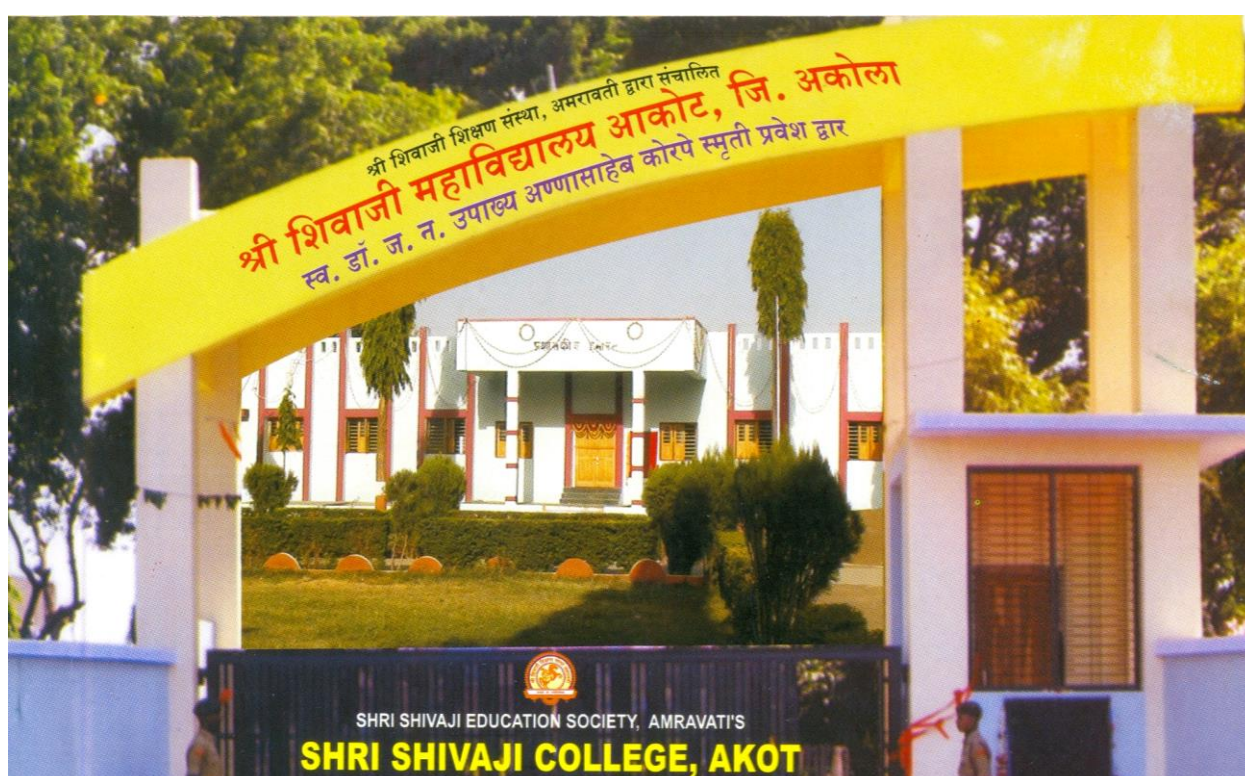


ANNUAL QUALITY ASSURANCE REPORT

(AQAR 2015-16)

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 (2015-16)

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:

Dr. 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:

(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)

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

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
- iii. AQAR 2014-15 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	05

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. **01:** UGC Sponsored Seminar on, “Female Foeticide, Concerns and Ruminations”.
2. Institutional level workshop on spoken English for teaching and non-teaching staff of institution.

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 2015-16 and audited it by IQAC.
- 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 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	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.-III in subject Chemistry – restructuring in theory and practical 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
34	24	09	01	

2.2 No. of permanent faculty with Ph.D.

11

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
-	10	-	-	-	-	-	-	-	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

CHB Teachers = 95

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	05	30	10
Presented papers	4	16	-
Resource Persons	-	01	-

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 03
as member of Board of Study/Faculty/Curriculum Development workshop

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	214	0.47	14.95	22.90	0.47	43.93
B.COM. III	167	5.99	34.13	5.39	0.00	64.07
B.Sc. III	166	5.42	31.33	3.61	0.00	66.27
M.A. Marathi II	21	0.00	0.00	9.52	9.52	33.33
M.A. English II	3	0.00	0.00	0.00	33.33	33.33
M.A. Eco. II	8	0.00	25.00	25.00	50.00	100
M.COM. II	15	0.00	26.67	0.00	73.33	73.33
M.Sc. II (Chem.)	6	0.00	33.33	0.00	16.67	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	07
UGC – Faculty Improvement Programme	00
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.	05
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 suitable Journals.
- Conference and seminars are organized for faculty members.

3.2 Details regarding major projects: Nil

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

3.3 Details regarding minor projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	13	01	-	08
Outlay in Rs. Lakhs	11,54,000	90,000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	37	04	00
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	03	11	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other

Organisations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-			
Minor Projects	On-going	UGC	90,000	65,000
Interdisciplinary Projects	-			
Industry sponsored	-			
Projects sponsored by the University/ College	-			
Students research projects (other than compulsory by the University)	-			
Any other(Specify)	-			
Total			90,000	65,000

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: **Nil**

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	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
02	-	-	-	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 State level
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	01	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	19	
NCC	05	NSS	25	Any other -

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

- Celebration of Birth and death anniversaries of freedom fighters and social workers.
- Blood donation camp in NSS ,NCC & Commerce.
- Tree plantation, Clean Campus and Green Campus awareness drive.
- Celebration of No Vehicle Day.
- Health Examination Camp by department of Zoology.
- Seven days NSS special camp at adopted village Lamkani.
- Educational tour.
- Nutrition counselling by the department of Home Economics.
- Legal Awareness programme on sexual harassments 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.
- Tree plantation audit college campus.
- Books facility provided to outside students.
- Rakhi making workshop by Home Economics department.

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.	31	06	UGC/College development fund	37
Value of the equipment purchased during the year (Rs. in Lakhs)	6,04,591	90,157	UGC/College development fund	6,94,748
Others		Lawn Tennis Ground	UGC	2,30,318
		Basket - Ball Ground	UGC	2,99,298
		Lawn Development and Pavers Fitting In Premises	College development fund	3,70,000
		Renovation Of Botanical Garden	College development fund	95,000
		Lavatories For Students and Staff	College development fund	4,60,213
		Open Teaching Class Room	College development fund	53,630

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	38748	41,57,380	654	1,93,989	39402	43,51,369
Reference Books						
e-Books						
Journals						
e-Journals	23	15,350	25	18,000	25	18,000
Digital Database						
CD & Video						
Periodicals	22	6,937	22	7,724	22	7,724

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	01	05	01	01	01	16	03
Added	05	-	-	-	-	-	-	-
Total	55	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 to 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 Department for Teachers, Non-teaching staff and students.

4.6 Amount spent on maintenance in lakhs:

i) ICT	37,750
ii) Campus Infrastructure and facilities	26,52,426
iii) Equipments	1,88,230
iv) Others	-
Total:	28,78,406

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.	(Junior College+ MCVC)
2129	261	24	836

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	911	38.11		1479	61.89

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
231	296	47	1690	01	2265	279	341	55	1783	01	2459

Demand ratio 1:2

Dropout: - 31.27%

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

- Coaching was 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

167

5.5 No. of students qualified in these examinations

NET	00	SET/SLET	02	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	08

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

173

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	-	-	106 students clear pre campus test and participated in Saraswati College, Shegaon

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	39	50714/-
Financial support from government	1983	10884606/-
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: Nil

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.
- 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.
- 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.
- 24 research scholars are working for Ph.D. in various subjects.
- 01 faculty member obtained Ph.D. degree in the academic session 2016-17.
- 55 Research papers are published in various National and International Journals.
- 08 Minor Research Project proposals are submitted.

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.

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	LMC	Yes	IQAC
Administrative	Yes	LMC	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.

- Conducted soil tested programme and give suggestion about the nutrients.
- Feedback from stakeholders regarding teaching created a positive impact on teaching-learning process by sharing it with the faculty of the institution.

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

- Blood group and Hb check up camp with woman empowerment programme.
- Workshop was conducted by Department of English on teaching English at school level.
- Parking lots were extended for the vehicles of the students
- Meeting of staff council held twice in a year.
- Excursion tour organized.
- Academic audit was done for the entire Department.
- Remedial classes were conducted for weaker sections/slow learners
- Parent teacher meeting held.
- Total 04 students secured their position in the university merit list and got 01 medal. Out of them one student of B.Sc. got gold medal in Chemistry.

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

- Voter and Voting awareness campaign
- Video records of Practical Assignment or practical demonstration.

7.4 Contribution to environmental awareness / protection

- A campaign to create awareness regarding e-waste and hazardous waste was organized by the students.
- A tree-plantation drive was undertaken under the aegis of NSS.
- Recycling of used papers
- Awareness programme for Water conservation
- Installation of solar water heater, solar light in campus

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.

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

- To explore the possibilities of initiating on-line admission process for some of the courses.
- Online MCQ test examination for competitive examination.
- Establishment of Social Outreach and Enabling Centre (SOEC)
- Adoption of a village under (SOEC)
- To organize a workshop on Patenting.
- A separate study centre be established for preparation of various competitive examinations
- Establishing a sanitary napkin vending machine in the ladies common room.
- Renovation of Auditorium
- Installing a CCTV system for complete surveillance
- Developing ICT enabled classrooms
- To observe 'No Vehicle Day' once in a month for carbon neutrality

- Developing a mechanism for e-waste management
- To cultivate a the playfield on the campus for outdoor games
- Celebration of Science day by department of Zoology

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 (2015-16)

Action Plan	Action Taken Report			
Motivating faculty for undertaking quality research	Minor Research Projects proposal submitted: 04 San tion to Dr. V. B. Bhagat-01			
To organized innovative activities	Innovative activities organized: 09			
To organized Extension activities	Extension activities organized: 19			
Consultancy services	Revenue generated through consultancy is Rs. 10,650/-			
To organize guest lectures of imminent personalities	Guest lectures organized: 20			
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: 55 Participation and presentation in conferences: 40			
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	04departments have organized study tour.			
To enhance the infrastructure		Lawn tennis ground	UGC	2,30,318
		Basket ball ground	UGC	2,99,298
		Lawn development & Pavers fitting in premises	MANGENMENT	3,70,000
		Renovation of botanaical graden	MANGENMENT	95,000
		Lavatories for students and staff	MANGENMENT	4,60,213

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.2015-16

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 78% 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. 2015-16

The committee has collected the data of the year 2015-16. In this academic year 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 were included in 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 12.5%, good position 47.5% and excellent position 40%. Comparatively the last year and current year both are in the same position.

Feedback from Employers

A. Y. 2015-16

The committee has collected the data from the employer's in the session of 2015-16. In academic year five sampling feedback forms were collected and given by 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.

The analytical report indicates strongly agree position in 80%, agree position 20% .

Feedback from Alumni

A. Y. 2015-16

The meeting of the alumni Association was organized in A. Y. 2015-16 . 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 . Alumni have suggested starting post -graduation in History and Political Science.

Feedback from Parents

A. Y. 2015-16

- 1) The science faculty parents meet was organized on 28 July 2015. 78 parents were present in this function. At this time feedback form were filled from each parent.
- 2) The Arts faculty Parents meet was organized on dated 27 -07 -2015. 25 Parents were present for this meet.
- 3) The commerce faculty organized parents meet on dated 01/08/2015. 35 Parents were present for this meet.

The analysis of this 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.

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

Voter and Voting Awareness Campaign.

2) Objectives of the practice

- a) To aware people about their voting
- b) To aware about registration of new voters
- c) To aware about role of voters in democracy

3) The context

India adopted parliamentary democracy. Democracy and elections are the two sides of a coin. In parliamentary democracy participation of people is more important. Increasing the percentage of voting is a good sign for strengthening for democracy. There is a need to aware people about their voting.

4) The Practice

The Department of political science implemented Voter And Voting Awareness Campaign at the time of every parliamentary and assembly elections. Each faculty of department along with students went to the village Mahagao and Jalgaon nahate to aware the voter and voting. The Department jointly organized elocution competition on the role of voter in democracy. On the occasion of the National Voter Day January 25, 2016. Department also jointly organized elocution competition on voting process: Soul of Our Democracy jointly with collectorate, Akola and Plato Academic Forum, Amravati on January 18, 2016.

5) Evidence of Success

Peoples became more aware about the voter and voting. They participated in the political process at local level. The percentage of participation of people constantly increased.

6) Problems Encountered and Resource

The people understand the importance of voter and voting in democracy. They well knew that the roll of voter is to elect the proper representative. More participation in political process is essential for strengthening democracy.

Best Practice II:

1. Title of the Practice

Video records of Practical Assignment or practical demonstration.

2. Objectives of the Practice

1. Practical demonstration is in video record and useful to junior student for reference.
2. After watching of a video, students were/are able to find out the mistake easily.
3. After watching the video by the student and teacher is quite easy to find out lacuna in personality.
4. Teachers and student both are able to improve personality and knowledge.

3. The Context

In the era of present-day globalization, students need to adapt to information and technology. It should be used to improve our study and teaching methods, and this initiative is a good way to overcome fear in the minds of students. After watching the videos, the shortcomings of the students are noticed and at the time of the presentation, their shortcomings decrease. Also, their self-confidence is greatly increased.

4. The Practice

Video records of practical assignment or practical demonstration were put forward to all student of B.Sc. (Mathematics + CPS) student in Physics. All students were assigning one practical out of mention syllabus as a practical assignment. Teachers of department were explaining all practical in group with clear understanding.

After this student performing the practical up to their whole stratification and confidence developed to explain that practical own. Students had given one week duration for preparation of demonstration. After that with the help of android or camera mobile students record their demonstration and few demonstration were being submitted to department for reference. These students had tried to give their best as per knowledge of subject, communication skill and group speaking/leading.

5. **Evidence of Success**

As a result of this initiative, the shyness of students disappeared and confidence in them grew. Together, teamwork has become stronger. Students participation were increase in various competition with college competition.

6. **Problems Encountered and Resources Required**

We recorded the video on android phone. It encounters the clarity of sound of students.