Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

2014-2015

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

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

AQAR for the year	2014-15

I Details of the Institution

1.1	Name of the Institution	College of Computer Science and Information Technology, Latur.
1.2	Address Line 1	COCSIT Campus
	Address Line 2	Ambajogai Road
	City/Town	Latur
	State	Maharashtra
	Pin Code	413512
	Institution e-mail address	cocsit365@rediffmail.com
	Contact Nos.	02382-229191, 228646
	Name of the Head of the Institution	Dr. M. R. Patil
	Contact No.	02382-228646
	Mobile	9970763030
	Name of the IQAC Co-ordinator	Mr. I. M. Kazi
	Mobile	8087133743
	IQAC e-mail address	cocsit365@rediffmail.com
1.3	**NAAC Track ID**	

1.4   **NAAC Executive Committee No. & Date:**   EC/55/A&A/100 dated 27-3-2011.

1.5   Website address: http://cocsit.org.in/

Web-link of the AQAR   http://cocsit.org.in/aqar.php

1.6   Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.54	2011	5 Yrs.
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7   Date of Establishment of IQAC : DD/MM/YYYY   08/06/2009

1.8   Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC
    i. AQAR 2011-12 submitted to NAAC on 30-09-2012

1.9   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)

Type of Institution   Co-Education ✔   Men ☐   Women ☐

Urban ✔   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ✔   UGC 12(B) ✔

Grant-in-aid + Self Financing ☐   Totally Self-financing ✔

1.10   Type of Facility / Programme

Arts ☐   Science ✓   Commerce ☐   Law ☐   PEI (Phys.Edu.) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ✓

Others (Specify)   Study Center of YCMO University, Nashik for MBA

1.11   Name of the Affiliating University *(for the Colleges)*   Swami Ramanand Teerth Marathwada University, Nanded

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

Autonomy by State/Central Govt. / University   --

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

DST Star Scheme   --   UGC – CE   --

UGC-Special Assistance Programme   --   DST - FIST   --

UGC-Innovative PG programmes   --   Any other (*Specify*)   --

UGC-COP Programmes   ✓

2.   IQAC Composition and Activities

2.1   No. of Teachers   4

2.2   No. of Administrative/Technical staff   2

2.3   No. of students   2

2.4   No. of Management representatives   1

2.5   No. of Alumni   4

2.6   No. of any other stakeholder and community representatives   1

2.7   No. of Employers/ Industrialists   1

2.8   No. of other External Experts   1

2.9   Total No. of members   16

2.10   No. of IQAC meetings held

3

2.11   No. of meetings with various stakeholders

No.	10	Faculty	4

Non-Teaching Staff	1	Students	2	Alumni	1	Other	2

2.12   Has IQAC received any funding from UGC during the year?

Yes		No	✓

If yes, mention the amount

2.13   Seminars and Conferences (only quality related)

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

Total Nos.	4	International	0	National	0	State	0	Institution Level	4

(ii) Themes

> 1. Effective Use of E-Learning Recourses
> 2. 1-Week Workshop on Spoken English
> 3. 2-Day workshop on Molecular Biology and Genetic Engineering by Hi-Media Pvt. Ltd. Mumbai.
> 4. 1-Day Workshop on *Choice Based Credit System*

2.14   Significant activities and contributions made by IQAC

> 1. Remedial Class for Fail students
> 2. Assistance to the students for Off Campus Drive
> 3. Extracurricular Activities by the College Forums
> 4. 1-Week Workshop on Spoken English
> 5. 2-Day workshop on Molecular Biology and Genetic Engineering by Hi-Media Pvt. Ltd. Mumbai.
> 6. 1-Day Workshop on *Choice Based Credit System*

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
Distribution of the Workload	Staff members having experience to teach the respective subjects could justify the subjects and bring good result
Arranging Training Programme for Campus Placement and Identifying the interested students to join the programme	We could place our 39 students in campus and off-campus interview

Arranging the Campus Placement Programme of the Multi-national companies	We arranged the campus placement Programme of Wipro and Tech- Mahindra
Planning to arrange off-campus interview for the students not selected in campus interview	Students were taken to the off-campus interview of Tech Mahindra, Eracal Ltd., Accenture, SYSQIT, Pune, Accenture Pvt Ltd, Pune, Infosys, Pune, Wipro Pvt. Ltd., Tata Consultancy Services, these small scale and multi-national companies.
Planning to arrange different Forum Activities	The In-charge professors of all the forum were invited for the meeting where the plan of action of all the activities was finalized accordingly the planned activities were arranged
Workshop for teaching members of the staff	1-Week Workshop on Spoken English was arranged by the Department of English from 3rd November 2014 to 8th November 2014
Faculty Development Programmes	Ten Commandments were distributed among the selected staff members to present in front of all staff members of the college.
Worksop on Choice Based Credit System	S. R. T. Marathwada University Sponsored 1-Day Workshop on *Choice Based Credit System* was arranged on Tuesday 7th October 2014
Workshop on Molecular Biology and Genetic Engineering	Industry sponsored 2-Day workshop on Molecular Biology and Genetic Engineering by Hi-Media Pvt. Ltd. Mumbai.

Annexure - II.

2.15   Whether the AQAR was placed in statutory body   Yes [✓] No [ ]

Management [✓] Syndicate [--] Any other Body [--]

Provide the details of the action taken

Yes, the AQAR was placed in the meeting of Local Management Committee for the discussion and thorough discussion was held on it and after getting the approval of the committee AQAR for the year was finalised.

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
Ph.D.	0	0	0	0
PG	5	0	5	0
UG	5	0	5	0
PG Diploma	0	0	0	0
Advanced Diploma	3	3	3	3
Diploma	3	1	1	3
Certificate	3	5	5	3
Others	0	0	0	0
Total	19	9	19	9

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2   (i) Flexibility of the Curriculum: **CBCS**☑**(Only PG FY Courses)**

/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	**Number of programmes**
Semester	10
Trimester	0
Annual	0

1.3   Feedback from stakeholders*
(On all aspects)

Alumni ✓   Parents ✓

Employers ✓   Students ✓

Mode of feedback : Online ☐   Manual ✓   Co-operating Schools (for PEI) ☐
Annexure-III

1.4	Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, Revision/update or regulation of syllabi was done by the University. CBCS pattern was implemented for all PG courses Viz. M.Sc. Computer Science, M.Sc. Software Engineering, M.Sc. System Administration & Networking, M.Sc. Biotechnology and M.Sc. Computer Management. We are affiliated to Swami Ramanand Teerth Marathwada University and we follows the curriculum designed by the university. Revision / update of syllabi is done by the university itself. We recommend the required changes or update in syllabi through member of Board of Studies of the University.

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

No new department was introduced during the academic year

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
40	40	0	0	0

2.2 No. of permanent faculty with Ph.D. | 3 |

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
0	0	0	0	0	0	1	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty | 0 | 0 | 15 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	8	6
Presented papers	0	1	0
Resource Persons	0	0	0

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

IQAC motivates the faculty to adopt innovative processes in Teaching and Learning process. Following innovative processes were used:
1. Teachers as well as students were motivated to use and refer E-Resources like Research Articles, Journals, Magazines of their related subjects for better understanding of concepts

2. Conducting Seminars of the students to develop their subject knowledge and presentation skills
3. Organizing Industrial/Educational tours and visits to various companies, industries for giving the exposure of the real time functioning of the companies.
4. Usage of ICT infrastructure to prepare computer aided teaching and learning material is promoted
5. Conduct of Assignments, tutorials, Class room tests and Group discussions on Case studies

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

| 210 |

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

1. Remedial measures are taken by conducting tutorial classes to clarify doubts and re-explaining the critical topics
2. Unit tests are conducted prior to Semester end examination
3. Topic wise question banks are provided for all subjects
4. Students are encouraged to solve previous years University Exam question papers

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

| 0 | 0 | 0 |

2.10 Average percentage of attendance of students

| 76.89% |

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. Sc. CS	140	60	22	10	6	0
B. Sc. SE	55	38	4	7	1	0
B. C. A	169	70	19	29	12	0
B. B. A.	5	1	0	1	0	0
B. Sc. BT	28	18	4	6	0	0
M. Sc. CS	82	55	13	4	0	0
M. Sc. SE	82	47	5	18	2	0
M. Sc. SAN	43	25	6	9	2	0
M. Sc. CM	31	18	2	5	0	0
M. Sc. BT	4	3	1	0	0	0

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

IQAC contributes to maintaining quality standards in teaching, learning and evaluation by following ways:

- IQAC conducts the meeting of all teaching staff members to discuss the workload distribution and finalizes tentative teaching and lesion plans prepared by the concern subject teachers.
- Academic diary is provided to each and every staff member to maintain the details of their teaching progress and it is verified and checked every month by heads of department.
- Through formal and informal interaction with the students, teaching - learning process is monitored by the Vice-Principals and the suggestions are given to the staff members accordingly.
- Every semester written feedback is sought from the students to assess quality of the teaching delivered.
- IQAC monitors the internal assessment and suggests for enrichment. Slow learners are identified and they are provided need specific extra classes.

2.13   Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	50
Staff training conducted by the university	0
Staff training conducted by other institutions	40
Summer / Winter schools, Workshops, etc.	8
Others	120

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	11	0	0	0
Technical Staff	2	0	0	0

Criterion – III

3.   Research, Consultancy and Extension

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

1. The college has two university recognised Research Centres for Computer Science and Biotechnology. These centres mainly provide the facilities and lay down the procedure required to carry out research.

2. All types of administrative support for the teacher/ researcher is given
3. Encouragement of faculty to participate in conferences/ workshop/ symposia etc.
4. The college supports the faculty members to carry out the innovative research by providing financial assistance and encourages to participate in research competitions like Avishkar.
5. A provision of Rs. 100000/- (One lakh) in Annual budget for Research Activity
6. The Under Graduate and Postgraduate students were encouraged to undertake research projects and publish it in research journals

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	3	2	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	1	0

3.5   Details on impact factor of publications:

Range [--]   Average [--]   h-index [--]   No. of 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	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	8 Months	RES, Latur	3260	3260
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	8 Months	RES, Latur	3800	3800
Students research projects *(other than compulsory by the University)*	7 Months	RES, Latur	4070	4070
Any other(Specify)	6 Months	RES, Latur	6180	6180
Total	2 Year 5 Months	0	0	0

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)   [✓]
                                            Annexure - IV

3.10   Revenue generated through consultancy   [--]

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	--	--	--	--	--

3.12   No. of faculty served as experts, chairpersons or resource persons   [0]

3.13   No. of Collaborations

   International   [0]   National   [0]   Any other   [0]

3.14   No. of linkages created during this year   [0]

3.15   Total budget for research for current year in lakhs:

   From funding agency   [0.25]   From Management of University/College   [1.00]

   Total   [1.25]

3.16   No. of patents received this year

Type of Patent		No.
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	4	4	0

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

0

and students registered under them

0

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

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0

3.21 No. of students Participated in NSS events

University level | 0 | State level | 0

National level | 0 | International level | 0

3.22 No. of students participated in NCC events:

University level | 0 | State level | 0

National level | 0 | International level | 0

3.23 No. of Awards won in NSS

University level | 0 | State level | 0

National level | 0 | International level | 0

3.24 No. of Awards won in NCC:

University level | 0 | State level | 0

National level | 0 | International level | 0

3.25 No. of Extension activities organized

University forum | 0 | College forum | 0

NCC | 0 | NSS | 4 | Any other | 2

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

- Road Safety Programme under **"Rasta Suraksha Abhiyan"** in association with R.T.O. Latur
- Participation in "Unity Run" for the integrity of the nation
- "Arogya Sampatti and Yash"
- Awareness Rally arranged for Voting
- Blood donation

Criteria – IV
4.   Infrastructure and Learning Resources

4.1   Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.5 Acers	0	Self	1.5 Acers
Class rooms	35	0	Self	35
Laboratories	9	0	Self	9
Seminar Halls	02	0	Self	1
No. of important equipment purchased ($\geq$ 1-0 lakh) during the current year.	5	0	Self	5
Value of the equipment purchased during the year (Rs. in Lakhs)	9.52	0	Self	9.52
Others	0	0	-	0

4.2   Computerization of administration and library

1. Office Digital Campus (ETH) + LAN
2. Online Attendance + SMS to Parents
3. Library SOUL + Digital Campus (ETH)
4. Online Exam Record System
5. CCTV Surveillance
6. Biometric Attendance for Staff
7. Server Administration
8. Television Sets in the college premises for common communications
9. Internet Facility for all the staff and the students

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value in Rs.	No.	Value in Rs.	No.	Value
Text Books	---	---	---	---	---	---
Reference Books	10115	2904333	50	9178	10165	2913511
e-Books (N-List)	51000	5725	---	---	51000	5725
Journals	3	9400	---	---	3	9400
e-Journals (N-List)	2100	5725	---	---	2100	5725
Digital Database	---	---	---	---	---	---
CD & Video	910	---	---	---	910	---
Others (specify)	478	66827	---	---	478	66827

4.4   Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	267	6	4 MBPS			1	9	
Added	--	--	--	--	--	--	--	
Total	267	6	4 MBPS			1	9	

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

1. Faculty Development Programmes on resent trends in .NET for updating the staff members
2. Departments have been given computer systems with internet facility and full LAN connectivity to the server
3. Free Wi-Fi is provided to all the faculty in the campus
4. Training sessions were conducted for using the Interactive Projectors in the college
5. Training programme for Administrative staff on CorelDraw, Photoshop etc.
6. Conducted e-Learning Awareness Program for Staff and students.

4.6   Amount spent on maintenance in lakhs

i) ICT

0.25

ii) Campus Infrastructure and facilities

1.18

iii) Equipment

1.28

iv) Others

34.89

Total

37.61

Criteria – V
5.   Students Support and Progression

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

- Brief mention in the College Prospectus and Handbook.
- Display on the college notice board and website
- First Year Students' Orientation Programme
- Formal and Informal Interactions in the Classroom and Laboratories.

5.2   Efforts made by the institution for tracking the progression

- Annual Parent-Teacher meetings are conducted by some departments to update the parents about the scope of the subjects, future fields of education and progress of the students
- Post College, at the departmental level a track / record of alumni and their progression is kept through social networking.
- The Alumni Association holds Meetings to discuss the improvement of the quality of education in the institution. The alumni support our quality endeavors and contribute towards the implementation of some initiatives through their industry expertise.

5.3   (a) Total Number of students

UG	PG	Ph. D.	Others
1264	315	00	00

(b) No. of students outside the state

5

(c) No. of international students

0

Men

No.	%
959	60.73

Women

No.	%
620	39.27

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1268	187	04	253	0	1712	1143	183	6	247	0	1579

Demand ratio   UG 1:0.61   PG 1:0.44   Dropout % : 18.92%

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

- The college identified the students interested to take competitive examination and imparted them trainings on Quantitative Aptitude, Logical Reasoning and Verbal Ability
- Workshop on Group Discussion and Personal Interview, Resume Building, Communication skill and Personality Development
- Seminars on Preparation for different competitive exams, Civil Service exams, Career options, Entrepreneurship
- Campus Interview Arranged
- Assistance for Off-Campus Interview

No. of students beneficiaries

161

5.5   No. of students qualified in these examinations

NET [0]   SET/SLET [0]   GATE [0]   CAT [0]

IAS/ IPS etc. [0]   STATE PSC [0]   UPSC [0]   Others [0]

5.6   Details of student counselling and career guidance

We arranged the following sessions:
- Counselling of the students on some important aspects such as career, education and personality development
- Psychological counselling to students, teachers, non-teaching staff of our organization for developing their efficiency

No. of students benefitted

161

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
2	181	39	122

5.8   Details of gender sensitization programmes

- Arranged 'Women Security: The Legal Aspect'
- Organised a invited talk on Gender Equality
- Speech Competition was arranged on the topics viz. Domestic violence against women; violence against women at Public places; missing girls, Women Empowerment etc.
- Stress Management workshop especially for girls: Managing the stress being woman
- Every year celebrated International Women Day

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

State/University level   58   National level   0   International level   0

No. of students participated in culture events

State/University level   14   National level   0   International level   0

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

Sports :   State/University level   0   National level   0   International level   0

Cultural: State/University level   0   National level   0   International level   0

5.10   Scholarships and Financial Support

	Number of students	Amount in rupees
Financial support from institution	14	54441.00
Financial support from government	215	4701490.00
Financial support from other sources	4	22000.00
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs: State/University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 6 |

5.13   Major grievances of students (if any) redressed | 0 |

Criterion – VI
6.   Governance, Leadership and Management

6.1   State the Vision and Mission of the institution

> **Vision:**
> "To Impart Quality Education and Job Oriented Trainings in the Field of Computer Science, Information Technology, Biotechnology and Management Science"
>
> **Mission:**
> 1. Providing Best Possible education to our students
> 2. Developing the Skilled human resource
> 3. Enhancing Employability of students
>
> **Motto:**
> "Knowledge is liberation of mankind"
>
> ऋते ज्ञानान्न मुक्ति : ।
>
> श्रेष्ठ ज्ञानाशिवाय सुटका नाही.

6.2   Does the Institution has a management Information System?

> YES, we have been using Digital Campus software provided by ETH (Education to Home) as a Management Information System. The college also uses different software which are developed by our professors to make the teaching-learning effective for example- Online Examination System, Exam Record System and Attendance Record Maintenance System

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

6.3.1 Curriculum Development

> ▪   We at our college level introduced career oriented courses/programme named Cyber Crime & Cyber Security, Database Management System, Entrepreneurship Development, Plant Tissue Culture, etc.
> ▪   Co-Curricular and extra-curricular activities in support of the curricular were introduced such as Herbarium Expo., General Knowledge Test, Poster Presentation, Seminars on important current advances in Information technology and Biotechnology field.
> ▪   For quality improvement in curriculum, feedback on curriculum was sought from Industry, Parents, Alumni & students.
> ▪   Curriculum development

6.3.2 Teaching and Learning

- In the beginning of the academic year, IQAC identifies the total working days, semester-wise total no. of teaching days and invites the teaching learning plans from the respective members of teaching staff.
- We promote the Use of ICT enabled teaching.
- Use of Traditional methods in combination with advanced methods is encouraged
- The classrooms are under CCTV Surveillance.

6.3.3 Examination and Evaluation

At college level, we conduct:
- Two unit test per semester
- Pre-Semester
- Online Examination System for the conduction of internal examinations

6.3.4 Research and Development

We have UGC recognised two Research centres:
   a. Computer Science Research Centre
   b. Biotechnology Research Centre

Highly configured computer labs as well the-state-of-the-art equipment are introduced in anticipation of the research promotion. Guest Lectures are arranged to motivate the students and teaching staff for research, college level different research competitions are arranged.

The faculty members are encouraged to take part in various seminars and conferences related to their research topics.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- We are making use of ICT technology in library, office and in teaching learning process.
- Fully equipped library with automation facilities.
- E-books and e-journals
- Regular addition of latest books and journals
- Internet connection high bandwidth is provided.
- Use of LCD projectors for all the classrooms
- The college is equipped with 267 computers, 06 dot matrix printers, 02 laser printer, LCD and allied audio video aids.
- Up-gradation of WI-FI for internet access
- Question bank for theory papers, for entrance examination is available in central library
- Laboratories are well equipped.
- Canteen and mess facilities are made available.
- Indoor and outdoor sports facilities are provided.
- Parking Sheds, common room and Hostel facilities are provided.
- 300 sitting capacity auditorium is made available for students and conducting various programmes.

6.3.6 Human Resource Management

Human Resource Management
- Induction Programmes for newly recruited staff
- Organization of in-house faculty development programs almost in every semester
- Rewards for the staff members for their remarkable achievement and outstanding performance in academic and other administrative work (Every year one teaching, administrative and supportive member of the staff is awarded with 'COCSIT Bhushan' on the occasion of teachers' Day)
- Incentives for staff members for achieving their targets and goals of the year.
- The academic development of the college is at the top priority of the management
- Being fully decentralized administration total functional freedom is given to the head of respective department with 100% transparency in every actions taken
- To monitor the Co-curricular and other activities various other committees are formed
- Regular appraisal of faculty by students is done through student feedback on faculty

6.3.7 Faculty and Staff recruitment

- The members of faculty and staff are recruited in accordance with the rules and regulations laid by S. R. T. Marathwada University, Nanded and Local Management Committee of the college.
- Conducting examination, classroom demonstration in addition to the formal interview.
- Feedback from the students is sought of the teachers presented demonstrations for the post of Asst. Professor.

6.3.8 Industry Interaction / Collaboration

- The training placement cell of the college looks after of the industry interaction related tasks and invites alumni, professionals with extensive corporate experience and entrepreneurs to address the students.
- Industrial Tours were arranged to have interaction with the industries in the field of Computer Science, Management and Biotechnology. Students of Biotechnology department visited Natural Sugar and Allied Industry Ltd. Ranjani & Maharashtra Bio-fertilizers (I) Pvt. Ltd. Latur and got practical exposure and knowledge in the industrial environment.
- Alumni meets were organized at the college campus to discuss the industry advancements in the field of IT.
- The series of the lectures of our alumni which are working in different Multinational I.T. Companies like TCS, Wipro, and Tech-Mahindra were arranged where they share their experiences with our students and faculty.

6.3.9 Admission of Students

- Application forms for admission are made available online, offline way.
- Use of Digital Campus Software for Admission Process.
- The record of the student seeking admission is maintained manually and digitally.
- Being affiliated college we strictly follow the rules and regulation of the admission process laid by Swami Ramanand Teerth Marathwada University, Nanded.
- We give the advertisement for the admission in local newspapers as well as on college website.
- Student counselling was done for admission and selection of particular programme by the members of the staff.

6.4   Welfare schemes for

Teaching	• Assistance for getting loan • Financial support for presenting paper at national/international conferences • Incentives for publication of articles/ research papers in journal • Contributory provident fund • The wards of the faculty members are given priority for getting admitted in the School run by the management and also offers fee waiver. • Special leaves are sanctioned for personal emergency tasks.
Non-teaching	• Assistance for getting loan • Uniforms are provided free of cost. • Contributory provident fund • Petrol Allowance • Advance salary facility. • The wards of the staff members are given priority for getting admitted in the School run by the management and also offers fee waiver.
Students	• Computer with internet access free of cost. • Counselling centre • Awards/prizes for rankers of practice examination & University Examination. • Earn & learn scheme for the needy. • Hostel & Mess facility nearby college for girl students. • Lift facility for Divyang students. • Remedial coaching for slow learners. • Instalments for paying college fees.

6.5   Total corpus fund generated | 84000/- rupees |

6.6   Whether annual financial audit has been done   Yes [✓] No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	SRTM University, Nanded	Yes	Internal Audit Committee
Administrative	Yes	SRTM University, Nanded	Yes	Internal Audit Committee

6.8   Does the University/ Autonomous College declares 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?

Not applicable, Institution is affiliated to Swami Ramanand Teerth Marathwada University, Nanded.

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

Not applicable, we followed academic calendar and curriculum designed by Our University whereas University has given freedom to conduct extra-curricular activities at college level.

6.11   Activities and support from the Alumni Association

- Alumni visit the college for regular interactive meetings and guide the students for enhancing their employability. The Alumni explained the career opportunities available for all the students in different domains.
- The meeting of alumni association was called on 16th August 2014 to discuss various points regarding student welfare and college welfare in general.
- Some members of alumni were invited to deliver Seminars on current advancement in the field of IT and career opportunities in IT, BT Field.
- The association helps to design the curriculum in the form of feedback.

6.12   Activities and support from the Parent – Teacher Association

- Department-wise Parent-Teacher meetings were arranged. In such meetings, Parents were given the information about the facilities and activities provided by the College and Department.
- Feedback on curriculum and overall performance and facilities made available by the college was sought from the parents and accordingly the changes were made in curriculum and other services.
- Holistic development of the student was at the top priority in the association. Poor performing students were decided to give additional classes and study material

6.13   Development programmes for support staff

- One week workshop on 'Spoken English and Soft Skills' was arranged for support staff from 21st Sept. 2014 to 28th Sept. 2018.
- Two weeks Skill Enhancement workshop on PageMaker, Corel Draw and Photoshop from 12th to 26th October 2014.

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

- College Campus area is maintained and greater level of cleanliness is maintained regularly.
- NSS unit of our college implemented cleanliness drive.
- Regular tree planting and green environment maintenance.
- Awareness programmes and guest lectures on environment for the Students are organized.
- Constant effort to minimize waste generated in the labs.

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.

- Poster Presentation Competition on Advancements in Computer Science and Biotechnology arranged by COCSIT Innovation Centre (CIC)
- Speech and Debate Competition arranged by Department of English.
- Use of ICT in the classrooms
- Induction programme for newly recruited staff members.
- Seminars of staff members on 10 Commandments.

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

Annexure – V attached

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

Best Practices of the Institution*
1. Arranged Invited Talk of Alumni working in IT & BT Companies.
1. Senior Citizen Service Club.

Annexure - VI

7.4   Contribution to environmental awareness / protection

- NSS Activities for environmental awareness
- Use of CFL Bulbs for the conservation of energy
- Awareness programme on Minimizing Water Resource.
- Celebrated Environment day on 5th June by planting trees.
- Functional decomposition unit to decompose of college waste.

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

7.6   Any other relevant information the institution wishes to add.

 SWOT Analysis of the college:
STRENGTHS:
- Dedicated Training and Placement Cell and the training programmes/ modules designed
- Conducive work environment for the teachers as well as disciplined administration
- Regular conduction of the campus placement drives of the multinational companies
- Activity based education is imparted by the college forums. Computer Science, Communication Skills and Public Speech, Biotechnology and Web Technology forums consistently arrange co-curricular activities for enriching personality of the students.
- Job-oriented undergraduate and post-graduate programmes.
- Central location and eco-friendly campus with beautiful surroundings.
- State-of-the-Art Infrastructure with high configured computer labs.

- All activities and programmes designed considering the student as the centre
- Counselling for Career, Behaviour, Study and all-round development of the student was arranged.
- Extension activities such as Blood Donation, Computer Awareness Programme, as social commitment.

WEAKNESSES (Improvement Areas):
- Average placement ratio
- Unavailability of excellent & qualified teachers.
- Being self-financed college no other source than students' tuition fee for mobilization of financial resources.
- Collecting the tuition fee from students as most of them are from poor financial background.

Opportunities:
- Increasing the percentage of Placement Ratio.
- Providing the internship in IT and Biotech Industry
- Providing the off Campus Placement opportunity to our students
- To have collaborations with national research institutes and colleges for exchanging the required resources
- Upgrading the grade of NAAC
- To become an autonomous institution
- To work with industry for betterment of the students.

Threats:
- Academic quality enhancement.
- Retaining the staff
- Creating the research environment among the students and faculty members.

8   Plans of institution for next year

- Arranging the workshop and seminars on various themes related to IT and Biotech
- Organizing campus drives of the multinational companies
- Faculty development and skill enhancement programmes for the supportive staff
- Setting the target to achieve more meritorious students in the merit list of the university
- Promoting the staff and students for the research.
- To achieve higher placement as compare to previous year

Mr. I. M. Kazi
Coordinator, IQAC,
COCSIT, Latur

Dr. M. R. Patil
Principal,
COCSIT, Latur.

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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