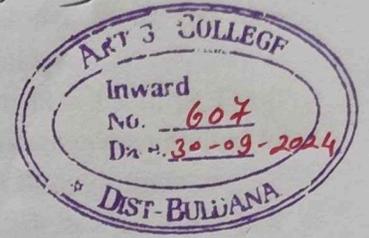


In word/ Out word Sr.No. - S.S. & U.K.S. / 607 / 2024

Date: 30/09/2024



## Arts College Buldana. (329)

### Internal Quality Assurance Cell (IQAC)

## Annual or Five Year Plan for All Academic Department, Co-Curricular Activities & Office.

### (A) Academic Department:

1. University Academic Calendar.
2. College Academic Calendar.
3. College Time Table.
4. Teaching Plan.
5. Teaching Diary (Which should be mentioned with Result, Research-Work, Exam work, Attendance & Organize in Workshop, Seminar, Conference, Guest Lecture, Co-curricular Activities, DL, CL, ODL).
6. Course Completion Report.
7. Evidence of Slow and Advanced Learners.
8. Departmental Meeting Minutes.
9. Induction Program Reports.
10. Internal Assessment Evaluation Policy.
11. Internal Assessment Format.
12. Internal Exam Notice Record.
13. Internal Exam Time Table.
14. Question Bank.
15. Unit Test Question Paper.
16. Unit Test Attendance. (With Signature of Students)
17. List of Reference Books & Other Books for Students.
18. Record of Seminar, Group-Discussion, Quiz-Competition, Field Work, Field Projects, Internship. (With Signature of Students)
19. **About Ph. D. Research Centre:** The Ph.D. Research Center of each subject established in the college should register at least two students for Ph.D. programme at its research center and graduate at least two students each with a Ph.D. degree in the next five years, along with those who have been recognized by the University as guides for Ph. D. Establish Ph.D. research center of your department.

20. **Regarding Organizing Conference:** In the next five years, in a phased manner, each academic department will organize one state level, one national level and one international level conference on behalf of all departments in the college.
21. **Subject Related Certificate Course:** Every Academic Department & Faculty's Dept. Like Sports Department & Library Dept. should start a good certificate course related to their subject & attendance of student along with course outcomes & through signature.
22. **Research Publication Minimum Work:** At least One Paper Publish in UGC Care List Journal, One Paper Publish in Other Journal with Good Impact Factor, One Paper Publish in Edited Books or separate Book publication.
23. **About Organization:** In the next 5 years, in a phased manner, each academic department will organize One State level, One National level, & One International Level Conference on behalf of all Departments in the college, in collaboration with IQAC.
24. Collect Some Proof & Photos of Online Teaching & Departmental Activity.
25. Collect some photos & News cutting related to Academic Activity.
26. Collect Photographs of Innovative Teaching Methods for Extended Profile Template.
27. Uploading all information related to your Department on Web-site by the Coordinator of website work.

**Note:** It is a humble request to get stamped by IQAC & Hon. Principal with college seal on Departmental profile of one year in the last week of all the above academic session.

## **(B) Co-curricular Activities-**

1. **N.S.S.:** To Organizing some Important activity & maintaining record with Students signature & to get Feedback with Certificate of Local Community & concern offices such as:
  - i. Tree Plantation.
  - ii. Blood Donation Camp.
  - iii. Road Safety Campaign camp.
  - iv. Voter awareness Programme.
  - v. Disaster management Programme.
  - vi. Self Defense Training for Girls.
  - vii. School Dropout Survey Conducted if any.
  - viii. Yoga Training.
  - ix. Pulse Polio, Immunization, Eye Check-up, Health camp, Dental check-up, Awareness on Prevention of Diseases.
  - x. Swachha Bharat Abhiyan.
  - xi. Vitti Saksharata Abhiyan.
  - xii. Defecation Free Campaign like, awareness into construction of Toilet & Sinkhole (Shoshkhadda).
  - xiii. Farmer Centric Programme like awareness of Organic Farming, Programme of Conservation of water like- Harvesting, Watershed etc.

- xiv. Shramdan Programme.
- xv. Programme of energy efficiency.
- xvi. And Suggested Programme in daily working day by Dept. of NSS of SGBAU.
- xvii. Maintain Record of NSS Dept. like- Cash Book, Ledger Book, Feedback, whole Certificate of Students in various Programme, & many useful materials & Tools from the Department of NSS.

**2. Department of Cultural Activity:** Organize some Important activity & maintain record of Students signature & Feedback with Certificate of Local Community & concern offices & place.

- i. Participation of Youth Festival in National, State, University, District, & Local Place Level.
- ii. Organizing or participating in other activities such as elocution competitions, debate competitions, student birthday events, Indian Sun Festival awareness programs and organizing etc. to promote the talent of students.
- iii. Organizing the program of birth anniversary and death anniversary of Great Indian personality's spreading awareness. Through Rangoli competition, street play, silent act, dance competition, singing competition etc.
- iv. Organization of Annual Symposium once a year in the college.
- v. Meritorious student's felicitation ceremony.

**Note: Photos and reports with Students signature of all the above events.**

**3. Career Catta:** Under the Career Catta Cell established in the college, in the various certificate courses launched by the Government of Maharashtra, at least 70 percent of the total admission students are required to participate in some course or the other, apart from this, they will get marks in this field. They should do their planning and involve everyone in this.

**4. Competitive Examination Guidance Center:** Under the Competitive Examination Guidance Center, competitive examination guidance workshops for college students, guidance from successful officers in various fields, advertisement information related to various competitive examinations, syllabus information related to various competitive examinations, guidance regarding physical abilities required in processes like police recruitment. Etc. work is expected from this concerned department.

**5. College Level Various Committees:** All the coordinators of the various academic and other committees functioning at the college level should prepare an annual record of the work of the committee under their control every year. In this, at least four meetings should be held in a year of that committee in each year, the meeting should have written merit related to that subject and the report should be complete with signatures of all the members present in the meeting.

**6. Office Staff:** Keeping in mind that the office in the college has a very important role in the NAAC process, the office staff is expected to do following task.

- i. Audit report of the college by conducting an audit of the institution.
- ii. Salary Grand, Non Salary Grand transfer records and their reports prepared.
- iii. Keeping all records of student scholarships up-to-date should include information about respected scholarship availed to respected students.
- iv. To prepare records of TC, admission exclusion register, total procedural information regarding admission from prospectus, report regarding admission process carried out category wise, central and state policy regarding the same, GR fee structure etc.
- v. All records of recruitment process of all employees of the college. For example, appointment, recognition, promotion, selection process report, university recognition order, joining report, service order, all other fringe benefits, service book record e.
- vi. The TR of every semester of every year and AT-KT exam conducted through the university should be collected and prepared and attested by the Examination Department Sant Gadge Baba Amravati University Amravati and uploaded on the website of the college.
- vii. One state level and one national workshop should be organized for the office staff in the next five years.
- viii. At least one employee from the college should be presented as a representative in workshops, seminars and conferences held at other places regarding office work and his attendance certificate should be kept up to date.
- ix. In every academic session at least one students centric or community centric Best Practice should be initiated so that the administration remains transparent & environmental friendly.

**7. Library Department:** According to the NEP-2020, in higher education, Libraries in Universities & colleges are the “Heart of Education System”. This highlights the importance of library and accordingly the library department should provide its service as important service and should carry out special innovative activities for students and society. This includes,

- i. Every year according to the NEP-2020, books and reference books based on the curriculum of each subject should be purchased through ten percent of the total annual budget of the college.
- ii. Book resources available in the library should be preserved through binding.
- iii. To enrich the ancient Indian knowledge system, rare but useful texts and books should be included in the library.
- iv. Broaden the N List program.
- v. Libraries should be enriched by using modern technology.
- vi. By providing free internet facilities in the library, the students should be supported to visit many new websites to acquire knowledge and to increase the research tendency. Like Shodhganga Gnanaganga etc.

- vii. The college teachers and non-teaching staff as well as the Books-Lovers, living in the college premises should increase the reading participation in the library and prepare a proper annual report with signature and photo and submit it to the IQAC department.
- viii. Guidance programs should be organized to develop reading skills or enhancing reading fond of students.
- ix. Newspapers and magazines in Marathi Hindi and English language should be made available to the readers in the library.
- x. Start at least one research journal related to each department or develop your college's own research journal.
- xi. To increase the scope of our book and book exchange by entering into MOUs with other colleges and universities and government libraries.

### **8. Dept. of Physical Education:**

- i. Maximum number of male and female students in the college should be made to participate in various sports at the college, university level as well as at the state and national level.
- ii. Our college should play an important role as an organizer in the above types of sports competitions and organize various types of sports competitions every year.
- iii. Similarly, District Sports Office Buldhana and other sports loving statutory bodies should join by MOUs with our Phy. Department to train college students in the field of sports and organize sports competitions.
- iv. The most important thing is to keep a sequential record of your participation and honors as Physical Education Director at various places during each academic session.
- v. Prepare and keep it up-to-date the report of the students of your department who have achieved success and got job or service as a means of employment outside the sports department.

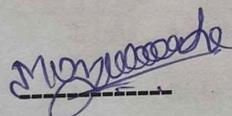
### **9. Alumni Association:** Alumni Association is an organization that plays an important role in the development and ranking of the college. At least the following should be minimum work for this cell to work extensively and bring special honor to the college.

- i. The Alumni Association or cell functioning in the college should organize at least two meetings every academic year.
- ii. Similarly, the records of the successful students should be kept in mind and they should be appropriately honored by asking them to attend meritorious student felicitation ceremony for their achievements.
- iii. A proper record of all these participants with feedback should be made and publicized.
- iv. Employed ex-students should be encouraged to contribute financially to the college. Everyone should be involved in this work.
- v. A get-to-get-together of different batches of graduates from colleges should be held every year. Therefore, their attachment to the college will remain.

## 10. Common Announcement:

- i. To enter into an MOU with the college suggested by the Principal.
- ii. In respect of the MOU each department should further coordinate with other statutory body for the study program of its respective department.
- iii. At least one day in every week all the elements of the college should use bicycle as a contribution towards environment conservation.
- iv. To attend every function organized in the college in uniform with college identity card. So that discipline can be seen in the photo shoot.
- v. Apart from the college, everyone should keep a record with proof of the social work wherever they do environmental conservation work. And keep a proper file of it.
- vi. Also we should prepare a brief report with proof of whatever we are contributing from our income to the state, nation, society, disabled citizens, diseased people, natural calamity or environment conservation around us.
- vii. And lastly on behalf of National Education Policy Cell & Department of IQAC, I request Hon. Management & Hon. Principal to focus on starting PG program of every department in college in line with future BA Programme of fourth year.

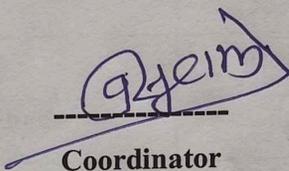
**Note:** It is a humble request to all, get stamped by IQAC & Hon. Principal with college seal & upload all these things on college Website through new web-site convener Dr. Manoj Vyavahare, appointed by Hon. Principal. And most importantly, all the components of the college should study all the reports and information must be in English language only. So all of us including me will improve & enhance our knowledge in English. So that it won't trouble us during NAAC.



Co-Coordinator

(IQAC)

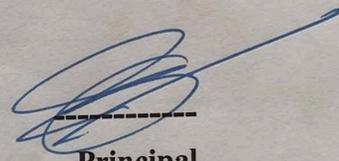
Dr. Manoj L. Vyavahare



Coordinator

(IQAC)

Dr. Vilas S. Tale  
Co-Ordinator, IQAC  
Arts College, Buldana



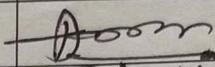
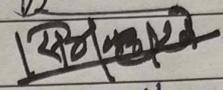
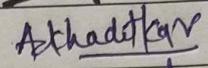
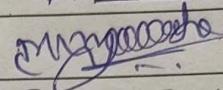
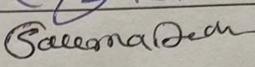
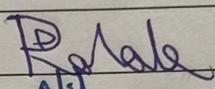
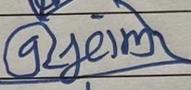
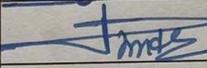
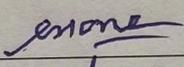
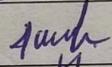
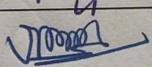
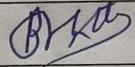
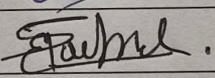
Principal

Dr. Suresh R. Bathe

**Principal**  
**Art's College, Buldana**  
**Dist. Buldana**

To,

HOD of All Departments, Assistant Professor, Coordinator & Co- Coordinator, Convener & Co-Convener of all Facilities & College Level Committees & also Non-Teaching Staff.

Sr. No.	Name of Staff Members	Signature	Remark
1.	Dr. Nandkishor L. Arulkar		
2.	Dr. Siddheswar E. Navlakhe		
3.	Dr. Arti W. Khadtkar		
4.	Dr. Manoj L. Vyavahare		
5.	Dr. Madhuri A. Deshamukh		
6.	Dr. Pravin D. Gahale		
7.	Dr. Ajinkya V. Patil		
8.	Dr. Vilas S. Tale		
9.	Mr. Ajay S. Rindhe		
10.	Mr. Gajanan D. Hone		
11.	Mr. Ramesh G. Kakde		
12.	Mr. Vinod J. Pimple		
13.	Mr. Sidharth N. Jamdhade		
14.	Mr. Ashok M. Suradkar		
15.	Mr. Sanjay Eknath Padolse		

Copy To,

1. Dr. Suresh R. Bathe (Hon. Principal)
2. Dr. Ajinkya V. Patil (Hon. Secretary of S.S. & U.K.S.)
3. Sau. Sindhutai V. Patil (Hon. President of S.S. & U.K.S.)
4. Mr. Vishnupant T. Patil (Hon. Founder President of S.S. & U.K.S.)