

Shri Shivaji Education Society, Amravati's
Arts and Commerce Mahavidyalaya, Jarud
Ta. Warud, Disti.- Amravati.

Submission of Annual Quality Assurance
Report (AQAR) 2015-16

Contents

	Page Nos.
Part – A	
1. Details of the Institution 3
2. IQAC Composition and Activities 6
Part – B	
3. Criterion – I: Curricular Aspects 9
4. Criterion – II: Teaching, Learning and Evaluation 10
5. Criterion – III: Research, Consultancy and Extension 13
6. Criterion – IV: Infrastructure and Learning Resources 18
7. Criterion – V: Student Support and Progression 20
8. Criterion – VI: Governance, Leadership and Management 24
9. Criterion – VII: Innovations and Best Practices 29
10. Annexure – I,II,III 32

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution	Shri Shivaji Education Society's Arts and Commerce Mahavidyalaya, Jarud
1.2 Address Line 1	At. Po. Jarud
Address Line 2	Ta. Warud
City/Town	Dist. Amravati
State	Maharashtra
Pin Code	444 908
Institution e-mail address	accjarud@gmail.com
Contact Nos.	(07229) 246033
Name of the Head of the Institution:	Dr. R. M. Bhise, Principal
Tel. No. with STD Code:	(07229) 246032
Mobile:	09970151348
Name of the IQAC Co-ordinator:	Mr. S. M. Kanfode
Mobile:	09422949653

IQAC e-mail address:

IQAC.accjarud@gmil.com

1.3 NAAC Track ID

MHCOGN 12362

1.4 NAAC Executive Committee No. & Date:

EC/36/A&A/010 dated 20.05.2005

1.5 Website address:

www.artscollegejarud.org

Web-link of the AQAR:

<http://www.artscollegejarud.org/AQAR2013-14.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+	60.25	2005	5 Years
2	2 nd Cycle	B	2.01	2015	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

10.08.2005

1.8 AQAR for the year

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- ✓ AQAR _____ 14.04.2010
- ✓ AQAR _____ 19.04.2011
- ✓ AQAR _____ 21.07.2012
- ✓ AQAR _____ 20.06.2013
- ✓ AQAR _____ 19.12.2014

1.10 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Sant Gadge Baba Amravati
University, Amravati

1.13 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 x DST-FIST x

UGC-Innovative PG programmes x Any other (Specify) Special status given by the state govt. As a college located in Tribal area.

UGC-COP Programmes x

2. IQAC Composition and Activities

2.1 No. of Teachers + Chairperson

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 03

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Just after completion of cycle 1, we have set up IQAC in our college in 2005. Since then this cell is in action actively. Due to the inclusion of a member of management in the cell, we have put many of our problems before him and he made honest efforts to solve them. As there is a member from local community, it becomes very easy for us to seek help from local community.

* Significant Activities and contributions made by IQAC :

- 1) The staff is encouraged to participate in various conferences, seminars workshops at regional, state, national and international level.
- 2) The staff is encouraged to take on various facilities which are available through various UGC schemes.
- 3) The teaching staff is encouraged to do the research in their subjects.
- 4) Encouraged to arrange programmes of National interest like blood donation camp. AIDS awareness programmes etc.
- 5) Encouraged participation of NGO's in college activities.
- 6) To make preparations For the second cycle of NAAC.

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
1) To prepare for the second cycle of NAAC. 2) To prepare new proposals for grants from UGC and to develop infrastructure. 3) To inspire teachers to complete course of each subject within allotted time. 4) To arrange few programmes in the year for public awareness. 5) To involve local community in college activities.	1) Preparations like LOI and submission of RAR are made. We have completed 2 nd cycle successful. 2) Proposals are prepared and sent to UGC for sanction. Nine out of ten teachers submitted proposals for MRP. 3) The course of each subject is completed within allotted time. 4) Programmes like blood donation camp, inauguration of red ribbon club, and rally against women foeticide are arranged during year. 5) Constructed a kolhapuri bandhara at nearby village manikpur with the help from local community.

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate LMC

Provide the details of the action taken

The AQAR is placed before the LMC (Local Management Committee). The members of the committee studied it thoroughly and provided some suggestions. The members are not happy about the research by teachers and so advised to take keen interest in research. They want more involvement of local community and NGO's in the activities of college.

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
PhD				
PG				
UG	01	-	-	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	01	-	-	-
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	01

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

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

There is no revision or update of regulation or syllabi.

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
	11	06	04	-	01

2.2 No. of permanent faculty with Ph.D. 04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	01	-	-	-	-	-	-	10	01

2.4 No. of Guest and Visiting faculty and Temporary faculty 09 02 01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	3	01
Presented papers	01	3	-
Resource Persons		1	

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

Students are exposed to facilities like computer, internet and LCD projectors in the teaching learning process. This has made students to keep pace with modern technologies and make them competent. We have installed LCD projectors in every classroom and started using it in the teaching learning process.

2.7 Total No. of actual teaching days 180

During this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution

Our college is affiliated to Sant Gadge Baba Amravati University, Amravati, so college has a binding to follow guidelines issued by the University.

The major evaluation reforms introduced by the university and related to us are-

- 1) Viva-voce examination is introduced in the syllabus for B.A. I, B.A. II and B.A. III students in order to increase their communication skill.
- 2) Centralized spot valuation of examination answer scripts in examination centre at SGBAU Amravati.
- 3) University provides photocopies of the answer scripts of theory paper to the students and the scope for revaluation.

4) Recently, our University has introduced multiple choice questions of twenty marks for most of the theory papers.

The college ensures implementation of these reforms by communicating these reforms through prospectus of the college, notices and in the staff meetings.

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

Nil		
-----	--	--

2.10 Average percentage of attendance of students

80 %

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. A.	527	00	3.98	25.23	14.42	41.74

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

(A) IQAC collects information from each and every department regularly. On the basis of information collected IQAC communicate it orally to staff for implementation. IQAC also conducts meeting with student council and teaching staff to know their difficulties and guide them to solve the problems.

(B) The IQAC asks and encourages the entire faculty members to participate in various conferences, seminars, workshops at regional, state, national and international level to keep them in touch with modern developments.

(C) The facilities which are available from various UGC schemes and from other funding agencies are made known to all faculty members and the co-ordinator also helps interested members in going through the process.

(D) By having regular meetings with students, teachers and non-teaching staff, IQAC comes to know about their difficulties. The same is discussed with the principal and the solutions are suggested to them. That will lead to the improvement of the overall quality of teaching learning process.

(E) Overall IQAC keeps check and ensures that –

- * The maximum number of teaching hours and days in an academic year are to be utilized properly.
- * Systematic and scientific methods of teaching with appropriate technologies are to be used.
- * College library is properly maintained with optimum utilization.
- * The teaching staff is encouraged to do the research in their respective subjects.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	-
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	02
Others	

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	02	01	-	-
Technical Staff	01	00	-	-

Criterion – III

3. Research, Consultancy and Extension

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

With the help of IQAC, our institute encourages quality research work. The chairman of the IQAC, being himself Ph.D. holder is always ready to help those who are willing to do any research work. As an outcome of these efforts five of our teachers are working on their Ph.D. and two have recently completed their M.Phil. The IQAC always motivate faculty to contribute their research papers to accredited research journal, publish their books and present papers in conferences, seminars and workshops. All this has yielded good results. Many of our teachers published papers in conferences, seminar proceedings with ISSN, ISBN numbers. Some have published their books as editor. Some teacher have also published their research papers in national research journals. All the above cited achievements have been attained due to support and initiatives of IQAC.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals		03	
Non-Peer Review Journals		01	
e-Journals			
Conference proceedings		06	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. 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				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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 agencies	--	--	--	--	--

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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
-	-	-	-	-	-	-

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="04"/>	
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="06"/>	Any other <input type="text" value="-"/>

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

Most of the extension activities in our institution are carried out by our NSS unit and student welfare department. In all these activities we take care about the involvement of the society. There is a strong bond of relationship between our institute and society. Throughout the year we carry out various programmes which fulfil the needs of students and society as well. We also try to impart a sense of social responsibility in our students through these programmes.

List of regular programmes carried out by our institution in the session 2015-16

- 1) We celebrate 'Kranti Din' every year to memorise the 'Chalejao Revolution' in 1942.
- 2) 5th September is celebrated every year as 'Teachers Day' to mark the importance of teachers in the society.
- 3) On the occasion of Gandhi Jayanti, every year we run a cleanliness drive in the college campus as well as in the nearby slum area. Through this, we try to realize these people about the importance of cleanliness in our lives.
- 4) Every year in the month of October we carry out 'Tree plantation' programme in the college campus and in the nearby area. This programme reflects the importance of trees in the nature as well as in the life of human beings. We also ask villagers to take care of these plants and we are getting increasing response from them.

- 5) By celebrating birth anniversaries of great people like Mahatma Gandhi, Dr. Babsaheb Ambedkar, Savitribai Fule, Dr. S. Radhakrishnan, Dr. Panjabrao Deshmukh every year, we tell students and villagers why these people have become so great and what they have done for common people and society.
 - 6) By organizing 'Blood Donation Camp' every year in collaboration with NGO's, we achieve two goals. One is, we contribute at the National service of blood donation and secondly, we develop good cordial relations with NGO's and society.
 - 7) We organize a residential camp at different villages for eight days. More than fifty NSS volunteers stay at these villages and carry out various programmes on various issues which make these villagers enlighten. The main programmes arranged in these villages are on the following themes.
 - a) Global Warming
 - b) Earth-worm manure
 - c) Rural Development and government scheme
 - d) Social forestry
 - e) Environment and National farming
 - f) Cultural programmes.
- We invite social activists, social reformers and government officials to guide the villagers and to provide them demonstration if necessary.

Along with these regular programmes, we also arrange and carry out some special programmes every year which are useful and thought provoking for the society. During session 2015-16 following such programmes were arranged-

- 1) From 12th Aug. 2015 to 14th Aug. 2015, cleaned the College campus.
- 2) From 21st July 2015 to 26th July 2015, planted 501 saplings of different varieties.
- 3) From 24th Sep. 2015 to 29th Sep. 2015, on the occasion of NSS day cleanliness drive was carried out.
- 4) Celebrated birth Anniversary of Mahatma Gandhi and Lal Bahadur Shastri on 2nd Oct. 2015.
- 5) On 8th 2015, one day cleanliness drive programme organized at nearby village Shahapur.
- 6) Organised rally against women's foeticide on 13th Oct. 2015.
- 7) Organised rally on the AIDS awareness on the occasion of World AIDS Day on 1st Dec. 2015.
- 8) Organised rally on prohibition of smoking on 1st Jan. 2016.

We acknowledge the fact that there should be a bond of cooperation between the society and the institute. It is our moral responsibility to work for the people who are poor and illiterate. In this regard our college has always taken initiative to work for them. To develop a sense of social responsibility among our students is one of the goals we have set before us and accordingly we are trying our best to achieve this through extension activities of our institution.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.78 Hector	-	-	0.78 Hector
Class rooms	03	-	-	03
Laboratories	01	-	-	01
Seminar Halls	00	-	-	00
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		-	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	UGC	-
Others	-	-	-	-

4.2 Computerization of administration and library

The administrative office of our college is partially computerised. From the session 2013-14 all the data about admitted students is available on computer. The computerization of library is in process. After atomization the library will be able to provide computer aided search facility by author based, subject based, title based and publisher based search facilities.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3700	556122	401	141015	4101	697137
Reference Books	368	75991	98	32326	466	108317
e-Books	97000	5000	-	-	97000	5000
Journals	20	9584	-	-	20	9584
e-Journals	6000	5000	-	-	6000	5000
Digital Database	-	-	-	-	-	-
CD & Video	65	5967	-	-	65	5967
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsin g Centres	Computer Centres	Office	Depart-ments	Others
Existing	26	13	BSNL Broadband	08	-	03	02	
Added								
Total	26	13	BSNL Broadband	08	-	03	02	

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

*We have made it compulsory for staff members to complete MS-CIT (Maharashtra State Certificate course in Information Technology) for making them technology friendly.

* Teachers are being motivated to make more use of ICT resources in teaching-learning process, so that the students get benefitted from it.

* We have also provided facility to use internet to students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	12000
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	-
Total :	12000/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Our college runs many student support services. One of them is to provide financial aid to students in the form of various types of scholarships. All the backward class students falling in the categories SC/ST/NT/VJ/OBC receive scholarships from the Govt. Of India, Shahu Maharaj scholarship, student welfare fund scholarship, free ship, National open merit scholarship etc. All these scholarships are disbursed at the end of every academic year. We also provide Book bank scheme, Xerox facility, internet facility, sports coaching facility to students. Those students who are willing to participate in various competitive examination like MPSC, Banking, Police, Armed forces exam. etc. are provided with proper guidance. We also organise regular lectures of eminent personalities on this subject in order to guide them and to inspire the remaining students. Our college invites Medical Officers to deliver lectures on health related topics like first aid, balanced diet and breast feeding & child health for pregnant women etc. We also provide student support services like skill development, support for slow learners, exposure of students to business houses, publication of student's magazine etc. Our IQAC always have close watch on all these activities.

5.2 Efforts made by the institution for tracking the progression

We do not have an effective tracking system for progression of students. But during Alumni meet we ask every ex-student about his progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
594	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%
	431	72.56

Women

No	%
163	27.84

Last Year 2014-15						This Year 2015-16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
71	88	54	292	02	507	83	110	57	344	-	594

Demand ratio 1:1 Dropout 3.57 %

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

Few years back we had organised coaching classes for competitive exams. But later on due to non-availability of resource persons we had to end this venture unwillingly. Now every year we arrange some lectures on this subject to encourage and motivate students to face challenges.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="04"/>	SET/SLET	<input type="text" value="04"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

We have career guidance cell in college. Our staff personally guides students for further education and about job opportunities. As our college has UG arts faculty, it is not possible for us to arrange campus placement. Our librarian provides information about job opportunities and competitive exams. by providing information to students personally and by displaying advertisement on notice board. As our university has introduced viva-voce examination for compulsory subjects from 4 years, we prepared our students for skills like group discussion, presentation and personal interview which later on help them for seeking good jobs.

No. of students benefitted

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
Nil	Nil	Nil	N.A.

5.8 Details of gender sensitization programmes

Gender sensitising programmes are mostly conducted by our NSS unit. Through these programmes the staff and students are made aware about gender discrimination. This year we arranged a rally to make people aware about women foeticide and dropping rate of girl children in society and its adverse effect.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	--
Financial support from government	393	1515000
Financial support from other sources	-	-
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: _Yet there are no such major grievance of students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the institution -

To attain rural community and social development and to create sense of social responsibility among students by way of education.

Mission of the institution –

To ensure and inculcate perfect discipline in terms of regularity, sincerity and punctuality among college students, so that they contribute to the society and Nation as most responsible and respectable citizens.

6.2 Does the Institution has a management Information System

Yes, our college has a management information system. Under Maharashtra University act 1994 there is a local management committee (LMC) in the college. During its meetings all aspects and activities of college are discussed and if necessary the same committee discuss the matters in the meeting of the management.

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

6.3.1 Curriculum Development

There is no direct role played by the faculties in curriculum development as this responsibility rests upon our parent university. But Board of studies member elected from our college can have this opportunity. At present there is no such BOS member in our college.

6.3.2 Teaching and Learning

The college acts according to academic calendar. It is prepared at the beginning of every academic session. IQAC also takes keen interest in the development of teaching and learning. The principal has to play a significant role. He monitors all the activities and takes care for quality maintenance.

6.3.3 Examination and Evaluation

Our college does not play direct role in examination and evaluation process. This responsibility rests upon our evaluation process. This responsibility rests upon our parent University. Recently the university has taken certain decisions to improve the quality of Examination and Evaluation process. Introduction of objective questions in university exams, facility of central valuation, making photocopies of answer sheets available to students and a chance for revaluation are some of the quality improvement strategies adopted by our parent university.

6.3.4 Research and Development

Teaching is incomplete without supplementing research, knowledge and findings, Research enhances the quality of teaching of a teacher. Most of the teachers are engaged in research. To develop and update their knowledge for the same purpose, they attend Orientation, Refresher courses, international, national seminars, conferences and workshops etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is a continuously growing department in our college. Every year there is addition of books in the library. Library automation is in the process and soon it will get completed.

We have installed projectors in every classroom with audio system which will facilitate students to have audio visual experience in the teaching learning process. Providing computer and internet facility for student is still continuous in our college. This facility enhances student's knowledge and makes it up-to-date. They also search for job opportunities through internet.

Our parent society sanctioned our proposal for urinal block for boys and girl students and soon the work will get start. There is no further addition of instruments in the college.

6.3.6 Human Resource Management

The college has always masterly maintained the human resources. The self-appraisal forms of every teacher are collected at the end of the session and are evaluated by the principal to assess the performance of the staff. The information in self appraisal form includes performance in teaching, research and extension, duration of service etc. The results of assessment are placed before LMC (governing body) and proper steps are taken accordingly.

6.3.7 Faculty and Staff recruitment

Our parent society, Shri Shivaji Education Society Amravati has made the process of recruitment centralized. At the end of every session and when faculty or staff gets retired, an information is given to our parent society. The society office carries on all the necessary procedure and the appointment is made.

6.3.8 Industry Interaction / Collaboration

The college and in particular our home-economics department organizes small scale industry tours for the purpose of interaction.

6.3.9 Admission of Students

We have adopted a very simple process for admission in the college for students. After declaration of HSC result, we start our admission process on first come first admission basis. Only those students who have taken more than one attempt to pass H.S.C. examination are asked to submit their admission forms and to wait for some days. Even most of them get admission in the college at the later stage of admission process.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

We provide first aid facility to all member of the college including students. This responsibility is taken by our physical education department. For the cause of serious injury or health problem, a local doctor arrives in the campus on a phone call.

We provide facility of loan to all members working in the college through nationalised banks and co-operative banks at the time of financial crisis.

We have group LIC scheme for all staff members. Even students admitted in the college get benefit of insurance scheme.

All the students belong to SC/SC/VJNT/OBC categories get benefit of GOI and other scholarships.

We have arranged blood group checking camp for students and staff members.

Other available welfare schemes for teaching and non teaching staff are –

GPF scheme, faculty improvement programme, personality development, Medical reimbursement facility, Liberty to publish research papers and articles and presenting research papers in conferences and seminars, Maternity leave/Paternity leave facility.

Most of the teaching staff, non teaching staff and students availed the benefits of such above scheme in this year.

6.5 Total corpus fund generated

Nil

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	No	-	Yes	IQAC and SAAC
Administrative	Yes	Joint Director Higher Education, Senior auditor of higher education A.G.M.S.office, Nagpur	Yes	Authorised chartered accountant and parent society

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

Not Applicable

For PG Programmes Yes No

Not Applicable

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Alumni Association supports us in various activities of college and even participates in different functions.

Every year Alumni committee organizes alumni meet. Feedback from alumni contributes in the improvement of services provided by the college.

6.12 Activities and support from the Parent – Teacher Association

We do not have formal parent teacher Association in the college.

6.13 Development programmes for support staff

We only have teaching and non teaching staff in the college. We do not have any support staff.

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

We are fortunate enough that our college is situated in the area where there is greenery everywhere. Our college is surrounded by orange orchards. We also make efforts to make our campus green by planting trees in the campus every year.

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) Introduction of projectors in classroom teaching. This help students and teachers to make teaching learning process more effective.
- (2) We have made available for students a facility to use internet and also provided them the facility of Wi-Fi. This facility made it possible for students to update themselves with the advance knowledge about every subject. This facility also helps students in preparing them for competitive examinations and to search job opportunities.

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

In the beginning of the year during IQAC meeting, we had set certain goals before us which we had decided to fulfil at the end of the session. In the last meeting of IQAC, we have made Action Taken Report (ATR) on it which is a follows –

Goal Set	Action Taken Report
(1)To install projectors in each classroom.	(1) Projectors are installed in each classroom.
(2)To make computers and internet easily accessible for students.	(2) Computer and internet are made easily accessible for students.
(3)To prepare and submit new proposals to UGC for sanction.	(3) Proposals are prepared and sent to UGC for sanction.
(4)To submit proposal for commerce faculty	(4)Proposal is prepared and sent to University for sanction.

7.3 Give two Best Practices of the institution

The two Best practices of the institution are

- 1) Academic Diary
- 2) Collaboration with NGO's.

Details about these two best practices are given in annexure.

7.4 Contribution to environmental awareness / protection

We run various environment awareness / protection programmes during the year. They are as follows-

(a)Energy /Electricity conservation :

Due to airy and specious classrooms help us in saving electrical energy. Existing energy consuming bulbs are replaced by CFL bulbs.

(b)Kolhapuri Bandhara construction :

During Eight days residential camp at adopted village Manikpur, 10 kilometres away from college campus, our NSS volunteers constructed kolhapuri Bandhara by using sand filled cement bags. This helps increasing soil water level and many farmers are benefited from this.

(c)Efforts for carbon neutrality :

The best possible way for carbon neutrality is to increase percentage of oxygen in the air. We have achieved this by planting trees which supply more oxygen in the year like pimpal, wad and neem.

(d)Plantation / Greening drives :

In our college campus there are many growing trees. We regularly carry on plantation programme.

Our NSS unit is planting trees regularly from ten years in adopted villages.

Our students planted trees in the nearby slum area and also motivated them to take care of these plants.

This year we have distributed one thousand saplings to students and staff and asked them to plant nearby their houses and take care of.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

1) Most of the students admitted are from economically poor families and from SC/ST/VJ/NT/OBC categories. Even then, our results are satisfactory.

2)With an encouragement and support from the institution, many students are facing the challenge to appear for various competitive examination.

Weaknesses:

- 1) We do not have sufficient infrastructure to start some new courses.
- 2) We do not have any technology based career oriented courses.

Opportunities:

- 1) To encourage students for self employment.
- 2) To inculcate among students a sense of social responsibility, so they contribute in the progress of society and the progress of the nation at large.

Threats:

As many of our students, after attending college go for hard labour and so concentrate less on studies. We may fail to encourage them for further studies.

8. Plans of institution for next year

- 1) Construction of additional infrastructure.
- 2) To complete the automation of library.
- 3) To complete the automation of administrative office.
- 4) To introduce some career oriented courses.

Name **S. M. Kanfode**
(Assi. Professor)

Name **Dr. R. M. Bhise**
(Principal)

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Academic Calender

2015-16

(I) Academic Calendar 2015-16

- (1) First Session - 15th June, 2015 to 31st Oct. 2015
- (2) Winter Vacation – 1st Nov. 2015 to 22nd Nov. 2015
- (3) Second Session – 23rd Nov. 2015 to 30th April 2016
- (4) Summer Vacation - 1st May 2016 to 12th June 2016

(II) Teaching Days available during Academic Session 2015-16

Month	Days	Month	Days
June 2015	-	Nov. 2015	06
July 2015	26	Dec. 2015	25
August 2015	24	Jan. 2016	25
September 2015	25	Feb. 2016	24
Oct. 2015	25		
		Total	180

(III) Non – teaching Days available during Academic Session 2015-16

Sr. no.	Particulars	Month	Days
1	For Admission	June 2015	14
2	For Examination	March 2016	27
3	For Instructions	April 2016	26
	Total		67

(IV) Total working days during academic session 2015-16 are as follows –

Sr. No.	Particulars	Days
1	Teaching Days	180
2	Non-teaching Days	67
	Total	247

(V) College Examination –

- 1) Unit Tests – During Academic session 2015-16
- 2) Common Test Examination – 3rd week of Feb. 2016

2015-16

In the last week of the session, we distribute a special format to final year students. We ask them to fill it honestly. Then we scrutinize and read the answers carefully. Following are the outcomes.

- 1) Most of the students in the college wanted to have further education and wanted to appear for competitive examinations.
- 2) All the subjects taught in the college are meaningful and valuable according to students.
- 3) Students are satisfied with the way all subjects taught to them and with the performance of all teachers.
- 4) As far as administrative department is concerned they are satisfied with their experiences.
- 5) Students feel that they developed themselves as a person because of the vast experience they get during their stay at the college and because of various social programmes college arranged throughout the year.
- 6) Students are willing to have training in the use of library and computer.
- 7) Students praised the social atmosphere in the college. They also agreed that there is no gender discrimination in the college.
- 8) Most of the students participated in various extracurricular and sports activities and are satisfied with their experiences.

These are the observations we have after scrutinizing and studying filled format by the students.

Best Practices :-

The college realizes its accountability to make students and society aware about various alarming issues. We run number of healthy practices in this regard like feedback, e-scholarship, self-appraisal form, API, ICT teaching learning process, tree plantation, self employment programme, Academic diary and self appraisal report, collaboration with NGO's etc.

All these activities help in achieving goals and objectives of the institution.

The best two practices of them are Academic diary and collaboration with NGO's

Best Practice I

1. Title of the practice : Academic Diary and self-Appraisal Report.

2. Goals :

- To adopt a particular procedure to record activities inside and outside the college.
- To encourage teachers to plan, implement and submit their reports of academic and other activities.
- To make convenient to teachers to fill self-appraisal forms, APIs and report of other activities in the end of the session.
- To help in the quality enhancement of the college.

3. Context :

- Throughout the session all the teachers are engaged in various activities including academic activity. They also work as members or conveners on different committees. Because of their busy schedule it becomes difficult for them to record their activities.

- For the best performance regarding duties, it is necessary to record the performance immediately and promptly. It is the indication of the health of the institution.
- The Principal and Heads of the department are mainly engaged with administrative work. Such documentation help them in keeping close watch on academic, co-curricular and extracurricular activities.
- Teachers also have a great benefit as they can put all their activities carried out by them in the year.

4. The practice :-

- In the beginning of the session the principal asks each teacher to make academic diary, which include annual planning, unit tests, research activities, administrative contributions, working days, vacation, holidays, personal information etc.
- The teachers record all the activities daily. The heads of the department and the principal check and sign at the end of every month. If required suggestions are given to teachers.
- The teachers engage extra periods when necessary for completing syllabus, conduct classroom activities like seminars, group discussion, essay competitions etc. such an information is necessary and useful for all the committees.

5. Evidence of Success :-

- This practice has been proved very successful as it makes conditioning of teachers to make their records up-to-date.
- It brings a sense of discipline among teachers.
- It helps teachers in filling forms like self-appraisal and API.

- It encourage teacher to work hard and carry on various activities convenient for administration to get updated information.
- Classes are engaged regularly ensuring the completion of syllabus.
- The teachers are prompted to have active participation in various co-curricular and extra-curricular activities.

Best Practice II

1. Title of the practice :- collaboration with NGO's

2. Goal :

- To generate an opportunity to help society.
- To develop a social sense and awareness in students.
- To help NGO's in working for good causes.

3. Context.

- The institution is situated in rural area. The people living in the area mostly belong to economically backward class.
- Living in the midst of a number of social, psychological problems, the people feel cut off, derailed and discouraged having less of confidence.
- To boost their confidence the role of NGO's is very important and we help these NGO's in such programmes.

4. The practice :-

- Every year we collaborate with NGO's to arrange blood donation camp. Without them we cannot bring large number of donors for the camp.
- In arranging programmes like Marathon race, state level volleyball competition, we provide them a helping hand and also ask our students to take active part.
- We also arrange General Knowledge competition with the help of NGO's

5. Evidence of success –

- A sense to work for the society is increased among teachers and students.
- An intense relationship between institution and society is developed.
- By watching games of superior players from the state. Our students interest to participate in games and sports is increased.

6. Problems Encountered and Resources Required :-

- Because of the tight academic schedule students and teachers get very little time for activity.
- This difficulty is resolved by taking extra periods whenever get an opportunity.