major problems other than scarcity of funds. 2. Title of the Practice: – Competitive Examinations Guidance Committee 2. Objectives of the Practice: To create awareness about competitive examinations among the students. 3. The Context: Being on the outskirts of the Ausa town, college has inflow of students from rural, economical backward class

students who does not have access to such competitive examinations guidance. So, college has set up a Competitive Examinations Guidance Committee in order to create awareness about such examinations among the students. 4. The Practice: After the completion of admission process a notice about competitive exam guidance committee formation is circulated among the students. The eminent speakers are invited to talk on the prospectus and preparation of various competitive examinations conducted by the MPSC, Banking service commission, LIC, Railway Recruitment, Zillah Parishad, etc. Through these sessions the speakers highlights the requirement in terms of eligibility, age for a particular exam. Also he throws light on the techniques to be adopted for preparations for these exams. Every year atleast two programmes of such types are organized in every term. 5. Evidence of Success: As a result of our continuous and sincere efforts under the committee, 95 students are attended the guidance sessions. 6. Problems Encountered and Resources Required: Many of our students are coming to college from rural area by public transport buses. They are not staying in Ausa town. Usually, all such programmes we have to arrange after completion of college regular time table that is after 5 pm. At this time most of the students goes back to their native villages so the response from students for such programmes is less.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://azadcollegeausa.org/bestpractice/4/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our college has vision, "Education with a vision in action for minority and rural transformation." in tune with the stated vision college strive for the education of minority and rural students. College gives priority to promote education for poor students and girls students of rural background. The rural background students can't afford their education in the urban colleges. Therefore, our college gives first preference to rural students while admission. Also encourage them to participate in extracurricular activities organized by NSS, cultural and sports departments.

Provide the weblink of the institution
http://azadcollegeausa.org/InstiDistinct/4/

8.Future Plans of Actions for Next Academic Year

1 To prepare academic calendar for 2019-2020. 2. To submit the minor research proposal to UGC from the staff members who are Ph. D. holders. 3. To promote the teachers for the recognition as research supervisor. 4. To make MoU with various institutions. 5. To submit the minor research proposal to S. R. T. M. University from the staff members. 6. To organize educational tour for B.Sc. students. 7. To apply for college academic audit to Parent University 8. To participate in NIRF 9. To organize One day workshop on IPR 10. To introduce certificate courses, Bridge Courses and arrange Remedial coaching for slow learners 11. To update website of college 12. To promote communication skills and spoken English among staff and students 13. To arrange Environment Awareness and Voter Awareness Programmes 14. To organize few FDP/Training programmes for teaching and non-teaching staff 15. To prepare prospectus for 2019-20 16. To arrange Placement camps at college