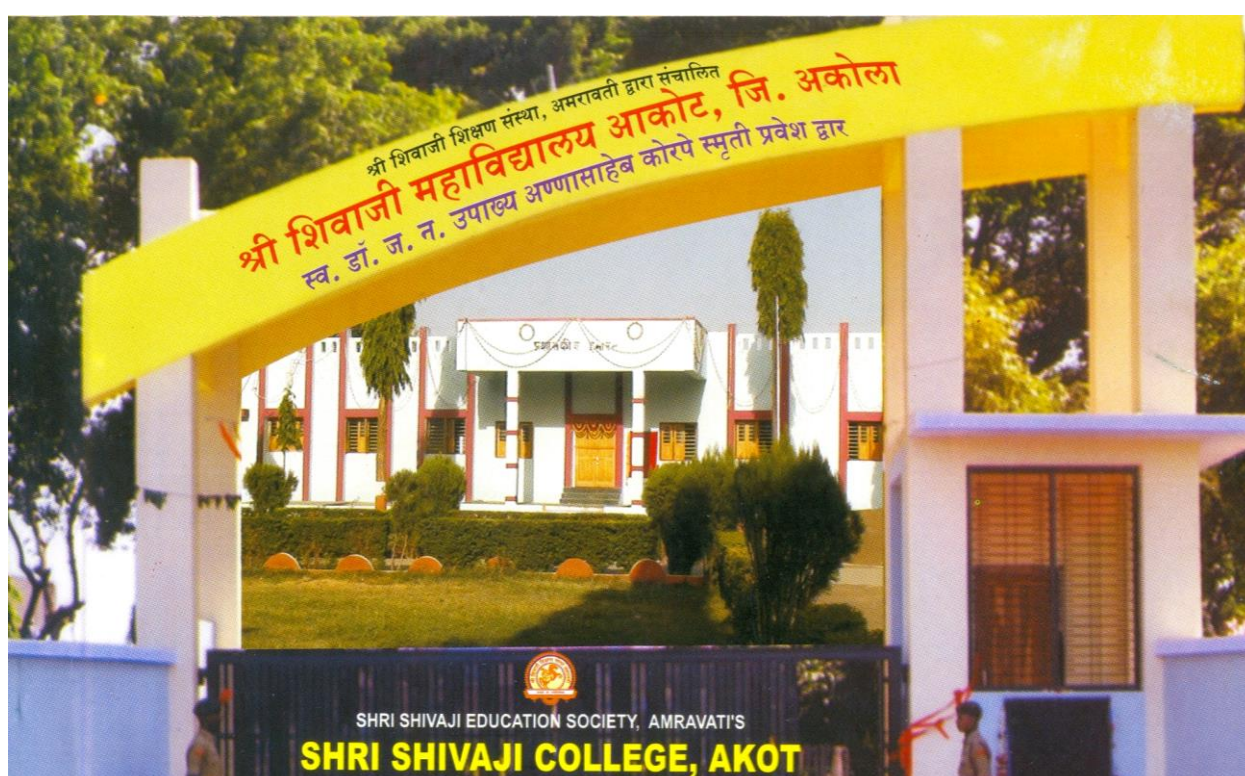


ANNUAL QUALITY ASSURANCE REPORT

(AQAR 2014-15)

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 (2014-15)

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	TQ. 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 31/01/2019

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. Every year department of computer science organized the workshop on computer skill to teaching and non- teaching staff
2. English spoken classes for to teaching and non- teaching staff organized by department of English.

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 2014-15 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.
- Increased the infrastructure from college development grants and UGC grants.
- Students are promoted to participate in various activities.
- Feedback collected from Stakeholder academic session and analysed 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	06	-	06	06
Others	YCMOU-01	-	-	-
Total	22	-	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.- Semester V & VI in subject Physics – Newly five and six practical's are added in semester V and semester VI.
- B.Sc.-I semester I in subject Botany- some portion in theory was deleted.
- B.Sc.-II in subject Chemistry- Change in practical's syllabus

- 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
29	13	16	01	00

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
-	15	-	-	-	-	-	-	-	15

2.4 No. of Guest and Visiting faculty and Temporary faculty

CHB Teachers = 104

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	26	09
Presented papers	07	19	02
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

78%

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	162	0.00	10.49	19.75	0.00	45.06
B.COM. III	159	5.03	50.31	5.66	0.63	73.58
B.Sc. III	152	9.21	26.32	19.08	0.00	71.71
M.A. Marathi II	17	0.00	0.00	11.76	29.41	41.18
M.A. English II	04	0.00	0.00	25.00	0.00	25.00
M.A. Eco. II	21	0.00	0.00	4.76	52.38	57.14
M.COM. II	17	0.00	23.53	52.94	0.00	76.47
M.Sc. II (Chem.)	6	0.00	33.33	0.00	0.00	16.67

(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	05
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	03
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	03
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	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.
- Conferences and seminars are organized for faculty members.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	14		
Outlay in Rs. Lakhs	-	12,19,000		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	33	08	2
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	05	20	05

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	On- going	UGC	12,19,000	-
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	-	-	19,70,000	-

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	-	-	-	-	01
Sponsoring agencies	-	-	-	-	self

3.12 No. of faculty served as experts, chairpersons or resource persons 01

3.13 No. of collaborations International - National 00 Any other 04

3.14 No. of linkages created during this year -

3.15 Total budget for research for current year in lakhs :

From funding agency Nil From Management of University/College -

Total NIL

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 10

and students registered under them 22

3.19 No. of Ph.D. awarded by faculty from the Institution 01

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 01 State level -
National level - International level -

3.22 No. of students participated in NCC events:

University level 25 State level 08
National level 00 International level 00

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	12	
NCC	02	NSS	25	Any other -

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

- Seven days NSS special camp at adopted village Jalgaon Nahate.
- Tree plantation, Clean Campus and Green Campus awareness drive
- Blood donation camp in NSS.
- Botanical excursion.
- 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.
- Health Examination 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.

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.	30	01	UGC /College development fund	31
Value of the equipment purchased during the year (Rs. in Lakhs)	5,73,931	30,660	UGC/College development fund	6,04,591
Others	-	Cycle parking stand	College development fund	1,32,000

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	38163	40,06,771	585	1,50,609	38,748	41,57,380
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	50	01	04	01	01	01	16	03
Added	-	-	01	-	-	-	-	-
Total	50	01	05	01	01	01	16	03

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (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 Science 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 Science Department for Teachers, Non-teaching staff and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	15,800
ii) Campus Infrastructure and facilities	19,55,514
iii) Equipments	1,200
iv) Others	-
Total:	19,72,514

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 student's 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 students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2021	244	22	690jr

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	952	42.03		1313	57.97

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
197	217	29	1438	-	1881	231	296	47	1690	01	2265

Demand ratio 1:2

Dropout: 36.55%

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

138

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	00	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	07

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

126

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
06	377	-	-

5.8 Details of gender sensitization programmes

- The celebration of National Womens 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	40	18738
Financial support from government	1723	10731605
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:

There is no major grievance of students in this academic session.

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 the 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.
- 22 research scholars are registered for Ph.D. degree in various subjects.
- 01 faculty member obtained Ph.D. degree in the academic session 2014-15.
- 73 Research papers are published in Various National and International Journals.
- 01 Major project and 14 Minor Projects are on-going.
- Books are contributed by 04 faculty members.

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 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.

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,

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

v

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 declares results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

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

Not Applicable

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 every Monday.
- 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, and minimize the use of paper.
- 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.

- Organized science exhibition.
- Use of advanced e-learning resources.
- Specialized coaching for competitive examinations.

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

- Parent- Teacher meets were organized by the Teacher- Guardian committee once in a year.
- Coaching classes were conducted for slow learners and advance learners.
- 03 activities including Health Check Up Camp & women's related activities were conducted under department of Zoology and women's grievance committee.
- Guest lectures were organized by various departments under various clubs.
- Workshop was conducted by Department of English on communication skill.
- Cultural club was established to motivate & overall development of students.
- Organized excursion.
- Total 05 students secured their position in the university merit list and got 03 medals. Out of them one got 01 gold medal in Chemistry and 02 got silver medals in B.Com. Examination.

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

- Health check-up camp
- Active role in developing competitive exam center.

7.4 Contribution to environmental awareness / protection

- Tree Plantation drive was undertaken by the NSS volunteers.
- Sapling given to the guests as memento.
- Plastic free campus initiative.
- Implemented **No Vehicle Day** on first Monday of every month.

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.

WEAKNESS:

- Less skilled based courses.
- Less employment opportunity for graduate students.
- Absence of professional degree courses.

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 external organizations.

8. Plans of institution for next year

- To encourage the students to participate in the Soft skills and cultural competitions at the higher levels such as debates, quiz, elocution, essay writing etc
- To promote students' participation at University, State, National and International levels
- To gear up research activities.
- To encourage PG students to prepare for competitive examinations
- To organize guest lectures, seminars, co-curricular and extra-curricular activities
- To encourage faculty for professional development
- To promote value-based activities through various forum
- To promote student-centric activities
- To organize tournaments between students and teachers in order to establish a rapport between them
- To construct a Toilet block adjacent to play ground.
- To extend the parking lots for students' vehicles
- Renovation of the road in 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
(2014-15)**

Action Plan	Action Taken Report
Motivating faculty for undertaking quality research	Major Research Project proposals submitted: 01
To organized innovative activities	Innovative activities organized: 12
To organized Extension activities	Extension activities organized: 08
To organize guest lectures of imminent personalities	Guest lectures organized: 25
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: 73 Participation and presentation in conferences: 64
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	03departments 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.-2014-15

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 83% 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 Teacher

A.Y.-2014-15

The committee has collected the data of the year 2014-15. 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 13.75%, good position 55.25% and excellent position 31%. Comparatively the last year and current year both are in the same position.

Feedback from Employers

A.Y.-2014-15

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 80%, agree position 20%.

Feedback from Alumni

A.Y.-2014-15

The meeting of the alumni Association was organized twice in a year. The feedback form was 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. Alumina suggested that, guest lecture of the Alumina and eminent personalities should organize on the career and guidance. And one of the Alumni meeting should organize in the annual gathering.

Feedback from Parents

A.Y.-2014-15

The committee organized Parents meet on 14 Feb.2015 . Dr. A. L. Kulat Principal and Chairman of the committee of the function and Shri Motipuri Kailash Puri, Shri Vijay Shiraskar and Shri Vilas Rode were the Chief guest of the function.

The function was conducted by Mr. Sachin Mohakar (B. Com.III).
50 parents were present in this function.

The analysis of the feedback form was done by the committee and their outcomes are as given below.

- 1) Common demands from parent, Library should issue more than two books.
- 2) Boys hostel is demanded from the parents.
- 3) Competitive examination guidance class should start in the college.

The chairman Dr. A. L. Kulat gave assurance to fulfil the demands of parents from next session.

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

Health Check-Up Camp

2) Objectives of the practice

- a) To aware people about their health
- b) To maintain health fitness among of teachers and students
- c) To check-up Blood group and Hb

3) The context

The College is located in rural area. The people are not aware about their health, blood group, haemoglobin etc. As a social responsibility the Department of Zoology organized camp to check-up their health profile.

4) The Practice

The Department of Zoology organized Blood group, Hemoglobin and Health checkup camp at villages as well as in the College with the help of Pathology and NGO. At the time of check-up the experts have given the suggestion to the villagers, students and staff about their health awarness.

5) Evidence of Success

There were 60 beneficiaries who check-up their Blood Group and Blood Pressure in the camp organized on September 19, 2014. Out of them 20 were male and 40 were female. In the camp organized at village Kawasa with YES Foundation, on January 4, 2015, total 70 people are benefited about their health. Out of them 20 were males and 50 were females.

6) Problems Encountered and Resource

The people became more aware and cautious about their health. This activity remained very beneficial for maintaining health fitness of students and staff. Faculty member and students of the Department of Zoology used their lab and instruments for this activity. The involvement of Pathology and NGOs with their resources were very beneficial.

Best Practice-II

1) Title of the practice

Competitive Examination Center

2) Objectives of the practice

- a) To create awareness about competitive examination.
- b) To create positive and healthy atmosphere in regard with to competitive exams among the students.

3) The Context

According to increasing importance of entry in administrative services. Department of Commerce established Competitive Exam Study Center on June 20, 2014.

4) The Practice

In the beginning students registered their name for taking benefit of competitive exam center. There are total 104 students taking benefit regularly. Department provide books and other study material regarding competitive exam to the students. (In the library of this center). Total 1084 books are available in the library of this center. The cost of these books is 2, 46,695 rupees. Along with this there are few magazines and daily newspapers. Students studied from 7am to 8pm. There has been residential facility and interest free educational loan for the needed students. Provided experts' guidance to the students. There has been students committee to maintain the administration about registration and received and issued facility to the students.

5) Evidence of success

In the session 2014-15, total 05 students selected for the government services. At the end of 2017-18, total 45 students selected for various government jobs.

6) Problems encountered and resource required

Students become more aware about competitive exams. Developed cooperative studied culture among the beneficiaries. Due to the positive and healthy atmosphere and effective working mechanism students attracted more towards the competitive exams.