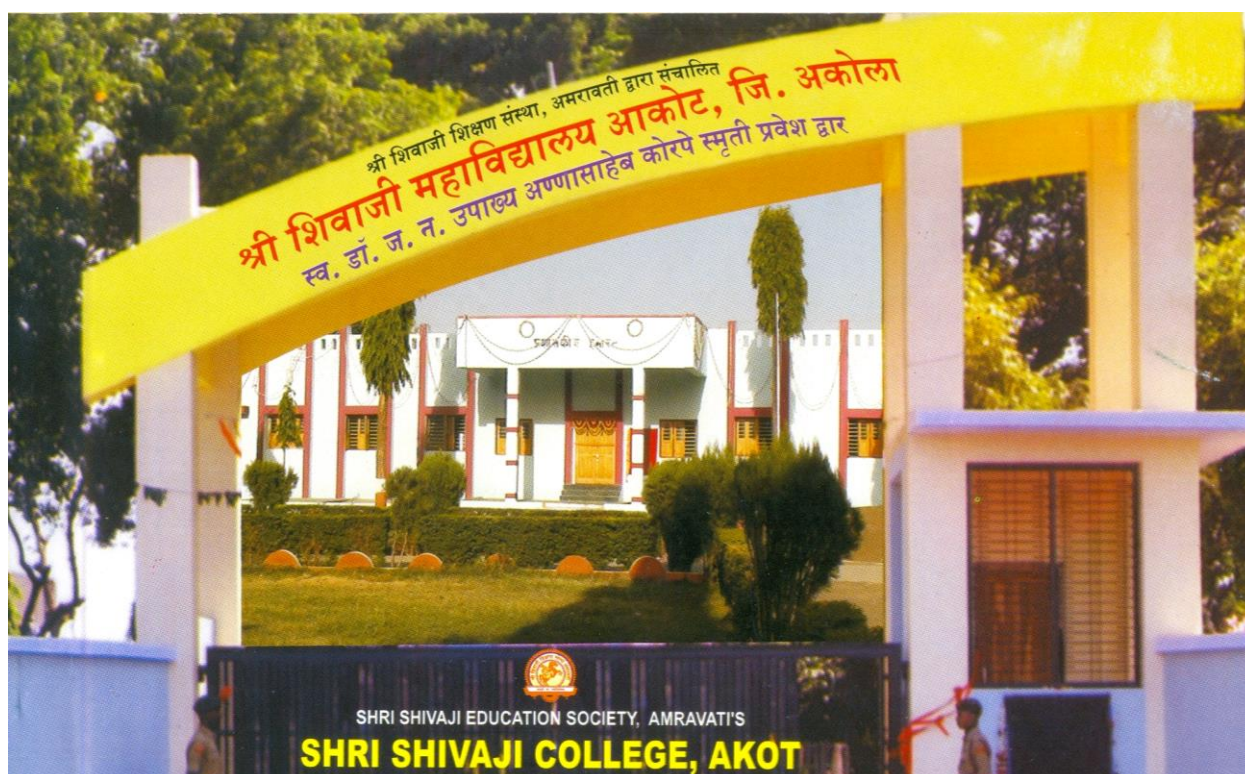


ANNUAL QUALITY ASSURANCE REPORT

(AQAR 2013-14)

Submitted to

National Assessment and Accreditation Council (NAAC)



Shri Shivaji Education Society Amravati's
SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, AKOT
Dist. Akola (M.S.) India- 444101

The Annual Quality Assurance Report (AQAR) of the IQAC (2013-14)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Shri Shivaji Arts, Commerce and Science College, Akot.
1.2 Address Line 1	Daryapur Road, Akot.
Address Line 2	Taluka - Akot
City/Town	Dist.-Akola
State	Maharashtra
Pin Code	444101
Institution e-mail address	ssm.akot@rediffmail.com
Contact Nos.	07258-222647
Name of the Head of the Institution:	Dr. A.L.Kulat
Tel. No. with STD Code:	07258-222647
Mobile:	9960299340

Name of the IQAC Co-ordinator:

R.S.Dhande

Mobile:

7588085179

IQAC e-mail address:

iqac.ssc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC/63/RAR/09 Dated: 23/03/2013

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.sscakot.org

Web-link of the AQAR:

www.sscakot.org/AQAR

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	-	2004	2009
2	2 nd Cycle	B	2.71	2013	2018
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

06/08/2013

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 2012-13 submitted to NAAC on 26/04/2014
- ii. AQAR 2013-14 submitted to NAAC on
- iii. AQAR 2014-15 submitted to NAAC on

1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

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 ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Sant Gadge Baba Amravati
University, Amravati.

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	Nil		
University with Potential for Excellence	Nil	UGC-CPE	Nil
DST Star Scheme	Nil	UGC-CE	Nil
UGC-Special Assistance Programme	Nil	DST-FIST	Nil
UGC-Innovative PG programmes	Nil	Any other (<i>Specify</i>)	Nil
UGC-COP Programmes	√		

2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	07

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

1. UGC Sponsored National Level Conference on Recent Trends in Material Preparation & Characterization on 24th February, 2014.
2. UGC Sponsored National Level Conference on Auto Narrative Writing in Marathi Post 1975 on 24th February, 2014.
3. UGC Sponsored State Level Seminar on Today's Folk & Light Music: Need of Attention & Worries on 24th February, 2014.

2.14 Significant Activities and contributions made by IQAC

Various academic activities were conducted under the directives of IQAC as follows:

- Prepared action plan for 2013-14 and audited it twice in the year.
- All the departments and committees presented their academic performance before IQAC through the power point presentation and IQAC suggested steps to improve overall performance.
- Efforts were taken to minimize the dropout rate and increase results.
- Faculty members were motivated to participate and present their research papers in the seminars and conferences.
- Faculty members were suggested to publish research papers in the reputed journals.
- Department of Music, Marathi, Chemistry and Physics are promoted to organize the conferences.
- Increased the infrastructure from college development grants and UGC grants.
- Students are promoted to participate in various activities.
- Feedback collected from stakeholder in academic session and analyzed it.
- Staff welfare activities are promoted.

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
Appendix: I (Separately attached)	

** Attach the Academic Calendar of the year as Annexure. **Appendix: I***

☐

2.15 Whether the AQAR was placed in statutory body Yes ☒ No

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The statutory body (LMC) approved the AQAR.

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	07	-	07	-
PG	05	-	05	-
UG	03	-	01 CPS	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	05	01 fashion Designing	06	06
Others	YCMOU-01	-	-	-
Total	21	01	19	06
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option ☒ / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	B.Sc., M.Sc. (Chemistry), M.Com Total = 03
Trimester	-
Annual	B.A., B.Com. M.A (03). Total= 05

- 1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☒ Students ☒
(On all aspects)

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

***Please provide an analysis of the feedback in the Annexure II**

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

- B.Sc.-I, II in subject Zoology- dissection are banned only labelling of Dissection diagrams or online dissection video permitted.
- B.Sc.-I in Subject Chemistry –restructuring of UG practical's and theory syllabus.
- B.Com- II in subject ITP –new version of Tally 9.0 added

- 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
33	20	12	01	-

2.2 No. of permanent faculty with Ph.D.

12

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
-	11	-	-	-	-	-	-	-	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

CHB Teachers = 67

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	26	03
Presented papers	06	13	-
Resource Persons	-	-	-

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

- Regular Test Examinations are conducted.
- Organization of Seminars, Group discussion, Field study and Excursion tours for the effective teaching-learning process.
- Participation of students in Seminars, Workshops and Conferences.
- Participation of teachers in Seminars, Workshops, Conferences, Orientation programs and Refresher courses.
- Internet facility is provided to each department to update the knowledge.
- Laptop and LCD Projector/ Printer / Computers are provided to each department by the college to support ICT based teaching.
- Remedial Classes for slow learners are conducted.
- Special coaching for advance learners is given under Merit Mission Concept.

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

180

2.8 Examination/ Evaluation Reforms initiated by

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Test examination, Quiz Competition.

2.9 No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

03

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.III	98	0.00	9.18	21.43	0.00	36.77
B.COM. III	123	3.25	52.03	1.63	0.00	84.35
B.Sc. III	89	1.12	23.60	13.48	0.00	76.79
M.A. Marathi II	24	0.00	4.17	0.00	8.33	35.71
M.A. English II	06	0.00	0.00	0.00	0.00	0
M.A. Eco. II	13	0.00	0.00	0.00	0.00	30.77
M.COM. II	6	0.00	33.33	0.00	0.00	83.33
M.Sc. I (Chem.)	08	12.50	25.00	0.00	0.00	62.50

(Note: Result of ATKT students are not count in I,II & III in gazette due to withheld.)

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

Through:

- Regular visit to each department to monitor the functioning of the departments.
- Student feedback & accordingly actions are taken place.
- Result analysis is discussed in IQAC meetings, Staff Council meeting and Local Management Committee.
- Regularly arranges faculty enrichment programmes through Seminars and Workshops.
- Conduct unit tests and university terminal examinations.
- Notifying various schemes of UGC meant for betterment of teaching and learning.
- Conducting academic audit of various departments and committees through departmental visit.
- ICT.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	02
Others	01

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	17	08	-	-
Technical Staff	07	08	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Established Research Committee for monitoring, promoting and to encourage the faculty for research.
- Projects to M.Sc.-II (Chemistry) students are allotted.
- Established linkages with different institutions.
- Regular notification of upcoming seminars, workshop and conferences are circulated to the faculty members.
- Promoted for minor/major project proposals for research.
- Encourage faculty for research work, paper presentations and publications in peer reviewed Journals.
- Conference and seminars are organized for faculty members.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	04
Outlay in Rs. Lakhs	-	7,51,000	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	14	02	06
Outlay in Rs. Lakhs	-	12,19,000	4,20,000	21,45,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	23	07	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	15	14	03

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	On-going	UGC	7,51,000	-
Minor Projects	13-14	UGC	On-going 12,19,000 + (A.Y.2013-14) 4,20,000	
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	Conferences	UGC	2,60,000	1,95,500
Total	-	-	26,50,000	1,95,000

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	-	02	01	-	-
Sponsoring agencies	-	UGC	UGC	-	-

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
01	-	-	-	01	-	-

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	15	State level	02
National level	-	International level	-

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	10	
NCC	02	NSS	15	Any other -

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

- Blood donation camp in NSS & NCC .
- Tree plantation, Clean Campus and Green Campus awareness drive.
- Celebration of No Vehicle Day.
- Celebration of Birth and death anniversaries of freedom fighters and social workers.
- Nutrition counselling by the department of Home Economics.
- Seven days NSS special camp at adopted village Jalgaon Nahate.
- Health Check-up Camp by department of Zoology.
- Legal Awareness programme on sexual harassment on world women day.
- Eco-friendly activities by the departments.
- AIDS Awareness.
- Daily Cut-off electricity for half hour.
- Workshop on English communication.
- Basic computer training to the administrative staff.
- Botanical excursion.

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	8.36 Acres	-	College development fund	8.36 Acres
Class rooms	18	-	College development fund	18
Laboratories	06	-	College development fund	06
Seminar Halls	01	-	College development fund	01
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	28	02	UGC / College development fund	30
Value of the equipment purchased during the year (Rs. in Lakhs)	5,48,438	25,493	UGC/College development fund	5,73,931
Others		-	Classroom for MCVC -	2,28,865

4.2 Computerization of administration and library

- Libman software is installed for effective management of Library.
- Master software is used for office management including accounting, admission data, Fee Collection, Scholarship, Transfer Certificate, Bonafied / Character / Attempt Certificate, etc.
- Main office is well equipped with computers, printers, photocopiers, fax etc.
- The campus is under surveillance of CCTV.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37,344	38,15,585	819	1,91,186	38163	40,06,771
Reference Books						
e-Books			-			
Journals	23	15,350	23	15,350	23	15,350
e-Journals			-			
Digital Database			-			
CD & Video			-			
Periodicals	22	6,937	22	6,937	22	6,937

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	01	04	01	01	01	16	03
Added	02	-	-	-	-	-	-	
Total	50	01	04	01	01	01	16	03

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

- Master software is used for office management including accounting, admission data, Fee Collection, Scholarship, Transfer Certificate, Bonafied / Character / Attempt Certificate etc.
- Main office is well equipped with computers, printers, photocopiers, fax etc.
- The campus is under surveillance of CCTV.
- Libman software is installed for effective management of Library.
- NRSC in the Library is with internet facility for the staff and students.
- The computer department guides the other faculty members regarding the use of recent softwares.
- The Seminar Room is well equipped with multimedia and used frequently for conducting seminars and talks by experts.
- Regular Training programme for Computer basic knowledge is offered by the Computer Department for Teachers, Non-teaching staff and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	20,150
ii) Campus Infrastructure and facilities	3,36,621
iii) Equipments	-
iv) Others	-
Total:	3,56,771

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Suggestions are welcomed in respect to all areas including infrastructure, administration, teaching methodology by means of feedback mechanism.
- The suggestion Box/ Complaint Box is kept in the campus.
- Students Grievance Cell functions effectively for redressing students grievances.
- Scholarship is provided to deserving backward students and economically backward students.
- Information is circulated through Notice Board, through letter correspondence, through circulars etc.
- Various academic activities for the students are organized.
- Established Career Guidance and Placement Cell for the students.
- Through extension activities, students are made familiar with which they may come close to the community.

5.2 Efforts made by the institution for tracking the progression

- Internal tests are conducted regularly to monitor and measure student's academic performance.
- Remedial coaching is conducted for slow learners.
- Parent -Teacher meeting is conducted to keep the parents informed about their wards.
- The alumni association is strengthened.
- Through Career and Guidance Cell students are informed about various career and job opportunities.
- Emphasis is given on personality development of the students.
- Student Mentor Scheme is functional.
- Feedback from the stakeholders.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1666	215	16	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	821	43.64		1060	56.36

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
287	210	18	1020	-	1535	197	217	29	1438	-	1881

Demand ratio 1:2

Dropout: 39.10%

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

- Coaching is given regarding NET/SET examinations.
- Career Guidance and Placement Cell conducts various classes and programmes in connection with competitive examinations.
- Workshops and Guest lectures are organized on personality development and preparation for competitive examinations.

No. of students beneficiaries

80

5.5 No. of students qualified in these examinations

NET	00	SET/SLET	01	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	00

5.6 Details of student counselling and career guidance

- Career Guidance and Placement Cell is established.
- This Cell provided help to students who approached them.
- Various personal, social and career issues were discussed with mentors.
- Seminars of eminent professionals were organized to provide career guidance.
- Pre-exam counselling was given to all students.

No. of students benefitted

95

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	-	-	-

5.8 Details of gender sensitization programmes

- The celebration of National Women's Day.
- The celebration of Save Girl Child.
- Legal Awareness programme on Sexual Harassment.

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	34	36377
Financial support from government	1459	8057468
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:

No major grievances in this academic year 2013-14

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- **Vision:** “To use the educational and physical resources available within the institution for the creation of skilled, disciplined, educated and rational society of high moral standard”.
- **Mission:** Education for Students & Students for Nation.

6.2 Does the Institution has a management Information System

Yes,
The MIS is used in the functioning of the college in respect of administrative process including Finances, Salary structure for employees, I-card generation, Income tax report, Arrears details, Loan details, Student Admission, Student registration, Fee details, Students details, generation of admission slip, Students List, Library Management System.

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

6.3.1 Curriculum Development

The college is affiliated to S.G.B. Amravati University, Amravati and the college has to follow the curriculum developed by university. However, 03 teachers are elected as members of Board of studies and involved in curriculum development. The institution strives to bring the qualitative improvements in curriculum through these members.

6.3.2 Teaching and Learning

- Use of ICT facilities for teaching and Learning apart from usual chalk and black board.
- Up-gradation of the infrastructure, library, enrichment of laboratory.
- Academic excellence is maintained across all categories of students, such as tutorial, mentoring, advanced learners, catering to slow learners, remedial courses, etc.
- Well developed feedback mechanism.
- Academic planning for every subject before the commencement of each semester and annual pattern.
- Study materials are shared and provided to students.
- Use of ICT based interactive methods.
- Apart from teaching –learning, students are motivated and guided to take part in co-curricular, cultural, extra-curricular and extension activities.
- Group discussions, debates, quiz competition are organized to enhance retaining and recalling capability.

6.3.3 Examination and Evaluation

- Unit Tests are conducted by the respective faculty members and common test is conducted by the college and final examination is conducted by the University.
- The schedule of examination and Evaluation methods of college and University examinations are explained to the students. Continuous evaluation through unit tests, home assignments and terminal examinations is carried out throughout the academic session.
- Continuous and Comprehensive Evaluation is also in practice.
- Performance is evaluated through discussions with students and concerned teachers.
- Results are noted so that need based teaching methodology can be adopted.
- Teacher analyses the strengths and weaknesses of the students.
- Performance is discussed in Staff Council Meeting and Local Managing Committee's meeting.
- Feedback from students is also taken into account.

6.3.4 Research and Development

- Research Committee established in the college to monitor and encourage research activity to be carried out by the faculty.
- Major and Minor Research Projects are encouraged.
- Research Committee posts information about, forthcoming workshops, Seminars and conferences.
- 10 faculties are recognized by the University as a Supervisor.
- 16 research scholars are registered for Ph.D. degree in various subjects.
- 01 faculty member obtained Ph.D. degree in the academic session 2013-14.
- 62 Research papers are published in Various National and International Journals.
- 01 Major project & 16 Minor Projects are on-going and 06 proposal are submitted
- Books are contributed by 04 faculty members.
- Two National seminars and one state level workshop were organized.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Collection of reference books and text books of various subjects, periodicals, magazines, digital resources, and audio visual collections are available.
- All departments have their own library to cater to immediate requirements.
- All the resources are catalogued and the functioning of the library is fully automated.
- Departments are equipped with computers, printers, internet connectivity and LCD Projector.
- The other library facilities including Xerox Machine and Scanner are available.
- Internet facility is made available to all students and faculty.
- Management Information System exists in the library with LIBMAN software.
- In order to bring smooth functioning of the library, Library Advisory Committee is formed.

6.3.6 Human Resource Management

- Performance appraisal of faculty members is done every year. .
- Self-appraisal of staff members is done by Management.
- Welfare measures are provided to teaching and non-teaching staff members.
- Faculty members are encouraged to present their research papers in conferences, seminars and workshop. They are also motivated to publish their articles in reputed journals.
- The institution encourages the faculty to become members in professional associations and provides facilities for active work in such associations such as University bodies and University Teachers' Associations.
- Faculty members are encouraged to participate in orientation, refresher courses and short term courses.
- Being an aided College, recruitments of teaching and nonteaching staff is made as per the norms of the Government and UGC.

6.3.7 Faculty and Staff recruitment

- The Management has the authority to recruit staff as per the norms stipulated by the UGC, Government of Maharashtra and University.
- Roaster System is strictly followed for Faculty and Staff recruitment.
- CHB teachers and Adhoc/ part- time teachers are appointed in the beginning of session on the basis of workload.

6.3.8 Industry Interaction / Collaboration

- Visits and research interactions with various industries and institutions are carried out on a regular basis.
- Various Departments have both formal and informal linkages and collaborations with other institutes of higher learning and these are utilized for the fruitful completion of curriculum and research work.
- Job Fairs are regularly organized in the college campus and special training is provided to the students appearing for the campus drives.

6.3.9 Admission of Students

A) Publicity of admission process:

- **Through Prospectus:**
At the beginning of academic session the College prepares prospectus which provides detailed information about the college regarding the courses offered and infrastructural facilities. It provides eligibility criteria for admission to each course, fee structure, documents necessary for the admission, etc. It enlists the subject choice option for three years Degree course. It also provides detailed information about academic as well as support facilities. The academic calendar, rules and regulations and prizes for rank holders are mentioned in the prospectus. The information about PG Courses and Add-On Certificate Courses is also mentioned in the prospectus.
- **Through College Website:** The College has developed its website: www.sscakot.org for the convenience of students and parents. The website contains all the information mentioned in the prospectus.
- **Through Print Media:** The College publishes advertisement about the admission in the newspapers.
- **Through College Notice Board:** The information related to admission process is also displayed on the college Notice Board for the convenience of the students.

B) Transparency in Admission Process

- Transparent admission process as per norms fixed by Govt. and S.G.B. Amravati University, Amravati.
- All the admissions are as per merit.
- All reservation policies are strictly followed.
- Hostel facilities are available for girls student.

6.4 Welfare schemes for	Teaching	PF, Medical Insurance, Loan facility.
	Non teaching	Medical Insurance, Loan facility.
	Students	GOI Scholarship, Institutional scholarships, Free ships, Financial aid to students, Merit Scholarship, Aspire Scholarship

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	Yes	SAAC	Yes	IQAC
Administrative	Yes	SAAC	Yes	IQAC

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

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

Not Applicable

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 meets are organized.
- Guest Lectures are conducted by alumni.
- Alumni motivates to students for the betterment of the college.

6.12 Activities and support from the Parent – Teacher Association

- The College has an active ‘Parent- Teacher Association’.
- In the meeting, feedback is taken from the parents/guardians in the form of a structured questionnaire.
- The parents get to know their ward’s performance and their active participation in various activities.

6.13 Development programmes for support staff

- Organization of Computer Literacy programme for administrative staff.
- Seminar on Personality Development.
- The faculties are sent for attending workshops and conferences organized by the UGC/ parent society/ other Institutions.

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

- Celebration of NO VEHICLE DAY on first Monday of the every month.
- Displayed information on various issues related to the environment.
- Use of polythene is strictly prohibited.
- Emphasis on more plantations to make environment clean and green.
- The initiative to make the campus eco-friendly.
- Various competitions were organized to create awareness about environment.
- Greenery is maintained in the campus.
- Students are also required to switch off electric gadgets.
- Dust- bins are provided extensively to prevent littering.
- A campus cleaning day is organized by NSS and NCC.
- The Department of Botany has set up a botanical garden in the campus.
- The Girls Hostel has installed solar panel for tapping solar energy.

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.

The institution strengthened the activity of merit mission. It started from 2012 to increasing the number of merit students at university exam. The college has formed a committee for implementing the activity of merit mission. This activity helps to know the ability of students and give them proper guidance. The member of this committee gets more efforts on such students. Committee collects the questions from every subject teacher to develop such students writing skills. This activity implemented for all stream.

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

- Team formed to implement the plan of doing students admission
- Issuance of identity Card to the students.
- Excursion organized.
- Mentoring students throughout the year.
- Meeting of Staff Council held twice in a year.
- Parent teacher meeting held.
- Remedial Classes were conducted for weaker sections/slow learners.
- Academic Audit was done for all the department.
- Blood donation , HB and eye check- up camp with 02 programme on women empowerment .
- Total 05 students secured their position in the university merit list and got five medals. Out of them one got 04 gold medals and one got silver medal in B.Com. examination.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- A system of mentoring- Teacher guardian scheme.
- Merit Mission in all faculties.

(Note: Details of Best Practice(s) as per format have been attached – Annexure-III)

7.4 Contribution to environmental awareness / protection

- The greenery of the college campus is protected.
- No access to people for movement in green area.
- Guests given saplings as memento.
- Water Conservation Awareness Programme through NSS.
- Installation of solar water heater, solar light in campus.
- Awareness lectures about environment conservation.
- Efforts to maintain carbon neutrality by planting trees every year.
- 'Green campus-Clean campus' and Plastic free campus.
- Plastic eradication concept followed weekly.
- Celebration of NO VEHICLE DAY on every Monday

7.5 Whether environmental audit was conducted?

Yes

☒

No

☐

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

STRENGTHS:

- A good infrastructure with green and healthy campus.
- Good quality education.
- Self financing PG Courses.
- Well equipped Laboratories.
- Options available with different subjects.
- Carrier Oriented Programs.
- Well Qualified, Competent and Experienced Staff.
- Committed non- teaching staff.
- Interested and hard -working students.
- In the minimum available resources we try to give maximum output.

WEAKNESS:

- Less skilled based courses.
- Less employment opportunity for graduate students.

OPPORTUNITIES:

- To develop an active collaboration.
- Revenue generation through better consultancy.
- Faculty exchange program.

THREATS:

- To reduce the dropout ratio at UG & PG level.
- To increase the collaboration with external organizations.

8. Plans of institution for next year

- Parent –Teacher meet
- Under teacher guardian system faculty overlook overall progress of students
- Remedial coaching for slow learners
- Extra coaching for advance learners
- Health check- up camp and women related issued etc. would be under taken by home economics and zoology department
- Various programme under the different forum
- Established a culture committee
- Seminars, Workshops and Guest lecture shall be organized for the students
- Enhancing the activities under training and placement cell
- Organization of games and sports competition at college by department of Physical education.
- To encourage students' participation in curricular, co-curricular and extra-curricular, cultural and technical events.
- To encourage research activities and promotion of research publications.
- To encourage participation of teachers and students in conferences and workshops
- To organize programs of sensitizing on gender issues
- To encourage social outreach activities through NSS and NCC
- Promoting more educational tours and excursions.
- To develop a museum on the campus.

Ravindrakumar S. Dhande



Signature of the Coordinator, IQAC



Dr. Ambadas L. Kulat



Signature of the Chairperson, IQAC

Principal
Shri Shivaji Arts, Commerce & Science College, Akot

**Action Taken Report
(2013-2014)**

Academic year 2013-14	
Plan of Action	Achievement
Motivating faculty for undertaking quality research	Major Research Project proposals submitted: 09 Minor Research Projects ongoing: 16 Minor Research Projects sanctioned: 02
To organized innovative activities	Innovative activities organized: 11
To organized Extension activities	Extension activities organized: 18
To organize guest lectures of eminent personalities	Guest lectures organized: 30
To increase number of quality research publications and presentations.	All the faculties published their research in the reputed journals and presented papers in national and international conferences. Total publications: 62 Participation and presentation in conferences: 56
To introduce participatory learning by organizing student's seminar, group discussion, quiz competition etc.	All departments organized the activities given in the action plan.
To organize study tour/ Industrial Visit	05 departments have organized study tour.
To enhance the infrastructure	Infrastructure increased

Academic Calendar		
Activity	:-	Schedule
Start of Academic session	:-	2 nd week of June
Admission to various course	:-	start from 2 nd week of June
college council meeting	:-	2 nd week of June Last week of first session of Academic year Last week of second session of Academic year
Meeting of HOD with HOF	:-	3 rd week of June
Purchase committee Meeting	:-	2 nd week of September
Commencement of classes	:-	4 th Monday week of June (for semester pattern and annual pattern)
Principal Address	:-	2 nd week of July
Monthly meeting (HOF)	:-	in 1 st week of Every month
Submission of Academic Plan by the department to IQAC	:-	2 nd week of July
LMC meeting	:-	As per Society calendar
Educational Tour	:-	In the month of September and January
Test examination	:-	1 st week of October & 1 st week of March (for semester pattern courses) 2 nd week of February (for annual pattern courses)
Academic audit	:-	3 rd week of October and 3 rd week of April
University Examination	:-	As per the university time table
Jayanti Utsav (Celebration of Birth Anniversary of Dr. Panjabrao alias Bhausaheb Deshmukh)	:-	From 25 th December to 5 th January (only three days)
NSS Camp	:-	2 nd week of January
Inauguration of Arts, Commerce & Science forum	:-	4 th week of September
Fair well of final year students	:-	2 nd week of April
• Tribute to Social reformer & freedom fighter • National's and International's day	:-	As per the calendar issued by the Cultural committee
Vacation	:-	As per mention in SGBAU Academic Calendar

Feedback from students A.Y.2013-14

The feedbacks on curricula were taken from the students belonging to different classes, disciplines (Art, Commerce and Science) and students belonging to different social, cultural and economical background. Random samples from each class were selected. The feedbacks on the basis of questionnaire covering different aspects such as curricula, library facility, infrastructure, performance of faculties etc. were given. All these questions were having multiple choice answers to seek crystal clear fair responses from the samples. The questionnaires, neatly filled in, were scrutinized and data was analyzed. From the data analyzed, it was seen that there are more than 85% of favourable results. It was crystal clear that the college is providing the satisfactory services as well as the quality education to the students.

Feedback from employers A.Y.2013-14

In academic year five sampling forms were collected about the feedback given by the various employers who are serving in the society. The feedback forms designed about the syllabi related concept and its utilization. The ideas covered in the feedback form were included in about the curriculum and employability, innovative thinking, skill developing and human resources, current need in global scenario and entrepreneurship. The feedback received from employers was on the standard of a) strongly agree b) agree c) Disagree.

According to the analysis the result is in strong agree position comparative with last year. The analytical report indicates strongly agree position in 88%, agree position 12% and disagree is 0%.

According to the analysis of sampling of the each academic year the result of the employers feedback indicates the rising map towards the strong agree.

Feedback from Teacher

A.Y. - 2013-14

The committee has collected the data of the year 2013-14. In this academic year random feedback sampling forms were selected and given by the regular teacher. The feedback forms are about the various syllabus related to concept and its utilization. The idea covered in the feedback form is about the syllabus goals, bridging gaps between industries standard or current global scenario, the time binding of syllabus, the availability of data or books and reference books its appropriateness and status of knowledge orientated syllabus. The feedback received from the teachers was on the standard of a) Average b) good c) excellent.

According to the analysis of sampling of academic year, the result of the teacher feedback indicates the good position is high comparative with average and excellent. The analytical reports indicated the average position 18.75%, good position 56.25% and excellent position 25%.

Feedback from Alumni

A.Y. - 2013-14

The meeting of the alumni Association was organized twice in a year. One of the meetings was held in the annual gathering. The feedback forms were collected from the Alumni on the curriculum development, infrastructure facility in the institution, placement & suggestion. Obtained feedback from the alumni shows the satisfaction regarding to the curriculum and infrastructure facility provided by the institution and Alumni suggested that, more books should purchase for the preparation of different competitive examination.

Feedback from Parents

A.Y. - 2013-14

Parents meet was organized on dated 24-08-2013. The Feedback form filled and obtained from parents were studied and analysed from which few points comes out as scope of action.

- 1) To start P.G. in Zoology, Botany.
- 2) As per the requirements of students, Library services should provide more books related to curriculum.
- 3) To increase drinking water facilities in campus.
- 4) To increase sports facilities.
- 5) To construct well equip Chemistry lab.

Best Practice I**1) Title of the practice**

Student Teacher -Guardian Scheme

2) Objectives of the practice

- a) To understand various problems of students.
- b) To solve the problems.
- c) To guide and encourage students.

3) The context

There has been need to encourage the students specially belongs to downtrodden background. Those students feel some different rather than other students.

4) The practice

There has been Student Teacher Guardian committee. Every guardian teacher takes the guardianship of 45 students. They arranged the meeting of such students to understand their problems. After that they guide and encourage them. Every guardian teacher tried to solve students' problems. Teacher submit report to the coordinator of the related committee.

5) Evidence of success

The attendance of the students has been increased. Students feel good and they perform well in the examination. Students especially from downtrodden background became more confident. On the basis of feedback report analysed by feedback committee inputs this practice remains very beneficial for students.

6) Problems encountered and resource required

Guardian teacher takes utmost efforts as a guardian of the students. Guardian teacher suggestion, guidance and proper direction to the students make them more confident.

Best Practice II:

1) Title of the practice

Merit Mission

2) Objectives of the practice

- a) To develop competitive culture among the students
- b) To include more students in the university merit list
- c) To create healthy atmosphere for giving excellent results.

3) The context

For pleasant and intellectual stimulation for excellent academic environmental growth of the institution the merit mission activity was introduced by the Principal Dr.A.L.Kulat in the academic session 2012-2013. A systematic feedback helps in evaluating the results. Merit mission activity is expected to be successful if the output exceeds the input. For smooth and effective working of the activity Principal constituted the merit mission committee.

4) The practice

In the beginning of the session meeting of the committee constitutes its members and decide the following points.

- i) Procedure for the selection of entry level students for merit mission activity
- ii) Schedule of meeting of selected students with principal and committee members
- iii) Schedule of unit wise test examination of each subject
- iv) Provision to provide additional books to the students
- v) Attention to solve the personal difficulties of the students

Arranged meeting of the meritorious students with committee members to discuss about the timetable for unit test examination, common test examination, syllabus for the examination. Special programs have been organized for the improvement of students' academic standard. All meritorious students stimulated to achieve the target of above 90%.

5) Evidence of success

There are total 5 students those secured place in the university merit list. Among them three students from commerce and two from Arts faculty. One student from Commerce got gold medal.

6) Problems encountered and resource required

It is difficult to consistently improve the quality of students. It requires human resources and other facilities. Teachers took more efforts for the betterment of Meritorious students.

