

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)

2013-2014



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	2013-14
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	9422471365
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	1 st Cycle	B	2.54	2011	5 Yrs.
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

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) Engg. Health Sci Management
 Others (Specify)

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

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.	<input type="text" value="10"/>	Faculty	<input type="text" value="4"/>			
	Non-Teaching Staff	<input type="text" value="1"/>	Students	<input type="text" value="2"/>	Alumni	<input type="text" value="1"/>	Other	<input type="text" value="2"/>
2.12	Has IQAC received any funding from UGC during the year?	Yes	<input type="text"/>	No	<input checked="" type="checkbox"/>			
	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. International National State Institution Level

(ii) Themes

Effective Use of E-Learning Recourses

2.14 Significant activities and contributions made by IQAC

1. Bridge Course for UG FY Classes
2. Counselling for Overall development of the student
3. Training and Placement
4. Extracurricular Activities by the College Forums

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
Enhancing the results of the students	<ul style="list-style-type: none"> ▪ Brainstorming meetings of teachers teaching UG and PG students were organized and preparation strategies were drawn for enhancing the results and relevant teaching material is provided. ▪ As a result of this, 11 students stood in the university merit
Various Training Programme to enhance Communication Skills were planned	<ul style="list-style-type: none"> ▪ As a result of this, 18 students of the college could be placed in multi-national company like TCS and Wipro
Planned to provide all the necessary material/ equipment and facility for sports	<ul style="list-style-type: none"> ▪ Our 57 students participated in University Level sports competition and could won 8 medals.

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

As per the suggestion of the college management committee necessary changes were made in the AQAR by the IQAC. The approval of the Local Management Committee was also sought

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	0	0	3
Diploma	3	0	0	3
Certificate	3	0	0	3
Others	0	0	0	0
Total	19	0	10	9

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/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.

Being affiliated to S.R.T.M.University, Nanded, revision / update of syllabi is done by university itself.

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
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	8	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	0	14
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	1	6
Presented papers	0	0	0
Resource Persons	0	0	0

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

1. Assignments were given to the students on every chapters for better understanding of the concept.
2. The faculty members were provided with Continuous Evaluation Diary which contains the teaching plan to be filled by the faculty member and the progress report of the students.
3. The advanced learners were given the additional Library Cards for promoting the reading culture among the students

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

175

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

1. Open book examination for practice
2. Classroom tests, and some oral examination
3. Online Examination with solution and some important tips

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

76.12%

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	70	12	16	00	00
B. Sc. SE	55	30	12	8	00	00
B. C. A	159	74	15	41	00	00
B. B. A.	5	1	0	1	00	00
B. Sc. BT	28	18	4	6	00	00
M. Sc. CS	82	56	10	6	00	00
M. Sc. SE	82	40	12	20	00	00
M. Sc. SAN	43	29	2	11	00	00
M. Sc. CM	31	18	2	5	00	00
M. Sc. BT	4	3	1	0	00	00

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

<ul style="list-style-type: none"> ▪ Giving the guidelines to the members of the staff about teaching learning process and seeking the feedback from the students, parents and staff members periodically and as and when required ▪ Analysing the result after every term exam / unit test and accordingly the suggestions were given to the concerned members of the staff ▪ Proposing Plan of Actions in staff meetings and forwarding the recommendations to the management ▪ Planning and organising the conference and seminars for the students and staff of the college

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	54
Staff training conducted by the university	0
Staff training conducted by other institutions	40
Summer / Winter schools, Workshops, etc.	40
Others	4

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. Through Research Committee regular interaction with Teachers/ Researchers for sensitizing them about research schemes, revised guidelines/ directives of funding agencies were given
2. All types of administrative support for the teacher/ researcher
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. Encouragement to Faculty to avail FDP with respect to Research and Innovation
6. A provision of Rs. 100000/- (One lakh) in Annual budget for Research Activity
7. 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	2	0
Outlay in Rs. Lakhs	0	0	0.90	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	4	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	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	--	--	--	--
Minor Projects	2 Years	UGC	288000	221500
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	2 Years	--	288000	221500

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	--	--	--	--	--
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		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
2	0	0	0	1	1	0

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

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="3"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="5"/>	Any other	<input type="text" value="1"/>

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

- Basic Computer Literacy Programme for School Students and Senior Citizens
- Blood Group Detection Camp
- Blood donation
- Volunteers for Traffic Control for various festival traffic management

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	24	0	Self	24
Laboratories	9	0	Self	9
Seminar Halls	01	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

<ol style="list-style-type: none"> 1. Office Digial Campus software (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
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	---	---	---	---	---	---
Reference Books	9713	2827951	402	76382	10115	2904333
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	Departments	Others
Existing	282	6	4 MBPS	--	--	1	10	--
Added	--	--	--	--	--	--	--	--
Total	282	6	4 MBPS	--	--	1	10	--

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

- | |
|--|
| <ol style="list-style-type: none"> 1. All Departments have been given computer systems with internet facility and full LAN connectivity to the server 2. Free Wi-Fi is provided to all the faculty in the campus 3. Training sessions were conducted for using the Interactive Projectors in the college 4. Training programme for office staff on CorelDraw, Photoshop etc. 5. Conducted e-Learning Awareness Program for Staff and students |
|--|

4.6 Amount spent on maintenance in lakhs

i) ICT	1.10
ii) Campus Infrastructure and facilities	3.91
iii) Equipments	1.40
iv) Others	26.95
Total	33.38

Criteria – V

5. Students Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- | |
|--|
| <ul style="list-style-type: none"> ▪ Brief mention in the College Prospectus and Handbook. ▪ College Website ▪ First Year Students' Orientation Programme ▪ Informal Interactions in the Classroom and Laboratories. |
|--|

5.2 Efforts made by the institution for tracking the progression

- | |
|--|
| <ul style="list-style-type: none"> ▪ Annual Parent-Teacher meetings ▪ Record of alumni and their progression ▪ Meetings of the Alumni Association |
|--|

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1297	415	00	00

(b) No. of students outside the state

5

(c) No. of international students

0

Men	No.	%
	1062	62.03

Women	No.	%
	650	37.97

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1170	178	6	499	0	1853	1268	187	04	253	0	1712

Demand ratio UG 1:0.54 PG 1:0.52 Dropout % : 23.22%

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

- Students desire to appear for competitive exams are assisted through the Training and placement cell of the college.
- 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

126

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

- Involvement of the teaching staff in counselling of the students on some important aspects such as career, education and personality development.
- Psychological counselling, career counselling to students, teachers, non-teaching staff of our organization for developing the efficiency.

No. of students benefitted

126

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
2	225	11	115

5.8 Details of gender sensitization programmes

- Conducted poster presentation on the themes of: Domestic violence against women; violence against women at Public places; missing girls, Organization of Self Defence Workshop for girls
- Programme ‘Sharing of Experiences Being Girls’ organised by the Women Security Cell
- Stress Management workshop especially for girls: Managing the stress being woman
- Celebration of International Women Day

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 culture 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 in Rs.
Financial support from institution	2	2999.00
Financial support from government	348	7335991.00
Financial support from other sources	7	38100
Number of students who received International/ National recognitions	0	0

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision: "To be one of the best colleges for teaching and research in the Field of Computer Science, Information Technology, Biotechnology & Management Science"</p> <p>Mission:</p> <ol style="list-style-type: none">1. Providing Best Possible education to our students2. Developing the Skilled human resource3. Enhancing Employability of students <p>Motto:</p> <p>"Knowledge is liberation of mankind" ऋते ज्ञानान्न मुक्तिः । श्रेष्ठ ज्ञानाशिवाय मुक्ति नाही.</p>

6.2 Does the Institution has a management Information System

<p>YES, we have been using 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</p>

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

6.3.1 Curriculum Development

<ul style="list-style-type: none">▪ Being affiliated college, we follow the curriculum prescribed by the university some of our faculty members are directly and indirectly involved in the process of curriculum development.▪ Besides university curriculum we impart some certificate courses to the students to make them employable.▪ Job-oriented training modules are prepared by our training and placement cell to bridge the gap between industry requirements and the university curriculum.▪ Add-on Courses which are run to support the curriculum▪ Teachers are encouraged to participate in seminar, conference and workshops on Curriculum Development organized by University and other colleges.
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6.3.2 Teaching and Learning

- Faculty members are motivated to use innovative teaching methods so that the teaching learning becomes student centric.
- Training sessions were conducted in Capacity building & strategies for enhancement in teaching and learning and also in Art of scientific writing.
- College also introduced Research base learning. Three faculty members underwent training
- We promote the Use of ICT enabled teaching.
- The classrooms are under CCTV Surveillance.

6.3.3 Examination and Evaluation

At college level, we conduct:

- Chapter-wise Assignments based Classroom Tests
- 2 unit tests per semester to measure the performance of the students
- Pre-Semester to make familiar with the pattern of the University Exam
- Online Examination System to develop the interest of the students towards the examination and to keep the pace with time.

6.3.4 Research and Development

Two UGC recognised research centres of in the college viz. A. Computer Science Research Centre B. Biotechnology Research Centre look after and promote the research and innovation. 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. Special provision of Rs. 100000/- (one lakh rupees) in the college budget was made. Members of the staff were sanctioned duty leaves and other benefits for their research work and conferences related work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- We are making use of ICT in library, office and in teaching learning process.
- The college is equipped with 256 computers, 07dot matrix printers, 03laser printer, LCD and allied audio video aids.
- Internet connection of 100 mbps bandwidth is provided.
- Up gradation of WI-FI for internet access
- Question bank for theory papers, for entrance examination is available in central library of the college
- Regular addition of latest books and journals
- E-books and e-journals
- Laboratories are well equipped.
- The state-of-the-art infrastructure such as the location of the college is in the heart of the city and easily accessible to the students.
- Indoor and outdoor sports facilities are provided.
- Two auditoriums (Open and Closed) of 300 sitting capacity of each are made available for students and for conducting various programmes.

6.3.6 Human Resource Management

Human Resource Management

- Decentralized administration system and a total functional freedom to the head of respective department with 100% transparency in every action taken
- Study leaves for the members of the staff pursuing M.Phil./Ph.D.

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.

6.3.8 Industry Interaction / Collaboration

- The institution promotes industry interaction through the Training and Placement Cell. The Cell promotes industrial training for the students and for the faculty as well. As a result of this we have made academic collaboration with Wipro.
- The students are taken for industrial visits every academic year.
- Memorandum of understanding with various relevant colleges in our area.

6.3.9 Admission of Students

- Advertisement for the admission in local newspapers as well as on college website
- Admissions to the students are given strictly as per the university rules and regulations laid by the university.
- Application forms for admission are available for students inside and outside state online and offline way.
- Unbiased Admission Process with full of transparency
- Student counselling by the members of the staff for admission and selection of particular subjects

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">▪ Leave benefits▪ Assistance to avail loan▪ Advance Salary Facility▪ Wi-Fi Facilities available▪ Financial support for presenting paper at national/ international conferences▪ Incentives for publication of article/ research papers in journal
Non-teaching	<ul style="list-style-type: none">▪ Assistance to avail loan▪ Free of cost uniforms non-teaching staff▪ Contributory provident fund▪ Petrol Allowance
Students	<ul style="list-style-type: none">▪ Computer with internet access free of cost.▪ Counselling centre▪ Felicitation by awards/prizes.▪ Earn & learn scheme▪ Hostel facility for girls only▪ Lift Facility for Handicapped students.▪ Mess facility

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	SRTMU, Nanded	Yes	Internal Audit Committee
Administrative	Yes	SRTMU, 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?

- University appoints **Joint Centre Superintendent** to take care of smooth conduct of examinations.
- University appoints **External Senior Supervisor** to monitor the examinations.
- Surprise visits of **University Squad Team** are happened in college at regular intervals
- College level squad was appointed to maintain the discipline and to control the malpractices during the examination.

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

S.R.T. Marathwada University gives us the freedom to form academic calendar, committee formation, and to arrange curricular and extracurricular activities for the students.

6.11 Activities and support from the Alumni Association

- Absorption of some of the alumni as faculty in Computer Science and Biotechnology department
- “Alumni Meet” is held every year for exchanging innovative ideas and information.
- Feedback from alumni for improvement in existing system
- For academic project, guidance and evaluation is done by alumni.

6.12 Activities and support from the Parent – Teacher Association

- Efforts are being made for strengthen parent teacher association and their active involvement in growth of the institute.
- Regular conduction of Parent-Teacher Meetings
- Feedback from parents on curriculum of the programme and the teaching and learning process was sought

6.13 Development programmes for support staff

- Conduction of Workshops on required skills like Corel Draw, MS-Excel, etc. Staff Orientation programme
- Lab assistants and Lab Attendants for laboratory safety
- Free health check up programmes

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

- Plantation of trees and other green environment friendly vines
- Cleanliness Drive by NSS Department
- Lectures of experts on environment awareness and sustainability of the environment in NSS special camp and in college
- Categorization and management of laboratory waste
- Use of CFL lights to save electricity

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.

- Introduced Quality Improvement programmes for teaching staff.
- Feedback on Teaching: Created a positive impact on teaching-Learning process by sharing it openly with teachers.
- Use of ICT in the classrooms
- Learning Management System for teaching learning is introduced

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

All the plans chalked out during the beginning of the year as mentioned in 2.15 were completed successfully

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. Guest Lecture Series by Alumni in IT and Software Development
2. Career Counselling & Entrepreneurship Development

Annexure - IV

7.4 Contribution to environmental awareness / protection

- Tree Plantation Campus Cleaning
- Guest Lectures on environment related issues for the students
- Rainwater Harvesting
- Annual Celebration of Environment Day
- Use of energy saving electrical gadgets like CFL tubes
- Environment Awareness Programmes by NSS Department

7.5 Whether environmental audit was conducted? Yes No

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

SWOT Analysis of the college:

STRENGTHS:

- Highly equipped laboratories and highly configured computer systems
- Co-curricular activities for enriching student personality
- UG as well as PG career-oriented skill-based courses
- Central location and eco-friendly campus with beautiful surroundings
- Experienced and dedicated Faculty members

WEAKNESSES (Improvement Areas):

- Providing the trainings for students for job and providing placement at our campus
- Unavailability of qualified staff members
- Training teachers and administrative staff for handling diversity of students.

Opportunities:

- To have collaborations with national research institutes for joint research project publications
- Digital classrooms
- To work with industry for betterment of the students

Threats:

- To work with industry for betterment of the students.
- Academic quality enhancement.
- Retaining the staff

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8 Plans of institution for next year

- Administration Reforms
- Arranging research activities
- Enhance Consultancy Services
- Introducing short term Career- Oriented courses in computer Science and Biotechnology
- Promoting the staff and students for the research

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COCSIT, Latur

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

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
