

*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)*

**2015-2016**



**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

<b>AQAR for the year</b>	2015-16
<b>1 Details of the Institution</b>	
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	<a href="mailto:cocsit365@rediffmail.com">cocsit365@rediffmail.com</a>
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	<a href="mailto:cocsit365@rediffmail.com">cocsit365@rediffmail.com</a>
1.3 <b>NAAC Track ID</b>	

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR

1.6 Accreditation Details

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

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

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.	10	Faculty	4
Non-Teaching Staff	border: 1px solid black; text-align: center;">1	Students	border: 1px solid black; text-align: center;">2	Alumni
	border: 1px solid black; text-align: center;">1	Other	border: 1px solid black; text-align: center;">2	border: 1px solid black; text-align: center;">2

2.12 Has IQAC received any funding from UGC during the year?  
 If yes, mention the amount

	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. 3 International 0 National 0 State 0 Institution Level 3

(ii) Themes

- One day workshop on NAAC Re-accreditation.
- One Day workshop on Artificial Intelligence Neural Network and Fuzzy Logic.
- One day workshop on Soft-Skills, Basics of Computer Hardware & Networking for Students of other colleges

2.14 Significant activities and contributions made by IQAC

- One day workshop on NAAC Re-accreditation.
- TCS & Wipro Arranged their Campus Placement Drives.
- One Day workshop on Artificial Intelligence Neural Network and Fuzzy Logic.
- One day workshop on Soft-Skills, Basics of Computer Hardware & Networking for Students of other colleges
- Computer Awareness programme as an extension activity for school and college students.
- Organizing different activities by forum like Quiz Competition, Speech Competition, Poster Presentation, etc.
- Organized Industrial Visit by Biotechnology Department.

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
Arranging Workshops & Certificate Courses	<ul style="list-style-type: none"> <li>One Day Workshop on NAAC Re-accreditation arranged on 25<sup>th</sup> March 2016.</li> <li>One Day workshop on Artificial Intelligence Neural Network and Fuzzy Logic 1<sup>st</sup> November 2015.</li> <li>One day workshop on Soft-Skills on 24<sup>th</sup> October 2015.</li> </ul>

	<ul style="list-style-type: none"> <li>• 15-day Certificate Course on Cyber Crime and Cyber Security on 20<sup>st</sup> October 2015.</li> <li>• One day workshop on Spoken English on 9<sup>th</sup> August 2015.</li> <li>• One week workshop on ASP.NET 4<sup>th</sup> August 2015 by Certified Microsoft Trainer Mr. N. D. Jagtap, Muskat, Oman.</li> <li>• One day workshop on Project Development using Visual Basic, JAVA and HTML with PHP on 16<sup>th</sup> August 2015.</li> </ul>
Arranging Campus Placement Drives	<ul style="list-style-type: none"> <li>• TCS arranged Campus Placement Drive on 23<sup>rd</sup> February 2016.</li> <li>• Wipro arranged Campus Placement Drive on 5<sup>th</sup> February 2016.</li> </ul>
Extension Services	<ul style="list-style-type: none"> <li>• One day workshop on Basics of Computer Hardware &amp; Networking for Students of Yeshwant Mahavidyalaya, Latur on 26<sup>th</sup> October 2015.</li> <li>• Computer Awareness programme on 7<sup>th</sup> Oct. 2015.</li> </ul>
Increasing the Participation of students in Cultural Competition	<ul style="list-style-type: none"> <li>• College students own the First Prize for “Adivashi Nrutya” in Youth Festival “Sahayog – 2015”</li> </ul>
Organizing various competitions by different forum	<ul style="list-style-type: none"> <li>• Department of Computer Science organized Speech Competition on 6<sup>th</sup> September 2016.</li> <li>• Department of Biotechnology arranged Quiz Competition on Current Affairs and General Science on 4<sup>th</sup> September 2015.</li> <li>• Department of Management Science organized Business Quiz and Core presentation Programme on 4<sup>th</sup> September 2015.</li> <li>• Poster Corner by Computer Science Department.</li> </ul>

**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 college management committee to discuss necessary issues and get it approved. The necessary changes were made according to the College Management Committee and it 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	6	0	3	3
Diploma	4	0	1	3
Certificate	8	0	5	3
Others	0	0	0	0
Total	28	0	19	9
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS  (PG courses only)

/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	--
Annual	--

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.

No, 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.

No

## 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.

4
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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	V	R	V	R
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	0	15
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	7	1
Presented papers	0	0	0
Resource Persons	0	0	0

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

1. Use of Audio-Visuals for the best Teaching-Learning process.
2. Use of You-tube videos.
3. Use of LMS
4. Field/ Industrial Visits

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

192
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

1. Since we are an affiliated college, the number of reforms we can bring into the internal evaluation system is limited.
2. Continuous Internal Evaluation process adopted using Seminar, Group Discussion, Chapter-wise Class tests, Surprise Tests, Doubt solving periods, Counselling session, etc.

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
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2.10 Average percentage of attendance of students

73.54%
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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	127	29	6	70	15	0
B. Sc. SE	28	18	2	2	0	0
B. C. A	122	64	8	10	1	0
B. B. A.	14	1	1	6	2	0
B. Sc. BT	33	17	5	6	2	0
M. Sc. CS	70	29	10	3	0	0
M. Sc. SE	26	9	6	3	0	0
M. Sc. SAN	27	10	5	5	0	0
M. Sc. CM	9	4	1	0	0	0
M. Sc. BT	1	1	0	0	0	0

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

- IQAC implements the process of maintaining teaching plan (lecture plans) by each teacher and teachers diary to continuously monitor and improve teaching learning process.
- IQAC analyses teaching – learning through feedback from teachers, students and parents.
- IQAC has insisted and encouraged the use of ICT for enhancing the quality of teaching-learning process.
- IQAC monitors the internal assessment test evaluation and suggests for enrichment.

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	35
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	41
Others (FDP)	35

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	12	--	--	--
Technical Staff	2	--	--	--

## Criterion – III

### 3. Research, Consultancy and Extension

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

1. IQAC encouraged faculty and students to participate in various research festivals such as ‘Avishkar’, ‘Anvenshan’, etc.
2. The college promotes the faculty member to participate in National and International conferences, seminars, similarly for guiding students for their projects at Under Graduate and Post Graduate level.
3. For faculty members One-day workshop was organized on ‘Artificial Intelligence, Neural Network and fuzzy logic by Dr. U. V. Kulkarni, Head of Computer Science and IT Dept. S.G.G.S. College, Nanded.
4. Organized District Level Avishkar Research Festival on 5<sup>th</sup> October 2015.

#### 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	1	0	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	--	--	--	--
Interdisciplinary Projects	5 Months	RES, Latur	3560	3560
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	6 Months	RES, Latur	5916	5916
Students research projects <i>(other than compulsory by the University)</i>	6 Months	RES, Latur	1500	1500
Any other(Specify)	--	--	--	--
Total	--	--	10976	10976

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 organized by the Institution

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

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
0	0	0	0	0	0	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  State level

National level  International level

3.23 No. of Awards won in NSS

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum

NCC  NSS  Any other

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

- Blood donation
- Rashtriya Ekta Doud
- Tree Plantation Camp
- Pulse-Polio Awareness programme
- Self Defence programme for women

## 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. Administration has been partially computerized, we use Digital Campus Software for admission process and other related work.
2. Online Attendance & SMS to Parents
3. Library services are fully computerized SOUL, Digital Campus (ETH) and barcoding system is used
4. Online Exam Record System
5. CCTV Surveillance
6. Biometric Attendance for Staff
7. Server Administration

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	--	--	--	--	--	--
Reference Books	10165	2913511	502	194823	10667	3108334
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	191	6	4 MBPS			1	9	
Added	60	--	--	--	--	--	--	
Total	251	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.)

- College has organized computer network awareness programme on 7<sup>th</sup> October 2015.
- One-day workshop on project development using VB, JAVA & HTML with PHP organized on 16<sup>th</sup> August 2015.
- All the Department and Computer Labs are connected to LAN with Internal Facility. Class rooms, Hostel, Library and Open auditorium are covered under Wi-Fi.

#### 4.6 Amount spent on maintenance in lakhs

i) ICT	0.5
ii) Campus Infrastructure and facilities	1.67
iii) Equipments	2.98
iv) Others	24.77
Total	27.75

### Criteria – V

## 5. Students Support and Progression

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- During the admission process faculty members conduct the counselling of the students and provide them details of Student Support Services available in the college.
- Information about student support services is also mentioned in college broacher.
- As part of the IQAC initiative, at the beginning of the academic year, the college conducts Bridge Course for First Year students where students are given brief information about the students' support services.
- The College website also provides updated information about the College.
- Notice Boards, Informative Flex, Standees displayed in the college premises give the notification of the day-to-day academic activities.
- Guidelines for anti-ragging and women security are displayed in the college campus.

5.2 Efforts made by the institution for tracking the progression

- Tracing the progress of students through Unit Test, Assignments, Pre-Semester examination and counselling.
- Periodic Parent - Teachers meeting to convey the progress of wards and to elicit their views on various issues
- Regular feedback is sought from the students
- University results are analysed for further remedial support for the students
- Besides the subject teacher, each student is assigned the mentor or the councillor, whom the students can approach for academic problems and difficulties.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1438	269	00	00

(b) No. of students outside the state

4
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(c) No. of international students

0
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Men	No.	%
	1026	60.11

Women	No.	%
	681	39.89

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1143	183	6	247	0	1579	1232	217	11	247	0	1707

Demand ratio UG 1:0.61 PG 1:0.44 Dropout % : 28.92%

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

- The college is having Training and Placement Cell through which we are providing the training to the students desired to appear for competitive examinations.
- Training Programmes on important subjects like Logical Reasoning, Numerical Aptitude, and Communication Skills which are the core subjects for every competitive examination are conducted for the student by the Training and placement Cell of the college.

No. of students beneficiaries

101
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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

- The Counselling sessions of the students for career and other important subjects are conducted by the President and the Principal of the college.
- Training and Placement Cell of the college arrange some technology specific training programmes for the students as per the industry demands and requirements.
- Our alumni working in different multinational companies are invited for the guest lectures.

No. of students benefitted 101

## 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
3	175	37	64

## 5.8 Details of gender sensitization programmes

- Women Security Cell organized Self-defence programme on 25<sup>th</sup> October 2015 to enhance the confidence level of girl students for their empowerment in the society
- Interaction Programme on ‘**Social Media and Women Security**’ was organised by Women Security cell on 26<sup>th</sup> October 2015 by Ms. Varsha Dandime, Police Sub-Inspector, MIDC Police Station, Latur.
- College celebrates International Women’s Day (8<sup>th</sup> March) by arranging various activities for women and in support of the gender sensitivity.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/University level 69 National level 0 International level 0

### No. of students participated in culture events

State/University level 17 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 1 National level 0 International level 0

Cultural: State/University level 1 National level 0 International level 0

## 5.10 Scholarships and Financial Support

	Number of students	Amount in Rupees
Financial support from institution	15	53539.00
Financial support from government	239	5553795.00
Financial support from other sources	153	--
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

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

<p><b>Vision:</b> "To Impart Quality Education and Job Oriented Trainings in the Field of Computer Science, Information Technology, Biotechnology and Management Science.</p> <p><b>Mission:</b> 1. Providing Best Possible education to our students 2. Developing the Skilled human resource 3. Enhancing Employability of students</p> <p><b>Motto:</b> "Knowledge is liberation of mankind" ऋते ज्ञानान्न मुक्ति : । श्रेष्ठ ज्ञानशिवाय सुटका नाही.</p>
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#### 6.2 Does the Institution has a management Information System

YES, we have been using Digital Campus Software (ETH) as a Management Information System. The college also uses variety of 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
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### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

- Being affiliated college we follow the curricula and all other regulations laid by the university.
- We also offer various skill development courses for the benefit of students to improve their communication skills, practical knowledge, Soft skill developments like aptitude, etc., along with regular academics.
- To keep pace with regional and global employment markets, additional technology specific programmes like Web-Technology, Software Testing, and Java Technology are arranged.
- Add-on Courses which are run in support of the curriculum are also introduced to the interested students during the year.

#### 6.3.2 Teaching and Learning

- Student centric ICT based teaching method was emphasized and preferred.
- The HODs monitor and execute teaching plan submitted by the teachers and timely suggest some improvement as per requirements.
- Monthly attendance and daily teaching reports are verified by the heads of the departments
- The students who failed were given remedial classes.
- Mentoring and counselling of slow learners are part of teaching and learning process.

#### 6.3.3 Examination and Evaluation

- As a part of internal evaluation we conduct unit tests, Pre-semester examination at college level.
- For Internal assessment we also ask our students to deliver seminars, present group discussion on the curricular topics.
- Internal marks are also allotted based on attendance percentage and the overall performance of the students in activities arranged and the assignment completed during the semester.

#### 6.3.4 Research and Development

- Various research workshops/training programmes by experts drawn from eminent research institutes are regularly organized to promote the research environment in the college. This year we organized One-day workshop on “Artificial Intelligence, Neural Network and fuzzy logic” by Dr. U. V. Kulkarni, Head of Computer Science and IT Dept. S.G.G.S. College, Nanded.
- We have UGC recognised two Research centres- one in Computer Science and another in Biotechnology through which staff members are promoted to participate in conference and workshops.
- Special duty leaves and financial support are given to the staff members attending conferences, seminars, workshops and research festivals.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- ICT enabled college library
- 251 computer systems, 07 dot matrix printers, 02 laser printer, LCD and allied audio video aids
- 100 mbps bandwidth Internet connection
- WI-FI campus for internet access
- Regular addition of latest books and journals
- E-books and e-journals
- Well-equipped laboratories
- Centrally located college
- Canteen, mess and cafeteria facilities in the college premises
- Indoor and outdoor sports facilities
- Parking Sheds, common room and Hostel facilities
- 300 sitting capacity auditorium
- Open Auditorium with sitting capacity of 180 people

### 6.3.6 Human Resource Management

#### Human Resource Management

- Well laid policy for recruitment
- Induction Programmes for newly recruited staff
- Faculty development programs were organized.
- Necessary increments are given at various levels
- The office staffs are provided with training programmes needed for upgrading the quality of their work
- Regular appraisal of faculty by students is done through student feedback on faculty

### 6.3.7 Faculty and Staff recruitment

- Rules and regulations of S. R. T. Marathwada University, Nanded and Local Management Committee of the college are followed for staff recruitment.
- For college level recruitment, the recruitment committee comprises Principal, HOD's, subject expert and management member who conducts the interview and select the candidates on the basis of the merit.
- Conducting examination, classroom demonstration in addition to the formal interview and the feedback of the demonstration lecture is sought form the students.

### 6.3.8 Industry Interaction / Collaboration

- Guest Lectures by entrepreneurs, leading professionals with extensive corporate experience to give the students practical knowledge
- Collaboration with:  
Maharshi Dnyandeo Mohekar Mahavidyalaya, Kalam Dist. Osmanabad for resource exchange.
- Industrial Tours:  
Biotechnology department visited Natural Sugar and Allied Industry Ltd. Ranjani
- Conduction of "Alumni Meet" almost every year for exchanging innovative ideas and information.

### 6.3.9 Admission of Students

- Admission process is carried out as per 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
- Registration forms for admission are made available online, offline way for the students' convenience.
- Use of Digital Campus Software for Admission Process.
- The record of the student seeking admission is maintained manually and digitally.
- Student counselling was done for admission and selection of particular programme by the members of the staff.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>▪ Assistance for getting loan</li> <li>▪ Staff members attending and presenting paper at national/international conferences are given Financial support</li> <li>▪ Incentives for publication of articles/ research papers in journal</li> <li>▪ Employee provident fund (EPF)</li> <li>▪ The wards of the faculty members are given priority for getting admission in the School run by the management and also offers fee waiver.</li> <li>▪ Special leaves are sanctioned for personal emergency tasks.</li> </ul>
Non-teaching	<ul style="list-style-type: none"> <li>▪ Assistance for getting loan</li> <li>▪ Uniforms are provided free of cost.</li> <li>▪ Employee provident fund (EPF)</li> <li>▪ Petrol Allowance</li> <li>▪ Advance salary facility.</li> <li>▪ The wards of the staff members are given priority for getting admission in the School run by the management and also offers fee waiver.</li> </ul>
Students	<ul style="list-style-type: none"> <li>▪ Computer with internet access free of cost.</li> <li>▪ Awards/prizes for rankers of practice examination &amp; University Examination.</li> <li>▪ Hostel &amp; Mess facility nearby college for girl students.</li> <li>▪ Lift facility for Divyang students.</li> <li>▪ Remedial coaching for slow learners.</li> <li>▪ Instalments for paying college fees.</li> <li>▪ Health Check-up Camp.</li> </ul>

6.5 Total corpus fund generated

0.84 lakh.

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?

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

- Seminars on Career Opportunities by Alumni for the college students
- Interactive meetings of the alumni with staff members and students for enhancing employability
- Arranging Alumni meet once in a year
- The feedback on curriculum by alumni is sought and accordingly we make some changes through Board of studies in the curriculum.

6.12 Activities and support from the Parent – Teacher Association

- Parent – Teacher Association helps us to maintain the coordination among students, teacher and the parents
- The association helps to work on the students weaknesses
- One-one dialogue with parents whose wards need support and counselling to enhance students' performance
- In the beginning of the academic year we arrange parent teacher meeting to let the parents know future plans and the happening in the college

6.13 Development programmes for support staff

- Awareness programme on Laboratory safety for lab attendants and assistants
- Display of the general laboratory guidelines for laboratory assistants and the students
- Some workshop on soft skills and required techniques were arranged

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

- On the occasion 69<sup>th</sup> Independence Day and Environmental Day, Tree Plantation Programme was carried out in the college campus.
- Cleanliness drives and Waste Management Awareness Programme were organized by NSS
- Laboratory waste categorization and disposal policy is defined
- CFL bulbs are used 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.

1. TCS & Wipro Arranged their Campus Placement Drives due to which students become serious about the employability accordingly they stated working on their skills as a result of this programme our 101 students could grab job opportunity in the On and Off Campus interview.
2. Research atmosphere was promoted by arranging workshop on Artificial Intelligence Neural Network and Fuzzy Logic and some other important skills such as Research Methodology, Machine Learning & Microbial cloning.
3. As an extension activity of the college one day workshop on Soft-Skills, Basics of Computer Hardware & Networking for Students of other colleges could create positive impact in the society.
4. To encourage and motivate COCSIT Bhushan award to Best Teachers, Best Administrative staff and Best Supporting Staff Member.

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

#### **Annexure – IV**

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. No Vehicle Day
2. Organic Farming Awareness: A Need of an Hour

#### **Annexure - V**

7.4 Contribution to environmental awareness / protection

- On the occasion 69<sup>th</sup> Independence Day and Environmental Day, Tree Plantation Programme was carried out in the college campus.
- cleanliness drives and Waste Management Awareness Programme were organized by NSS
- Laboratory waste categorization and disposal policy is defined
- Variety of Indore Plants are planted in the college corridors to beautify the college campus.
- Cleanliness awareness programmes on 2<sup>nd</sup> October 2015 & 14<sup>th</sup> April 2015 were arranged.
- Use of CFL Bulbs for the conservation of energy

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:**

- Central location and eco-friendly campus with beautiful surroundings
- State-of-the-Art Infrastructure with high configured computer labs
- Career-oriented undergraduate and post-graduate programmes
- 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

- Conducive work environment for the teachers as well as disciplined administration
- Additional Training programmes on JAVA, .NET, Software Testing, Web Technology are arranged by Training & Placement Cell
- Regular conduction of the campus placement drives of the multinational companies
- 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

**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
- To become an autonomous institution
- To work with industry for betterment of the students.
- To promote Research environment

**Threats:**

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

## 8 Plans of institution for next year

- To organize National and International Level Conferences
- Strengthening of Laboratories with modern equipment.
- Encouraging Students and Staff members for research and development.
- To organize multiple awareness programmes on Women Health.
- Organize alumni meet
- Implementation of Rain Water Harvesting System
- Organizing Workshop on Current Advances in Computer Science, Biotechnology and NAAC.
- To establish Language Lab.

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COCSIT, Latur

**Dr. M. R. Patil**  
Principal,  
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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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