

Monthly Activity: Throughout Academic Year

Metric	Activity	Timeline	Target	Responsibility
1.1.1	Teacher's Diary -individual time-table, details regarding leave record, syllabus annual planning, monthly report, weekly teaching record, record of compensation work, record of administrative/co-curricular/ extra-curricular work, etc. The Teacher's diary should be hand written	Throughout academic Year	Maintain teaching dairy properly	Respective Teachers should maintain and HOD should sign at the end of Every month Exam Dept/Respective Dept.
1.1.3	There should be involvement /participation of teachers in <ul style="list-style-type: none"> • Member of Academic Council • BOS • Paper Setting • Syllabus Design • Paper Checking 	Throughout academic Year	Faculty should Involve/Participate in mentioned activities	Individual Teachers Respective Department should maintain file
2.2.1	<ul style="list-style-type: none"> • Assessment Criteria • Identify the slow & advance Learner at the entry level based on previous year (12th) marks bench mark (Slow learner below 50%), (Advanced learner above 70%) • MCQ test though google form • Individual interaction with students overcoming previous stream barriers 	Throughout the academic year	Assess slow and advanced learners as per given criteria Submission of the data in the last week of March	Academic Committee along with respective departments will identify the courses and monitor the same. Detailed documentation and reports should be submitted to academic committee and IQAC

	<ul style="list-style-type: none"> • Learning barriers (Family background, poor economic condition, education in remote area, unavailability of study material, lack of learning resources) • While allotting the below courses care should be taken that each department should run at least one course (ex. 25% for bridge, 25% remedial, 25% add on, 25% value added) • For Slow learners • Introduce Bridge and Remedial course for slow learner • Bridge course in Mathematics Physics, chemistry, electronics, commerce - basic accounts • Remedial course: <ul style="list-style-type: none"> • A Remedial Course in Basic Grammar, Communication, Linguistic skills of English. • A Remedial Course in Physics, Optics, Electronics etc. • Advance learners should be assessed as follows • Aptitude test • To identify interest of the students through discussion and experiential learning. • For example • Soft skill development 			<p>after the completion of the course</p>
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	<ul style="list-style-type: none"> • An entrepreneur development program • Employability skill program • Communication skills 			
2.3.1	<p>Experiential learning:</p> <ul style="list-style-type: none"> • Project work : All academic departments • Internship or Field Projects in Industry • Arrange the Science Exhibition • students are encouraged to participated at state, National and International Level seminar /conferences/workshop • Field, industrial visit • Visit to study center • Case study etc. are being practiced in the college • Reports should be as of criteria 1. • Class seminars • Group discussions • Participation in debates • Questioning method/Quiz • Debate and elocution • Street play • Role play <p>Problem solving Methodology</p>	Throughout the academic year	Conduct Experiential learning, Experiential learning, Problem solving Methodology as per given criteria	Department

	<ul style="list-style-type: none"> • All academic departments are using this method successfully for enhancing the learning experiences of the students. • Research Activities - Research activities should be carried out in each department 			
2.3.2	<p>Teacher can use some of the ICT enabled tools from listed below and submit the relative record</p> <ul style="list-style-type: none"> • Google classroom- • ZOOM • Microsoft Teams • Google Meet • PPT • You tube Channel • Videos • Film Show • Edmodo • Blog • personal website • Smart board • LCD projector • E-content 	Throughout the academic year	Teachers should use ICT tools for teaching	<p>Department Level Monitoring by Academic Committee</p>

	<ul style="list-style-type: none"> • Google form • Digital language lab etc 			
2.5.1	<ul style="list-style-type: none"> • Exam committee should prepare a policy document regarding transparent internal assessment • Exam committee should prepare academic calendar in adherence with SPPU • Internal Assessment should be followed as per academic calendar • Record related • Declaration of exam scheduled • Letters issued to respective subject teacher regarding internal assessment • Question Paper Setting • Conduct of Examination • display marks on notice board • Providing answer sheet if demanded in a stipulated time 	Throughout Academic Year	Maintain Exam record properly and submit at the end of semester	All Departments Examination Committee
2.6.1	<ul style="list-style-type: none"> • POs, COs, PSOs should be updated at the introduction of new syllabus • POs should be prepared by faculty coordinators consultation with HOD • COs should be prepared by respective teachers 	At the introduction of new syllabus	Define POs, COs, PSOs as per given guidelines	HOD, Faculty coordinator and Subject Teacher

	<ul style="list-style-type: none"> • PSOs should be prepared by respective departments • POs, COs, PSOs should be display on website /notice board • POs, COs, PSOs should be discussed with students 			
3.1.1	<ul style="list-style-type: none"> • Regular tracking of university, UGC and NGO circulars for funding • Submit the research proposal to various funding agencies like BOD Aspire Proposal, CSIR. DBT, UGC, SERB (Science and Engineering Research Board), ICSSR, BSI, various industries, etc. • Submit the research proposal to NGO's & local agencies such as PIREN'S, SSR Institute, Janseva foundation, Vikhe Foundation, Dairy industries, Sugar industries etc. 	Throughout the academic year	During five year each department should complete at least 1 Research Project	Research committee and Respective HOD
3.1.2	<ul style="list-style-type: none"> • Eligible faculty should apply for Guideship as per the notification of University 	Throughout the academic year	Eligible staff should apply for Ph.D Guideship	Research Committee
3.2.1	<ul style="list-style-type: none"> • Institute should create Incubation Centre under research committee • Innovative ideas to be created taped and transferred • Motivate and shortlist the students for startup projects • At least start 3 projects (startup projects) every year 	Throughout the academic year	Motivate and guide students for startup project	Research committee (Incubation & Innovation Cell)

	<ul style="list-style-type: none"> • Startup projects should be social, interact with community beneficial 			
3.2.2	<ul style="list-style-type: none"> • Each department of institute conduct at least one Seminar on Research Methodology, Intellectual Property Rights (IPR) and Entrepreneurship Organized workshops/seminars and innovative practices collaboration with industries. Such as, MIDC, PIREN's, etc. • Entrepreneurship development program through MCED(Maharashtra centre for entrepreneurship development), DIC (District Industries centre) and Skill India program • Apply for various industries for collaborative activity under CSF (Corporate Social Fund) 	Throughout the academic year	Workshops/seminars on Research Methodology- (August-September) Intellectual Property Rights (IPR)- (January - February) Entrepreneurship in each term. (As per the convenience of MCED, DIC, Skill India program etc.) March- April	<ul style="list-style-type: none"> • Research Committee • Entrepreneurship by Commerce department • All PG incharge
3.3.1	<ul style="list-style-type: none"> • Eligible faculty should register students for Ph. D. • Institute research center increase the number of admissions for Ph. D. 	Throughout Academic Year	Register students for Ph. D As per the notification of University	Research Committee
3.4.1	<ul style="list-style-type: none"> • Institute, NSS and NCC should carried out social activities with neighborhood communities 	Throughout the academic year	NSS/NCC/all department should conduct activities	Extension Activity Committee (comprising of all members)

	<ul style="list-style-type: none"> • Not only NSS, NCC and every department / committee of institute should conduct at least one extension activities • Learning activities have a visible element for developing sensitivities towards community issues, gender disparities, social inequity etc. • Affiliation and interaction with groups or individuals who have an interest in the activities of the institution and the ability to influence the actions, decisions, policies, practices or goals of the organization leads to mutual benefit to both the parties. • The processes and strategies inherent in such activities relevantly sensitize students to the social issues and contexts. 			from NSS and NCC) and All HODs
3.4.2	<ul style="list-style-type: none"> • To conduct various social/extension activities with students in collaboration with government/ government recognized bodies • Search for awards and recognition for extension activity • NSS and NCC departments apply for award to various government bodies, NGOs, trust etc. • Apply for awards after completion of activity/programme 	Throughout the academic year	Apply for award and recognition	NSS Department NCC Department

	<p>(Awards to the individuals should not be considered here.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Awards received other than extension activities are not to be considered. <input type="checkbox"/> Awards from own trust / sister institutions not to be considered. <input type="checkbox"/> Awards local in nature such as Urban / local bodies/Panchayat etc are to be avoided) 			
3.4.3	<ul style="list-style-type: none"> • NSS and NCC departments conduct maximum extension and outreach programmes for student • Society collaboration with industry, community and Non- Government organizations such as Blood donation camp, Cleanliness program, road safety etc. • As per the instructions/circulars of University & Institute conduct activity/programme in particular duration • Carried out such activities • Examples- June: <ol style="list-style-type: none"> 1. International yoga day 2. Cleanliness camp July: <ol style="list-style-type: none"> 1. Water conservation activity & Rally 	Throughout the academic year	Conduct more number of activities	NCC & NSS Committee

	<p>2. Tree Plantation</p> <p>August:</p> <ol style="list-style-type: none"> 1. Swachh Bharatabhiyan 2. Independence Day 3. Bicycle Rally 4. Environment awareness programme (Vanmahotsva) <p>September:</p> <ol style="list-style-type: none"> 1. Tree plantation <p>October:</p> <ol style="list-style-type: none"> 1. Cleanliness programme 2. National unity day 3. Hemoglobin check up 4. Blood donation camp <p>December:</p> <ol style="list-style-type: none"> 1. Aids Awareness day 2. Energy awareness programme 3. NSS camp (daily activity conducted in the camp should be reported as individual extension activity) <p>January:</p> <ol style="list-style-type: none"> 1. Road safety 2. Fit India campaign 			
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	<p>3. Army day 4. Republic day celebration</p> <p>February: 1. Digital awareness programme</p> <p>March: 1. Social awareness activity/programme</p> <p>Locational advantages activity, voter awareness program, Relief fund rally, street play etc.</p>			
3.5.1	<ul style="list-style-type: none"> • Each department collaborate with different industries, universities, organizations, for collaborative activities for students and staffs • During the academic year department should carry out minimum one collaborative activity • Communicate with collaborating agencies for further activities • Institute research centers provide lab facility to other institute research scholars, scientists, industrialist • Faculty exchange- Every department will try to collaborate with minimum one credit course • Student exchange- UG and PG students complete their projects in various industries, other university/ institute, organizations and research centers 	Throughout the academic year	Department should conduct collaborative activities	Departments and Research Committee

	<p>(The collaborations mentioned in metric 3.4.3 not to be considered here.</p> <p><input type="checkbox"/> Collaborations with the sister institutions under the same Trust not to be included.</p> <p><input type="checkbox"/> Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student exchange/ internship cannot be the proof for having collaboration with the external agency)</p>			
3.5.2	<ul style="list-style-type: none"> • Each department assigned MoUS with different industries, universities, organizations, for collaborative activities • MoUS should be functional not only assigned • During the academic year minimum one activity is required in each term <p>(MOU"s with the sister institutions under the same Trust not to be included.</p> <p><input type="checkbox"/> Avoid data given in metric 3.5.1.)</p>	Throughout the academic year	One activity per year	Department and research committee
4.2.1	<ul style="list-style-type: none"> • Student can access web of OPAC from departmental computer • Induction programme for staff and students • Try to make available following facilities step by step within the period of five years. 	Throughout the academic year	Automize library facilities step-by-step	Library Committee

	<ul style="list-style-type: none"> • KOHA • Web-OPAC Link • Circulation • MARC catalogue • RFID system • Foot fall machine • Library web page • E-resource portal • Repository of question paper • Central library Face-book page • User entry software • Use of D-space for digital library – • Funds for automation of library can be raised by increasing library fees. 			
4.2.4	<ul style="list-style-type: none"> • Display QR code of e-resources at various places in college. • Give publicity to library facilities, services, resources, etc. online using social media • Monthly user list should be displayed on staff notice board duly signed by principal 	Throughout the academic year	QR codes for library facilities	Librarian

	<ul style="list-style-type: none"> • Librarian should convey the record of staff not visiting the library as well as not using the e-resource facility (N-LIST) every week and principal should take appropriate action • Keep separate computers for students and staff • There should be study room facility for the students • Faculty members should use the library facility regularly • Best library user prize should be given to students. 			
4.3.1	<ul style="list-style-type: none"> • Wi-Fi facility should be provided in the campus • Software updation • Provide password to the students be included • Correspondence should be carried out to purchase the required material for Wi-Fi facility. • There should be a computer facility with internet connectivity in every department • Lecture capturing facility should be made available for the recording • E-notice board facility should be working • Smart board, projector, VLC, etc. should be added/upgraded 	Throughout the academic year	Update IT facilities	IT/PRES

5.1.1	<ul style="list-style-type: none"> • Search and prepare list of different agencies providing scholarship along with its eligibility • Annual plan: • Find out the number of eligible students for that respective scholarship • Conduct awareness program • (at least one per semester) • Inform and assist them to fill the form • Care should be taken that all eligible students gets scholarship benefit • Prepare list as number of students eligible and number of benefited by that respective scholarship • Care should be taken by all mentioned cells/scholarship department/mentor that all eligible students gets benefited by at least one scholarship • So there will be increase in percentage of students benefited by scholarships 	<p>Throughout the academic year</p> <p>Report Submission: April</p>	<p>Maximum number of students should get benefit of scholarship</p>	<p>Major role by:</p> <ul style="list-style-type: none"> • SC/ST/OBC/Minority Cell • Scholarship Department <p>Assistance by:</p> <ul style="list-style-type: none"> • Every Mentor
5.1.2	<ul style="list-style-type: none"> • Search and prepare list of different agencies providing scholarship along with its eligibility • Annual plan: 	<p>Throughout the academic year</p>	<p>Maximum number of students should get benefit of scholarship</p>	<p>Major role by:</p> <ul style="list-style-type: none"> • SC/ST/OBC/Minority Cell • Scholarship Department <p>Assistance by:</p>

	<ul style="list-style-type: none"> • Find out the number of eligible students for that respective scholarship • Conduct awareness program • (at least one per semester) • Inform and assist them to fill the form • Care should be taken that all eligible students gets scholarship benefit • Prepare list as number of students eligible and number of benefited by that respective scholarship • Care should be taken by all mentioned cells/scholarship department/mentor that all eligible students gets benefited by at least one scholarship • So there will be increase in percentage of students benefited by scholarships • The discount given in Fee by the management can be considered as free ship/scholarships • Financial Support by Institution: Such as Earn and Learn, /Hostel/Mess, etc 	<p style="text-align: center;">Report Submission: April</p>		<ul style="list-style-type: none"> • Every Mentor
5.1.3	<p>Life skills (Yoga, physical fitness, health)</p> <ul style="list-style-type: none"> • Action plan for activities like Yoga and physical fitness 	Throughout the academic year	Yoga: June	<ul style="list-style-type: none"> • Physical Education Department

	<ul style="list-style-type: none"> • Celebrate Yoga week with separate activities everyday like yoga awareness, yoga training, meditation, expert lecture on yoga. • Yoga centre for students and community peoples • Organize program like mini marathon, expert lecture on physical fitness, self defense, etc. • Specifically during physical education curriculum for all First year students this activities can be conducted • Health and Hygiene • At least two activities should be conducted related with hygiene for students <p>Examples:</p> <ul style="list-style-type: none"> • Nutritional awareness • Nutritional management • Expert/Guest lecture for that should be arranged 		<p>Physical fitness program/Event in July, August, January February)</p> <p>Two activities related with Health and Hygiene per year (August, December)</p>	<ul style="list-style-type: none"> • Women Empowerment Cell • Health Committee
5.1.5	<ul style="list-style-type: none"> • Implementation of guidelines of statutory/regulatory bodies • Organization wide awareness and undertakings on policies with zero tolerance • Mechanisms for submission of online/offline students' grievances 	<p>Throughout the academic year</p> <p>Report Submission: April</p>	<p>Implementation of guidelines of statutory/regulatory bodies</p>	<ul style="list-style-type: none"> • Grievance redressal Cell • Prevention of sexual harassment committee • Anti ragging committee

	<ul style="list-style-type: none"> • Timely redressal of the grievances through appropriate committees • The SOP of all cell are needed • Meeting minutes of these committees are needed • Anti ragging form should be filled by students 			
5.2.1	<ul style="list-style-type: none"> • The campus interview should be arranged in own campus • If arranged elsewhere it should be in collaboration with your college and the placement officer should be actively participate in same • The committee should contact various agencies to conduct campus interview • There should be planning for arranging the campus placement • Placement cell should arrange activities before all campus interviews to make students aware about the company and their requirements 	Throughout the academic year Report: April	Maximum number of students should be placed through campus interview	Major Role: <ul style="list-style-type: none"> • Placement cell Assistance By: <ul style="list-style-type: none"> • Every department • Each teacher
5.2.3	<ul style="list-style-type: none"> • All head and their staff should motivate student for competitive exam in their subject • Notice/brochure to the students about such exams • The competitive exam cell should give notice to the students about such exam and guide them 	Throughout the academic year Report: April	Staff should motivate and guide student to participate in competitive exam	<ul style="list-style-type: none"> • Head of Department • Career/competitive exam cell

	<ul style="list-style-type: none"> • All the examinations which are conducted by state/central government for job recruitment should only be considered. • Examples: Army, Police, Talathi, Gramsevak, Bank governed by Government (SBI, IBPS) Number of students selected to • JAM, CLAT, NET, SLET, GATE, GMAT, CAT, GRE, TOEFL, Civil Services 			
5.3.1	<ul style="list-style-type: none"> • The physical director should chalk out and identify students with the help of mentor those who are good in sports • Should give them proper training and guidance • There should be compulsory participation of students in sports event organized by SPPU, Pune • Search events/activities available for the students • Give the notice to sports students and motivate them to participate in such events • The Cultural Committee should chalk out with the help of mentor students those who are active in cultural activities • Should guide them 	<p>Throughout the academic year</p> <p>Report: April</p>	<p>Motivate and send students for sports, cultural events/activities</p>	<ul style="list-style-type: none"> • Physical Director • Cultural Committee

	<ul style="list-style-type: none"> • Search events/activities and motivate them to participate in such events • NCC/NSS department should guide students so that they will participate in RDC parade 			<ul style="list-style-type: none"> • NCC /NSS department
5.3.2	<ul style="list-style-type: none"> • Principal / Vice-Principal / IQAC Coordinator should nominate students in various committees as per SOP • The committee having student's representation should take students participation and engagement during the events /activities arranged under that respective committee and proof of that should be kept 	<p>Throughout the academic year</p> <p>Report: April</p>	<p>All student oriented committee should have active participation of students</p>	<ul style="list-style-type: none"> • Students Council • IQAC • Commerce and Science Association • Literary association • NSS • NCC • Cultural Committee • Students Welfare Committee • Gymkhana Committee • Earn and Learn • Hostel and Mess Committee, etc
5.4.1	<ul style="list-style-type: none"> • First check whether the alumni association is registered and is valid. • Every year financial audit of alumni association should be conducted and submitted to Charity commissioner 	<p>December</p> <p>Throughout the academic year</p>		<ul style="list-style-type: none"> • Alumni Cell

	<ul style="list-style-type: none"> • There should be at least one alumni meet every year • Top alumni guidance lectures should be arranged by alumni cell through various departments • Every department should arrange at least one alumni guidance lecture 	Report: April	Organize alumni meet, alumni guidance lecture, parent meet.	
6.3.4	<p>Principal should ensure that the Faculty should attend face to face and online faculty development program</p> <p>Unaided staff should participate in Programs approved by SWAYAM etc.</p> <p>The Course should be Approved by UGC/AICTC/HRDC/MHRD</p> <p>Note: FDP should be of the duration of one week or more</p> <p>One teacher attending one or more professional development Program in a year to be counted as one only.</p>	Throughout the academic year	Faculty should participate in FDP and submit data at end of semester	Staff Training and development committee(Teaching and non Teaching)

6.4.2	<p>Funds should be generated from non government bodies such as Lions Club, Rotary Club, Red Cross, Private Industries (Funds under Corporate Social Responsibility) for development of the institute.</p> <p>Note:</p> <ul style="list-style-type: none"> • Funds from own institutions/own trust and sister institutions not to be considered • Contribution in the form of equipment / software etc not be counted. 	Throughout the academic year	Try to generate funds from said bodies	Principal
6.5.1	<p>Tentative Initiatives:</p> <ol style="list-style-type: none"> 1. Student facilitation Centre 2. Competitive examination cell 3. Internal and External Academic and Administrative Audit (AAA) 4. Environmental audit 5. Participative gender audit 6. Policies, processes and procedures 7. National Seminar on quality initiatives 8. Setting Benchmarks 9. FDP's for teaching staff 10. Creation of materials for learning 	<p>Throughout the academic year</p> <p>Reporting in October and April</p>	Institute with the help of IQAC should set quality initiatives	IQAC

	<p>11. Training programs for administrative and non-teaching staff</p> <p>12. Academic calendar and annual planning</p> <p>13. Documentation methodology</p> <p>14. SWOC analysis</p> <p>15. Website updating</p> <p>16. IQAC newsletter</p> <p>17. Industry-academia network building</p> <p>18. Staff Welfare initiatives</p> <p>19. Exit interviews of teaching staff and students</p> <p>20. Structural Audit</p> <p>Out of quality initiatives introduced in the last five years, two best implemented quality assurance processes should be described</p>			
6.5.3	<p>Regular meetings of IQAC</p> <p>Collaborate with other institutions to take quality initiative :</p> <p>Example, Workshop, Seminar, Faculty exchange, conference, Yoga program, Cultural activity, Sports competitions.</p> <p>Participate in AISHE</p> <p>Participate in NIRF</p>	<p>Throughout the academic year</p> <p>Report at the end of semester</p>	<p>Conduct regular meeting of IQAC for quality initiatives</p>	<p>IQAC</p>

	Participate in quality audit like ISO and NBA (If applicable)			
7.1.4	Roof water harvesting system Water recharging unit Farm ponds Drip irrigation / sprinkler Principal should ensure that the above facilities should be developed on the campus and keep functional.	Throughout the academic year	Setup of given things	Civil Department
7.1.5	Parking facility is at the exterior space of the campus use the public transport facility Battery-powered vehicles Promoting battery powered vehicles	Throughout the academic year	Provide parking facility	Security Department All Staff and Students
7.1.5	No Vehicle Day One day awareness programmes should be arranged on green campus initiative during five year	Throughout the academic year	Second Saturday in a month	NCC NSS
7.1.5	3 R policy Ban on plastic use	Throughout the academic year	Ban on use of plastic	NCC NSS
7.1.6	Clean and green campus recognitions /awards Apply for awards to Government agencies / NGOs (Every year at least one application should be submitted compulsorily)	Throughout the academic year	Apply for awards to Government agencies / NGOs	NCC NSS

7.1.8	Celebration of Religious festivals	Throughout the academic year	Organize said activities as per their dates	Ceremony Committee
7.1.8	Earn and Learn Scheme	Throughout the academic year	Strengthen earn and learn scheme	Student Welfare Board
7.1.9	Celebration of birth and death anniversary of great Indian Personalities	Throughout the academic year	Organize said activities as per their dates	Ceremony Committee
7.1.9	Epoch making of social thinkers Celebration of national festival Celebration of Days i.e. Constitution Day, National Youth day, National Unity day, Yoga day etc.	Throughout the year	Throughout the academic year	Ceremony Committee
7.1.10	Proceedings of the monitoring committee.	Throughout the academic year	Prepare proceeding	Principal
7.1.11	Organizing national and international commemorative days Various events and festivals	Throughout the year	Organize said activities as per their dates	Ceremony Committee
7.2.1	Two innovative practices which are related to community engagement Principal should appoint a committee for timely implementation and monitoring annual programmes of best practices Success stories related to best practice For examples- Guidance to farmers about export of Agricultures Products.	Throughout the academic year	Principal should appoint a committee for timely implementation and monitoring annual programmes of best practices	Principal /IQAC / All departments (with respect to best practices)

	<p>Water Harvesting activities</p> <p>Organic Gardening</p> <p>Cactus Garden</p> <p>Conservation of Medicinal Plant</p> <p>Endangered species conservation</p> <p>Social Responsibility Cell</p> <p>ICT Enhanced Learning Experience</p> <p>Lecture Series</p> <p>Exhibition and Demonstration of Science Experiments for School Students</p> <p>Fostering Community Responsibility</p> <p>Skill Development Programme</p> <p>Live Lab</p> <p>BEE-Live: Biodiversity and Environmental Engagements</p> <p>Promotion of e-Content Development</p> <p>Education for All</p> <p>Student Centric Learning, Sports and Cultural Activities</p> <p>Skill Empowerment Cell</p> <p>Service to Divyanjan Students</p> <p>In addition to these, best practices suitable to institution and surrounding area may be conducted</p>			
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7.3.1	<p>Principal should ensure that, the distinctiveness is to mould and empower students with respect to knowledge, values and social responsibilities to face global challenges.</p> <p>Institute should organize activity related to one area distinctive to its priority and thrust</p> <p>For Example-</p> <p>Extension Service for Rural Transformation</p> <p>Assembly of LED bulb</p> <p>Generation of Compact Cement Block (CCB)</p> <p>Generation of paving blocks</p> <p>Tapping students idea to start up</p> <p>Pravara Cultural Fest</p> <p>Placement Cell</p> <p>Entrepreneurship Cell (Tie up with DIC,)</p> <p>Girls Education</p> <p>Scholarship Service and financial support as a fee waiver scheme.</p> <p>Financial support / adoption of wards of farmers who committed suicide</p> <p>Employability Generation Courses</p> <p>Skill based courses</p>	Throughout the year	Institute should organize activity related to one area distinctive to its priority and thrust	Responsibility as per the activity
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Activity Calendar: June

Metric	Activity	Timeline	Target	Responsibility
1.1.1	College Time Table	June	At the commencement of semester	Time table Committee
1.1.2	<ul style="list-style-type: none"> • Prepare academic calendar according to SOPs of PRES • Submit the ATR of each activity as per Academic Calendar at the end of each month • The activities mentioned in academic calendar should be conducted • Preparation of Academic Calendar including Program of Continuous Internal Evaluation 	June	Perform activities as per academic calendar	IQAC HoD, Committee Chairman and/ OR respective Teachers Exam Department
1.3.1	<p>Courses introduced by the College indicating the cross cutting issue special days International Women's Day, Human Rights Day, World Forest Day, World Water Day, World Environment Day, AIDS Awareness Day, etc. are celebrated by conducting seminars, debates, poster exhibitions, rallies, street plays etc.</p> <p>Eco-friendly activities rain water harvesting, sewage treatment, diverse flora, vermi-compost, cleanliness, tapping solar energy and pollution control,</p>	June	As per the syllabus	IQAC/Women Empowerment Cell/ NSS NCC/Respective Committees and Department Respective Dept.

	<p>No Vehicle Day, use of battery powered vehicles, ban of Plastic use etc</p> <p>Courses</p> <p>Human right</p> <p>Moral Values</p> <p>environment and sustainability,</p> <p>Human values and professional ethics.</p> <p>Democracy</p> <p>Constitutions</p>	As per Syllabus		Respective Dept.
4.1.1	<ul style="list-style-type: none"> • Collect the data/facilities available in the college campus regarding infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc. • Structural audits 	June	There should be optimum utilization of infrastructural resources	Campus Development committee
4.1.2	<p>Develop the facility such as track, volley ball, foot ball, Gymnasiums, Open gym, etc</p> <p>Description should be related with following points</p> <ul style="list-style-type: none"> • Play ground • Outdoor game facility • Indoor game facility • Gymnasiums • Open gym 	June	Augment new sports facilities	Physical Director and Cultural Committee

	<ul style="list-style-type: none"> • Yoga centre • Cultural activity room with instruments 			
4.1.3	<ul style="list-style-type: none"> • Develop smart class room as per requirement (If possible funds can be raised by Alumni association) 	June	Increase the number of smart class room	IT centre /Office/ Store
4.1.4	<ul style="list-style-type: none"> • Collect the requirements from account departments regarding infrastructure augmentation • Principal and account department must see that every year there is addition of infrastructure facilities. • Communicate required budget of infrastructure augmentation to the PRES • Annually, there should be a substantial financial provision for infrastructural augmentation 	June	Every year there should be infrastructural augmentation	Accounts department
4.2.2	<ul style="list-style-type: none"> • Annual budget should be there for e-resource facility in library • E-journal should be subscribed such as N-LIST and individual online journals • E-books should ne subscribed in addition to N-LIST • Subscribe DELNET database. • Develop database in your library-D-Space (Scanned copies of paper published by the faculty) • Subscribe e-resources of various universities institutions to provide remote access to users of library 	June	Strengthen the e-resources in library	Librarian and Library Committee

	<ul style="list-style-type: none"> • Staff and students should regularly use e- resources 			
4.2.3	<ul style="list-style-type: none"> • Minimum 5% budget should be reserved for library • Adequate financial support should be provided to purchase of books. • Collect the information about required books/Journals from various departments • Try to purchase all budgeted books/e-books, UGC listed journals/e-journals, etc. • Give purchase order of books to PRES • Accession of books should be carried out. 	June	Adequate number of books/journals should be available in library	Library Committee
4.3.2	<ul style="list-style-type: none"> • List the requirement for computers department wise • Correspondence should be done to PRES to purchase new computers • There should be minimum of 10 students per computer 	June	Purchase new computers and maintain old computers	IT/PRES
4.3.3	<ul style="list-style-type: none"> • Increase the bandwidth of internet connection minimum up to 50 - 100 mbps • Only leased line connectivity in the name of the college will be considered. 	June	High speed Internet should be available	IT/PRES
4.4.1	<ul style="list-style-type: none"> • Collect the information about required maintenance from various departments. 	June	Maintenance as per SOP	Civil and Campus development committee
4.4.2	<ul style="list-style-type: none"> • Define SOP for each system. 			

	<ul style="list-style-type: none"> Budgetary provision should be made for maintenance of infrastructure 			
6.1.1	<p>Participation of teachers on various decision making bodies of the institution</p> <p>For Ex. IQAC, CDC etc.</p> <p>Prepare and comply with the vision and mission statement and describe the nature of governance</p>	June	Teacher should have representation on decision making bodies	IQAC
6.2.1	<p>Prepare perspective plan immediately after the NAAC in tune with vision and mission</p> <p>Annual planning for deployment of perspective plan.</p>	June	Immediately after the NAAC	IQAC
6.2.2	<p>Prepare organogram for the institution</p> <p>Organogram of the institution should be uploaded on college website</p>	June	Immediately after the NAAC	IQAC
6.2.3	<p>e- governance in areas of</p> <ol style="list-style-type: none"> Administration Finance and Accounts Student Admission and Support Examination <p>Implementation of ERP/MIS</p> <p>Implementation of Library Software like Koha</p> <p>Implementation of Software for office work</p> <p>Software for student section (Vriddhi)</p>	June	E- governance should be implemented	Accountant Office superintendent

6.3.1	<p>Provide the list of existing welfare measures for teaching and non-teaching staff within a maximum of 500 words</p> <p>Schemes such as:</p> <ul style="list-style-type: none"> • recruitment of legal heirs of deceased members under compassion, • staff quarters • felicitation of achievers • promoting faculty for higher education like Ph. D • sponsorship for research • extended timings for laboratories • group insurance • on campus bank facility • fund raising activity in case of misfortune of the staff member • felicitation of meritorious wards of the staff • Any other 	<p>Provide the list in June</p> <p>And</p> <p>compliance report in April</p>	<p>Strengthen teaching and non-teaching welfare measures</p>	<p>Staff Training and development committee (For AQAR)</p>
6.4.2	<p>The Principal should made an appeal for grants from individuals, philanthropists, NGOs</p>	<p>June</p>		<p>Principal</p>
7.1.2	<p>The Institute should implement Solar energy,Biogas plant,Wheeling to the Grid,Sensor-based energy conservation and Use of LED bulbs/ power efficient equipment (If implemented, upgrade the above facilities)</p> <p>Proposals should be prepare and submitted to fetch the grants</p>	<p>June</p>	<p>Institute should reduce power consumption through suggested measures</p>	<p>Civil Department</p>

	Principal should ensure that maximum number of LED bulbs / power efficient equipment are installed in the institution.			
7.1.3	Office automation for reducing paper waste Plastic banned	June	Promote Paperless work	Office
7.1.3	Biomedical waste management As per PRES Policy:	June	As per SOP	Biotechnology
7.1.5	Landscaping with trees and plants Planting of trees in association with forest department and NGOs, NSS, NCC etc.	June	Award/recognition should be obtained for green campus	NCC NSS
7.1.7	Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts	June	Provide necessary facilities to physically challenged students	Civil Department
7.1.8	ATM / Bank facility	June	Provide mentioned facility	Institute
7.1.8	Apply for <i>Unnat Bharat Abhiyan</i>	June	Apply for <i>Unnat Bharat Abhiyan</i>	NSS
7.1.10	Policy document on code of ethics.	June	Prepare policy document on code of ethics document	IQAC
7.1.10	Document showing Code of Conduct for students, teachers, governing body and administration	June	Prepare code of ethics document	IQAC

	Handbooks, manuals and brochures on human values and professional ethics			
7.1.10	Web-Link to the relevant documents at HEI website.	June	Timely Updation of website	Web site Committee

Monthly Activity Calendar: July

Metric	Activity	Timeline	Target	Responsibility
1.2.1	<p>Criterion adopted for Selection of the Elective Course</p> <p>To run regular program and courses as per the guideline of University</p>	July	Select the elective course as per university norms	Respective Department
1.2.2	<p>Courses should be planned and allotted by skill development cell according to the need of the Society/Interest of the Student</p> <p>Brochure or any other document relating to Add on /Certificate programs</p> <p>List of Add on /Certificate programs</p> <p>For Example</p> <p>Name of Course</p> <ul style="list-style-type: none"> • Certificate course in E-transaction • Certificate course in E-billing • Certificate course in Value Education • Certificate course in E-banking • Certificate course in various languages (German, French etc.) • Certificate course in Securities Market • Certificate course in Entrepreneurship Development • Any other Suitable Course 	July	<p>Every department should conduct at least one certificate or add on course during the academic year.</p> <p>Submit documentary file at the end of each semester</p>	<p>Skill Development Cell and respective Department</p> <p>Every department should conduct one certificate or add on course during the academic year</p>

	<ul style="list-style-type: none"> Course should be at least of 30 contact hours. 			
1.3.2	<p>Details of experiential learning through project work/field work/internship</p> <p>UG and PG Project are considered here.</p> <p>Do not include the projects completed under Environmental Studies/ Science</p> <ul style="list-style-type: none"> The Projects should not be theoretical they should be based on field work. Every department should compulsory give project work /Field work to 50% students even if it is not included in the curriculum(Try to fetch funding for these project) Criteria for the allocation of the project and field work The project should be based on the recent development in the subject/ it should be in tune with the need of hour/inter disciplinary/ inter departmental project 	July	<p>Maximum number of students should be benefitted through project work/field work/internship</p> <p>March: all detail record of Project/Internship should be submitted</p>	Respective Department
4.1.3	<ul style="list-style-type: none"> All the staff should use ICT facilities for teaching and learning process LCD projector should be arranged at each department Make class rooms/seminar halls with ICT facilities Regular monitoring of ICT facilities 	July	Updation of ICT facilities	IT centre /Office/ Store

4.2.4	Arrange class wise visit/ Orientation of students to library	July	There should be compulsory orientation of students to library facilities	Librarian
6.4.3	Policy document should be prepared for strategies for mobilization of funds and its optimal utilization	July	As per SOP	Principal and Vice Principles
6.5.2	Initiatives for the compliance of previous suggestions by NAAC peer team should be considered. 1. Use of ICT tools for teaching and learning 2. New strategies for teaching-learning implemented 3. Define course objectives, COs, POs and PSOs 4. Add new pedagogical methods and tools every year 5. Integration of online platforms, e-content development	July Report in October	Do the compliance of previous suggestions by NAAC peer team	IQAC Academic Committee
7.1.1	Right to Education Awareness Program Movies on gender sensitization Debate competition	July	Conduct suggested program	Gender Equity Cell
7.1.2	The institute should conduct energy and green audit by external agencies (every two years)	July	Conduct suggested program	Civil Department
7.1.3	Solid wastemanagement R Policy- reduce, recycle and reuse.	July	Proper waste management system	Departments NCC

	<p>Tie-up with approved agencies such as Priyadarshani which makes pencils out of solid waste.</p> <p>Waste management system managed by a dedicated student team.</p> <p>Robust and recycling system</p> <p>separate color coded bin (if not, it can be procured from alumni association)</p>			<p>NSS</p> <p>Civil Department</p>
7.1.3	<p>Tie up with approved agencies</p> <p>Liquid waste management</p> <p>Use of rotary evaporator</p> <p>Liquid waste from biological lab are treated with bleach and decontaminated</p> <p>Sewage Treatment Plant</p>	July	SOP for Liquid waste management	Head of all Laboratory
7.1.6	Energy audit by external agency (every two years)	July	Every two years	Electronics / Physics / PRES
7.1.7	<p>Assistive technology and facilities for persons with disabilities (<i>Divyangjan</i>) accessible website, screen-reading software, mechanized equipment, audio-visual study materials</p>	July	Provide learning facilities to disabled students	<p>Library</p> <p>IT Department</p>
7.1.7	<p>Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	July	Make Exam facilities to disabled students	Examination Department
7.1.8	Modi Script / Foreign Language Course	July	Once in a year	Language Departments
7.1.8	Multilingual digital enquiry system	July	--	Language Departments

7.1.9	Institute should have RTI Committee Lecture series, Poster presentation, Debate competition etc. Talk on personality development	July	Organize the suggested activities in Semester	Student welfare board / Bahishal Shikshan Mandal
7.1.10	Annual awareness programmes on code of conduct	July	Organize the suggested activity	Faculty Vice Principal

Monthly Activity Calendar: August

Metric	Activity	Timeline	Target	Responsibility
1.1.1	Internal assessments, assignments, seminars, tutorial work, open book test, group discussion	August	Maintain the internal assessment record	Exam Dept/Respective Dept
1.2.1	Criterion adopted for Selection of the Elective Course To run regular program and courses as per the guideline of University	August	Select elective as per demand and scope	Respective Department
1.2.2	Courses should be planned and allotted by skill development cell according to the need of the Society/Interest of the Student Brochure or any other document relating to Add on /Certificate programs List of Add on /Certificate programs For Example Name of Course <ul style="list-style-type: none"> • Certificate course in E-transaction • Certificate course in E-billing • Certificate course in Value Education • Certificate course in E-banking • Certificate course in various languages (German, French etc.) • Certificate course in Securities Market 	August	Every department should conduct at least one certificate or add on course during the academic year Submit documentary file at the end of each semester	Skill Development Cell and respective Department

	<ul style="list-style-type: none"> • Certificate course in Entrepreneurship Development • Any other Suitable Course • Course should be at least of 30 contact hours. 			
2.1.1	Efforts should be taken to fulfill the Intake capacity	August	Maximum efforts should be taken to fulfill the admission	Admission Committee & Students Section
2.1.1	Final report of admission Preparation of roll call with complete student's details. At the end of the roll call list, give the detail list of <i>categories (SC, ST, OBC, Divyangjan, etc.</i>	August	Prepare report as per data template till September	Admission Committee & Students Section
2.2.2	The number of students as per the list in 2.1.1 and staff list as per appointment orders	August	Prepare students list as per data template till September	Students Section Establishment Department
2.3.3.	<ul style="list-style-type: none"> • Implement student mentoring system • Mentor-Mentee Booklet 	August	Effectively implement student mentoring	Students mentoring Committee
2.4.2	<ul style="list-style-type: none"> • Counseling of Ph.D. registered staff to complete the work in time. • To Guide the staff for Ph.D. registration 	August	Efforts for Ph.D registration/completion in time by staff.	Establishment Dept.
2.6.3.1 2.6.3.2	<ul style="list-style-type: none"> • Result analysis should be as per data template • Maintain Record in unified format Prepare record as per data template	August	After declaration of result	College Exam. Officer/ Exam Dept.

4.2.4	Orientation of teachers should be carried out related with library	August	Organize Teachers orientation program towards library	Librarian
5.1.3	<p>Soft skills</p> <ul style="list-style-type: none"> • Plan and design how to run the activity • Specifically focus on Third year students of all faculty so they can get benefit for interviews • Conduct at least four activities to enhance the skill of students. • Expert/Guest lecture for that should be arranged (at least one per semester) <p>(Should apply for employability course from SPPU, Pune)</p> <p>Examples:</p> <p>Goal Setting</p> <p>Positive Attitude</p> <p>Stress Management</p> <p>Anger Management</p> <p>Personality Development</p>	August	Conduct at least four activities to enhance the skill of students. (August, September, January, February)	<ul style="list-style-type: none"> • Language department: Marathi and Hindi
5.1.3	<p>Language and communication skills</p> <ul style="list-style-type: none"> • Plan and design the activities (other than University Syllabus): specifically for second year students • Ex. Grammar, reading skills, letter writing, skills for good communication, etc. should be enhanced 	August	Conduct at least four activities to enhance the skill of students. (August, September, January, February)	<ul style="list-style-type: none"> • Language department: English and Commerce

	<ul style="list-style-type: none"> • At least four activities expected • Expert/Guest lecture for that should be arranged (at least one per semester) 			
5.1.3	<p>ICT/computing skills</p> <ul style="list-style-type: none"> • Design and plan for ICT and computing skills for students • Training programs for students • Expert/Guest lecture for that should be arranged • At least four activities <p>Examples:</p> <p>Cyber Security</p> <p>Use of ICT tools</p> <p>Creating goggle form</p> <p>Weather forecasting apps</p>	August	<p>Conduct at least four activities to enhance the skill of students.</p> <p>(August: UG, October: PG, February: UG, March: PG)</p>	<ul style="list-style-type: none"> • Commerce • Mathematics • Computer and Physics Electronics department
5.1.4	<ul style="list-style-type: none"> • A active competitive examinations and career counseling cell should be there in college • Regular expert lectures should be arranged (At least four) • These lectures should be open for all students • The number of students benefited by guidance for competitive examinations and career counseling should increase • Principal should ensure that all the outgoing students are benefitted by career counseling and its outcomes should be reflected in placement 	August	<p>Conduct at least four activities related to competitive examinations and career counseling for the students.</p> <p>(August, October, January, February)</p>	<ul style="list-style-type: none"> • Competitive examinations and career counseling Cell

	<ul style="list-style-type: none"> • Cultural committee should prepare and submit proposal for organization of University/ Zonal/State/National/ District level competition. • Competition should be organized at district/state level • Certificates should be given to students • Commerce and Arts committee should plan and execute at least one activity/competition each such as debate, poetry, essay writing, etc. • Certificates should be given to students 		(September, February) Conduct at least one activity for the students. (January)	<ul style="list-style-type: none"> • Commerce Association • Literary Association
7.1.1	First gender equity & sensitization programmes (for boys and girls)	August	Conduct at least two event	Gender Equity Cell
7.1.3	Vermi compost Unit	August	Develop vermi-compost unit	Zoology / Dairy Science
7.1.8	<p>Visit to orphanage</p> <p>Help provided to children of migrant labors</p> <p>Contribution towards relief fund</p> <p>Health awareness rallies</p>	August	Conduct Social activity	NSS NCC

Monthly Activity Calendar: September

Metric	Activity	Timeline	Target	Responsibility
1.1.1	Mid Term Exam	September	Prepare schedule and complete exam till Semester End	Exam Dept/Respective Dept
7.1.3	Making paper bags by students	September	Conduct related activity	NCC NSS
7.1.6	Organize at least one activity on following environmental, energy and disaster management Green Audit Environmental audit / Carbon Footprints, Fire audit by external agencies (every two years)	September	Organize at least one activity	Environmental Science / Botany / PRES
7.1.9	Seminars / Workshop on values, right duties and responsibilities	September	Organize at least one activity	Student welfare board / Bahishal Shikshan Mandal

Monthly Activity Calendar: October

Metric	Activity	Timeline	Target	Responsibility
2.5.2	<ul style="list-style-type: none"> Exam committee should prepare a SOP document regarding grievances, time bound and efficient related to internal assessment 	October	As per SOP document (Every semester)	Examination Committee CEO
3.4.4	<ul style="list-style-type: none"> Care should be taken that in above mentioned activities participation of students should be above 80% of total admitted students Each department should conduct at least one extension activity 	October	Each department should conduct at least one extension activity (Every semester)	NCC & NSS Committee, All academic departments, Report should be submitted to immediately after completion of activity Extension Activity Committee
6.1.2	For Example, Faculty members are encouraged to develop leadership skills by being in charge of various academic, curricular and extra-curricular activities.	October	Should conduct at least one activity (Every semester)	IQAC
6.3.3	Training Programs Such as: For Teaching: <ul style="list-style-type: none"> MIS Training Lab Safety measures E-content development Disaster Management FDP courses etc Training Program on CO's ,PO's and PSO's 	October	Should conduct at least one training program (Every semester)	Staff Training and development committee

	<ul style="list-style-type: none"> • Research Proposal: Submission and Research ethics <p>For Non Teaching:</p> <ul style="list-style-type: none"> • MIS Training • Computer Literacy • Disaster Management • Instrument handling • Lab Safety measures awareness • Administrative Staff Training (Tally, Book Keeping etc.) <p>At least four activities should be conducted annually.</p> <p>Note: Seminars / invited talks cannot be included in this metric.</p>			
7.1.1	Counseling Workshops and seminar	October	Conduct at least one activity	Women Empowerment Cell

Monthly Activity Calendar: November

Metric	Activity	Timeline	Target	Responsibility
2.5.2	<ul style="list-style-type: none"> Exam committee should prepare a SOP document regarding grievances, time bound and efficient related to internal assessment 	November	As per SOP	Examination Committee CEO

Monthly Activity Calendar: December

Metric	Activity	Timeline	Target	Responsibility
7.1.1	Prevention of female feticide programs (Rally, Lectures Poster street play etc.) Prevention of Dowry program Extension activities like street play, gender equity awareness programmes in nearby schools and villages	December	Organize the given activity	Women Empowerment Cell NSS
7.1.6	Beyond the campus environmental Promotion activities in adopted village / any other villages	December	Organize the community related activity	NCC NSS
7.1.8	Socio-economic survey	December	Conduct the said survey	All Social Science Departments

Monthly Activity Calendar: January

Metric	Activity	Timeline	Target	Responsibility
1.1.1	Industrial Visit/Project work	January	Arrange Industrial Visit for students	Department
7.1.1	Debate competition/ Self Defense training program Voter Awareness Programme	January	Organize the given activities	Women Empowerment Cell
7.1.8	Annual Social Gathering Annual Sports Meet Parent Teacher Association Meet	January	Organize the given Program	Cultural Committee Sport Department PTA

Monthly Activity Calendar: February

Metric	Activity	Timeline	Target	Responsibility
1.1.1	Internal assessments, assignments, seminars, tutorial work, open book test, group discussion	February	Maintain the internal assessment record properly	Exam Dept/Respective Dept
1.1.1	Mid Term Exam	February	Prepare timetable and execute the said exam	Exam Dept/Respective Dept
2.1.1	Visit to the nearby Jr. Colleges & counseling of 12 th appear students & aware them about institutional facilities, course opportunities. Submit the report at the end of February	February	Conduct given activity to fulfill the admission	Admission Committee & Students Section
2.6.3.1	<ul style="list-style-type: none"> • Result analysis should be as per data template • Maintain Record in unified format 	February	Prepare result analysis as per data template After declaration of result	College Exam. Officer/ Exam Dept.
2.7.1	<ul style="list-style-type: none"> • Collection of students data as per data template • Prepare Google form for student satisfaction survey in the prescribed format of the NAAC (AQAR) • Every mentor should be in contact with the mentee through email and mobile every last week of the month • Prepare analysis report and upload on the college website 	February	Complete student satisfaction survey as per NAAC guidelines	Students mentoring committee

	(AQAR)			
7.1.1	Awareness through cultural programmes Facilities provided for gender equity (Day Care Centre)	February	Conduct the given activity	Women Empowerment Cell

Monthly Activity Calendar: March

Metric	Activity	Timeline	Target	Responsibility
1.4.1	To collect the feedback form Students, Teachers Employers Alumni Online or Offline URL for stakeholder feedback report	March	Prepare Feedback report as per NAAC requirements	Feedback committee
1.4.2	Prepare feedback analysis report and action taken report	March	Prepare Feedback analysis and action taken report as per NAAC requirements	Feedback committee
5.4.2	<ul style="list-style-type: none"> • At least 5 lakh Rs contribution of alumni should be there along with their names and contact information. • Its audited statement • Alumni contribution should be increased • The alumni donation in the form of things (furniture, equipment, etc) should be considered as alumni contribution. • These equipments should be purchased through the college by alumni association (Process: alumni association will give cheque to the college and then college will pay to party) 	March	Conduct alumni Contribution audit till April	<ul style="list-style-type: none"> • Alumni Cell

6.3.5	<p>The policy of Appraisal should be uploaded on website</p> <p>Teaching and non teaching staff Appraisal forms should be filled in annually and analyzed</p> <p>The Appraisal forms should be stamped and signed by the principal</p>	<p>Forms to be filled in March</p> <p>Reporting in June</p>	<p>Complete teaching and non-teaching appraisal</p>	<p>Staff Appraisal Committee</p>
7.1.1	<p>The institute should conduct annual Gender Audit</p>	<p>March</p>	<p>Conduct gender audit</p>	<p>Gender Equity Cell</p>
7.1.5	<p>Drip and sprinkler irrigation system</p>	<p>March</p>	<p>Minimum utilization of water through Drip and sprinkler irrigation system</p>	<p>Civil Department</p>

Monthly Activity Calendar: April

Metric	Activity	Timeline	Target	Responsibility
3.3.2	<ul style="list-style-type: none"> • Every teacher has to publish at least two research paper only in UGC care listed journals in every year • Faculty published research paper in Scopus/ Web of Science or Pub Med/ Indian Citation Index Journals • Every faculty Create Google scholar Account to obtained H-index from there publications • In Google scholars account mention institute approved email address • Faculty should referred research paper of our departmental staffs to increase citation index/H-index 	April	Every teacher has to publish at least two research paper only in UGC care listed journals in every year	Research Committee and every head of the department should submit the list of teachers who have not published research paper
3.3.3	<ul style="list-style-type: none"> • Every faculty has to take efforts to publish books or chapters in edited volumes or books • Faculty should participate in International / national / state level conferences/ seminars/ workshops • When presenting paper in conferences published full length paper in proceeding 	April	Faculty should publish book/chapter/paper in proceeding	Research Committee and every head of the department
6.2.1	Year wise implementation of perspective plan Deployment document should be prepared depending on the perspective plan of the respective year	April	Prepare and implement perspective plan	IQAC

6.3.2	Every Principal should ensure that maximum number of teachers is benefited by financial support as per the policy document of PRES and it should be reflected in annual statements of accounts. Note: the financial assistance received by PRES or the college should only be considered. (Maximum number of teachers aided and unaided should receive financial support)	April	Financial support as per the policy document of PRES	Principal and Accountant
6.4.1	Internal and external audits should be conducted as required for NAAC	April	Conduct annual account audit till April	Accountant
7.1.3	E-waste management As per PRES Policy: Optimal and periodic maintenance of electronic equipment for minimizing e-waste Tie up with approved agencies	April	E-waste management As per PRES Policy	Computer Science
7.1.3	Hazardous chemicals and radioactive waste management As per PRES Policy: Tie up with approved agencies	April	Chemical waste management as per PRES policy	Chemistry Department

Monthly Activity Calendar: May

Metric	Activity	Timeline	Target	Responsibility
2.1.1	Collect list with contact numbers of 12 th appear students from Jr. Colleges in allotted area	May	Conduct the said activity to fulfill the admission	Admission Committee & other staff
7.1.4	Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	May	Set up the given things in the campus	Civil Department
7.1.5	Pedestrian-friendly pathways Prepare pathways in the campus	May	Setup of Pedestrian-friendly pathways	Civil Department
Carry out the academic and administrative audit of all departments by internal and external agency. Data verification as per AQAR submission as per their date of submission.				


IQAC COORDINATOR
 Art's, Commerce & Science College
 Satral, Tal. Rahuri, Dist. Ahmednagar.


I/C PRINCIPAL
 Art, Commerce & Science College
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