

The Annual Quality Assurance Report (AQAR) of the IQAC

(Secondary Training College, Mumbai 2015-16)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

SECONDARY TRAINING COLLEGE, MUMBAI

1.2 Address Line 1

3-Mahapalika Marg

Address Line 2

Dhobi Talao

City/Town

Mumbai.

State

Maharashtra

Pin Code

400001

Institution e-mail address

secondarytrainingcollege@gmail.com

Contact Nos.

(022)22620050

Name of the Head of the Institution:

DR.PANDHARINATH
MAHADEORAO MOHITKAR

Tel. No. with STD Code:

(022)22620050

Mobile:

09422157898

Name of the IQAC Co-ordinator:

DR. MASSARRAT SAHEB ALI

Mobile:

09869241728

IQAC e-mail address:

secondarytrainingcollege@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

MHCOTE11982

1.4 NAAC Executive Committee No. & Date:

(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)

EC (SC)/06/RAR/113 dated 01/05/2015 of
second cycle.

1.5 Website address:

www.secondarytrainingcollege.org

Web-link of the AQAR:

www.secondarytrainingcollege.org/AQAR2015-16.pdf

(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	B++	80.75	2004	5 years
2	2 nd Cycle	A	3.23	2015	5 years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

01/03/2005

1.8 AQAR for the year (for example 2010-11)

2015-16

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)

After 2nd Cycle this is the first AQAR i.e. of 2014-15. After first cycle AQARS were sent as follows

AQAR 2014-15 Submitted to NAAC on (16/06/2015)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI) **NCTE (WRC)**

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)

B.Ed. Two Years program under Arts Faculty (Mumbai Uni.versity, Mumbai

1.12 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF MUMBAI

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

Autonomy by State/Central Govt./Uni	N.A.		
University with Potential for Excellence	N.A.	UGC-CPE	N.A.
DST Star Scheme	N.A.	UGC-CE	N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other (<i>Specify</i>)	N.A.
UGC-COP Programmes	N.A.		

2. IQAC Composition and Activities

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	NIL
2.8 No. of other External Experts	02
2.9 Total No. of members	13
2.10 No. of IQAC meetings held :	02
2.11 No. of meetings with various stakeholders:	No. 2 Faculty 2
Non-Teaching Staff Students	2 Alumni 1 Others NIL

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

If yes, mention the amount

We had received a letter that an amount of Rs 3, 00,000/- will be given but we did not receive any till date

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 5 International - National - State - Institution Level 5

(ii) Themes

Reading and Reflecting on Text, Drama and Art in Education
A.V. Aid Workshop, Micro Teaching Workshop
Lesson Planning Workshop

2.14 Significant Activities and contributions made by IQAC

New syllabus successful implementation was given priority. Students bagged 3rd prize at Intercollegiate Competition. A programme on Women Health and Hygiene was organized.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1)To develop scheme for awareness of Environment. Each one nurture one plant, Plastic free zone.	1)Environment Club activities. Each one nurtured one plant, Plastic free zone.
2)To develop scheme for Guidance and Counselling	Guidance was provided individually through the Guidance Cell
3)To develop placement cell	Placement cell became active through ICT
4) To develop coordination between Old Student Association, Guidance and counselling cell and Placement cell	Old Student Association became active. Helped Placement cell

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

annexure I

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Provisional format of AQAR was placed before Local Management Committee for review and suggestions

Part – B

Criterion – I

I. 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	-	-	-	-
UG	1	NIL	NIL	B.Ed. Distance education(YCMO U) Nashik
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	1	NIL	NIL	1
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	-
Annual	-

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.

Meetings held and syllabus implemented for Two years B.Ed. course from 2015-16

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
6	1	4	1	-

2.2 No. of permanent faculty with Ph.D.

5

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
	1								

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL

NIL

NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	2	1
Presented papers	2	2	-
Resource Persons		-	1

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

Street plays were organized by students. Reading and Reflecting activity was organized very successfully. Students prepared their group library. Students taught through puppet shows. Online notes are provided to students.

2.7 Total No. of actual teaching days during this academic year 217

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop - - 6

2.10 Average percentage of attendance of students 94%

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.Ed.	49	1	31	08	04	90%

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

Regular meetings were held and implementation of new syllabus was monitored.

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	14
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (Workshop for Balbharti Research)	1

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	1	2	Nil	----
Technical Staff	1	----	---	----

Criterion – III

3. Research, Consultancy and Extension

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

Staff motivated to take up Major/Minor Research project. Three staff members have applied for UGC Minor research project. One of the staff is doing Maharashtra State Bureau of Textbook Production & Curriculum Research Balbharti's Research Project

3.2 Details regarding major projects NIL

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	1	-----	3
Outlay in Rs. Lakhs	-----	Rs 5,000	-----	15 Lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	1	1	1
e-Journals	-	-	-
Conference proceedings	1	1	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1	Maharashtra State Bureau of Textbook Production & Curriculum Research Balbharti ,Pune	5000	2000
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

3.11 No. of conferences

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

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

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist.	College
Nil						

3.18 No. of faculty from the Institution
 Who are Ph. D. Guides
 and students registered under them

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: Nil

University level State level
 National level International level

3.22 No. of students participated in NCC events: Nil

University level State level
 National level International level

3.23 No. of Awards won in NSS: Nil

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

- Survey of Women Status
- Survey of families from Village
- Participation in University level UDAAN Festival of University Extension and got 3rd prize

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	20954 sq. ft .along with lobbies & Varandas	Some unusable construction area renovated in the 15-16.Now it is functional.	D.P.D.C., Mumbai	
Class rooms	03			
Laboratories	02			
Seminar Halls	01			
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Administration and library are fully computerized.

Online admission process, e-vetan by sevarth etc. in administration.

Library has soul software. Library is partially digitalized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3850	69465	-	-	3850	69465
Reference Books	36413	585627	17	3180	36430	588807
e-Books	85000	11000	-	-	85000	11000
Journals/ Newspapers	9	6850	4	14735	13	21585
e-Journals	3000	5000	-	-	3000	5000
Digital Database	1(SOUL)	32000			1	32000
CD & Video	438	Prepared by students			438	-
Others (specify)	3	6550	1	14918 (Lib. Broadband)	4	21468

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	36	2	2	6	1	-	1	CCTV
Added	1	-	-	2	-	1	-	1printer
Total	37	2	2	8	1	1	1	

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

2 Broad Brand connections, one wireless connection

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.14
ii) Campus Infrastructure and facilities	50.83
iii) Equipment	0.11
iv) Others	0.05 computers 0.17 Labs

Total : 51.30

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC organized special camp for filling in GOI scholarship forms.
Special camp for filling in minority scholarship forms
Special event for Earn and Learn.

5.2 Efforts made by the institution for tracking the progression

Theory Course wise Class tests, Essays, and Tutorial. Display of grades and guidance to the students. Practice exam with feedback given.
Micro Teaching cycle of Teach-Reteach is followed by feedback.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
49	-	-	-

Men

No	%
6	12

Women

No	%
43	88%

Women

(b) No. of students outside the state

3

(c) No. of international students

Nil

Category wise no. of students:

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC /DT/ NT	Physically Challenged	Total
73	7	8	11	1	100	30	6	5	8	-	49

Demand ratio

Dropout % 2%

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

•Advertisement displayed on notice board. Announced in the class.

No. of students beneficiaries

03

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

All the students were guided through Guidance and Counselling Cell (G&C Cell) their career Mapping was done.

No. of students benefitted

48

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	4

5.8 Details of gender sensitization programmes

- Survey undertaken by students under Extension Department.
- Active Women's cell

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		
Financial support from government(2015-16)	44	Rs 8,17,891/-
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

Mission:-Excellence through Training (To achieve excellence through all sorts of professional lustrous learning and training of teachers, is the Mission of the college.)

Vision:-Our vision is to prepare such type of excellent teacher through excellent training so that all teaching community will identify our product and will brand it as an STCIANS teacher.

6.2 Does the Institution have a management Information System :

Ours is a State Govt run college. Director of Higher Education under the Hr. & Technical Edn institution has developed management Information System for all Government colleges. College has its own updated website.

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

6.3.1 Curriculum Development

All professors Participated in orientation of new B.Ed. revised syllabus which were organized by BOS (Education) University of Mumbai.

6.3.2 Teaching and Learning

Teaching through smart board and LCD projector. Various methods of teaching /techniques such as concept map, co-operative learning, and creative lessons were used. Notes are circulated amongst B.Ed. pupil teachers through e-mails.

6.3.3 Examination and Evaluation

Credit based semester and grading system is adopted by Parent University & it is followed properly by the college. Each practical aspect is carried out effectively.

6.3.4 Research and Development

1) Organized Research methodology workshop. 2) Organized various workshops regarding novel ideas related to EPC & all others related practicum. 3) Active Research Cell. 4) Three staff members have applied for minor research project of UGC. 5) One faculty member is doing Balbhrati research project with financial assistance of Rs. 5000/- & it is in progress.

6.3.5 Library, ICT and physical infrastructure / instrumentation

SOUL software is in use in the Library. Books were purchased. Science, Psychology and ICT Laboratories were upgraded.

6.3.6 Human Resource Management

Human resources are managed very well. Talent and ability of every employee is identified and given chance to work. Teaching Staff is assigned duties for various committees of Joint Director, Higher Education Mumbai Region. Principal & staff members worked as a referee for Ph.D. & M. Ed examination.

6.3.7 Faculty and Staff recruitment

Being Government College; Faculty and staff recruitment is done as per Government norms. No addition made this year. Principal Dr.S.R. Patil has transferred to another destination & in place of that Dr. P.M. Mohitkar joined this college as a Principal.

6.3.8 Industry Interaction / Collaboration

Collaboration with ANTI DOWRY MOVEMENT an NGO and MSCERT.
School interaction is enhanced in the reported year. Lectures were arranged with local NGO on value education & women hygiene.

6.3.9 Admission of Students

Online Centralized CET based admission process as per the State Govt.rules. Admissions are done on the basis of CET & academic scores (50-50 % basis) Reservation policy strictly followed. In the current year Govt. of Maharashtra has notified the rules on 11 March 2016 to regulate the admission to the first year B.Ed. program through State common Entrance test cell from the year 2016-17.

6.4 Welfare schemes

For

Teaching	Pension, Gratuity, GPF ,Group Insurance, Home loans
Non-teaching	Pension Gratuity, GPF, Group Insurance
Students	Group Insurance, GOI Scholarships for B.C. Students, Free ship, Minority scholarship, EBC, Ear n and Lear n scheme for students

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

(Internal audit has been done. Reconciliation has been completed.)

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Director and Joint Director of Higher Education (Review taken in annual Meeting)
Administrative			YES	Director and Joint Director of Higher Education

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 Reforms?

College conducts Univ. exam. Online paper delivery system is in practice.

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

The college has proposed for inclusion in Cluster University under RUSA Scheme for which the institution has signed MOU along with other three colleges which are run by the State Government of Maharashtra.

6.11 Activities and support from the Alumni Association

Alumni met with the NAAC peer team & represented the college. Overall effect of it is the college getting highest Grade in NAAC accreditation. (2 nd cycle.)

6.12 Activities and support from the Parent – Teacher Association

Parents helped in organizing WDC programmes. A programme on Women Health and Hygiene was organized with the help of alumni's Doctor Parent.

6.13 Development programmes for support staff

Uniform Grant, Stitching Grant

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

1) Plastic free zone. 2) Terrace Garden 3) Medicinal plants & flowering plants.

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.

- Use of ICT: Created following positive impact

1) Students shared notes on WhatsApp and through emails. 2) Cooperation among students increased. 2) Students gained Confidence. 3) Many students learnt to make ppt and took lessons in schools. (40% students took such lessons)

- Formation of Counselling Cell: Created following positive impact

1) Students were eager to know about various possible opportunities in their career.

2) First time they thought about their strengths and weaknesses and felt need for guidance about it.

3) Students opened up with their personal, vocational, emotional, problems during counselling and took guidance.

- Two practical subjects EPC I and II created remarkable changes in students.

EPC I reading and reflecting texts widened students Reading competency.

EPC II Art and Drama in Education developed creativity among students. They also came to know their talents.

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

College did NAAC Reaccreditation Successfully. Got A grade with CGPA as 3.23
All the Cells worked actively

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

- 1) Daily Prayers which help in peace of mind ,concentration self-confidence , Social development.
- 2) LIBRARY : Development of E-environment

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

7.4 Contribution to environmental awareness / protection

1) Tree Plantation.(Terrace Garden) 2) Environmental awareness led to Cleaning of campus on grand scale. The college campus is huge with many other Govt. departments. Our students took lead to clean the entire campus 3) Plastic free zone

7.5 Whether environmental audit was conducted? Yes No

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

Student's feedback form is analyzed and staff is guided accordingly. Staff prepares API and submits to Internal Quality Assurance Cell.

7.8. Plans of institution for next year

- National Conference
- Library fully digitalized

Name Dr. Masarrat Saheb Ali

Name __ Dr. Pandharinath M. Mohitkar __



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

SECONDARY TRAINING COLLEGE MUMBAI 400001

B.Ed. 2015-16 Two Year B.Ed. Course

TERM PLAN – FIRST & SECOND SEMESTERFIRST TERM: 13TH JULY TO 31ST OCTOBER 2015SECOND TERM: 16TH NOV TO 2ND MAY 2016WINTER BREAK: 26TH DECEMBER 2015 TO 1ST JANUARY 2016

MONTH	DATES	ACTIVITIES
JULY	2-12	Filling up online Admission Forms (CET) Counselling of students at College ALC Centre.
	25	Common Entrance Test (CET). Teaching Staff on Duty
AUG.	7-17extended till 8 Sept	Filling up Option Forms by Candidates: Counselling of students at College ALC Centre.
SEPT.	12	List of Admitted candidates announced-First Round of Admission
	12-16	Reporting to college & finalization of Admissions
	17	Ganesh Chaturthi Holiday
	19	List of Admitted candidates announced for Second Round of Admission
	19-24	Reporting to College & Finalization of Admissions for Second Round
	19-24	Filling up Option Forms by Candidates for Waiting List Round of Admissions
	29-3 Oct	Reporting to College & Finalization of Admissions for Waiting List Round
OCT	3	Gandhi Jayanti and Lal Bahadur Shastri Jayanti Prog.
	10	College Round Admission
	12	Orientation of B. Ed. Course, Regular Teaching
	14-15	Audio- Visual Aid Workshop
	22	Dasehra Holiday
	24	Moharram Holiday
	28 to 3 rd Nov	B. Ed. Second Sem University Exam of One year B. Ed. Course College as Exam Centre, Regular Teaching
	28	Essay Course I, Regular Teaching
	29	First Term Training of Extension Work, Regular Teaching
	31	Content Test, Regular Teaching
NOV	16	Essay Course II, Regular Teaching
	20	Prize Distribution for B. Ed. Sem II Exam 2014-15 batch students. Chief Guest Dr. M.B.Bhide, Director, State Institute of Administrative Services. , Regular Teaching
	23	Guest Lecture on Eradication of Stress in collaboration with Manshakti Kendra, Lonavala, Regular Teaching
	25	Guru Nanak Jayanti Holiday
	30	Essay Course III (i) , Regular Teaching
	30 Nov to 5th December	Community Work week 30 th Nov- Cleanliness of College Premises- 2nd Floor

MONTH	DATES	ACTIVITIES
DEC	1	Cleanliness of College Campus- Ground Floor
	2	Cleanliness of College Terrace Garden and Lecture Hall, Sarva Dharma Prarthana
	3 to 5	Social service Camp- Community Work, at Shantivan Tal. Panvel, District Raigad 3 rd Dec-Interaction with Leprosy affected Patients at Leprosy Hospital , Visit to Old Age Home 4 th Dec- Shramadan- Help in Building Dam at nearby river, Lecture on Anhashraddha Nirmulan by ShriMahendra Naik, Lecture on Care for Nature- Snakes and Environment by Shri Raju Mumbaikar, Presentation of Co- Curricular Activity:Cultural Programme 5 th Dec- Shramadan- Help in Building Dam at nearby river, Cleanliness of Campus, Lecture on Technique of Story Telling by Smt Pai
	7	Essay Course III (ii) , Regular Teaching
	8	Submission of Community Work Note- Book (Report) , Regular Teaching
	12	Presentation of Book- Review
	15	Submission of Assignments, Regular Teaching
	16-22	B. Ed.First Sem University Exam of One year B. Ed. Course College as Exam Centre, Regular Teaching
	19,21,22,23	Class Test: Course I, II,III(i) and III(ii) , Regular Teaching
	24	Eid-e- Milad Holiday
	25-31	Winter Break
JAN	1	New Year Holiday
	3	Savitribai Phule Jayanti Programme, Regular Teaching
	4-7	Tutorial/Revision/Completion of portion
	11-14	First Sem University Exam
	15	Orientation of Second Sem Theory Papers and Practicum
	16	Makar Sankranti Programme- Geography Day, Regular Teaching
	18,19	Micro Teaching
	19	Convocation for B.Ed. 2014-15 students, Regular Teaching
	20	School Visit
	21,22,23	Lesson Planning Workshop
	26	Republic Day Programme
	25-30	Internship in Schools-Shadowing of subject teacher and Observation of 5 lessons (1 week)
FEB	1-6	Internship in Schools-Shadowing of subject teacher and Observation of 10 lessons (1 week)
	8-13	Observation of School Activities (1 week)
	19	Shivaji Jayanti
	15-20	Observation of Lessons by Peers (Minimum 10 lessons)
	27	Marathi Day Prog, Regular Teaching
	29	Submission of Assignment- Course IV
MARCH	2	Co-curricular Activity- Sports
	5	Essay- Course IV, Regular Teaching
	7	Mahavir Jayanti

	8	Submission of Assignment- Course V
	12	Essay- Course V, Visit to Prince of Wales Museum
	14	Submission of Assignment- Course VI
	18	Educational Film Show
	19	Essay- Course VI, Regular Teaching
	21	Essay Competition on Ambedkar Thoughts, Regular Teaching
	24	Dhulivandan (Holi) Holiday
	25	Good Friday Holiday
	29	EPC 2:Drama and Art- Presentation, Regular Teaching
APRIL	5-6	Tutorials
	8	Gudi Padva Holiday
	9,11,12	Class Test Course IV,V,VI
	14	Ambedkar Jayanti
	15	Ram Navmi
	16	Elocution Competition on Ambedkar Thoughts, Regular Teaching
	19	Mahavir Jayanti
		Regular Teaching till Exam
		Second Sem University Exam
		Assessment of Papers in University

Mrs. Masarrat Saheb Ali
(Prof. In charge)

Dr. P. M. Mohitkar
(Principal)



Annexure II

Best Practice

Title of the Practice : LIBRARY : Development of E-environment

Library was not fully computerized. E-Book and journals were not available for users. Manually locating books was difficult. Efforts were made to enter the data in to SOUL software. Purchased and adopted E-Journal facility through N-LIST. Our Ex-students and other Researchers are allowed to refer the library books. Total collection of college library books is 34,985. Regular pest controlling and care has helped us to preserve our rare book collection. 85,000 E-books and 3,000 E-Journals have been made available to the teachers, students and other researchers. At a single click we come to know the position of the book, its availability and location. It is good practice which need continuous development. Work has been simplified and process has become fast. This practice is based on technology which advances very fast. We can bring the changes according to the new version of library software. With the help of SOUL Server we could store /save the book data easily. Start -up of E-Development in Library is successful. It can continue in future. Other Libraries can replicate it and get good results. NAAC Peer Team has appreciated the Library and its Rare Books Collection in the second cycle of Re-accreditation in April 2015. The college library is 110 years old. It has old golden collection and rare collection which include Manuscripts also. They have been preserved properly. It helped in smooth functioning of library. It is user friendly. Feedback given by users is very encouraging. Their suggestions are always welcomed and institution tries to implement the good Suggestions.



Principal
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