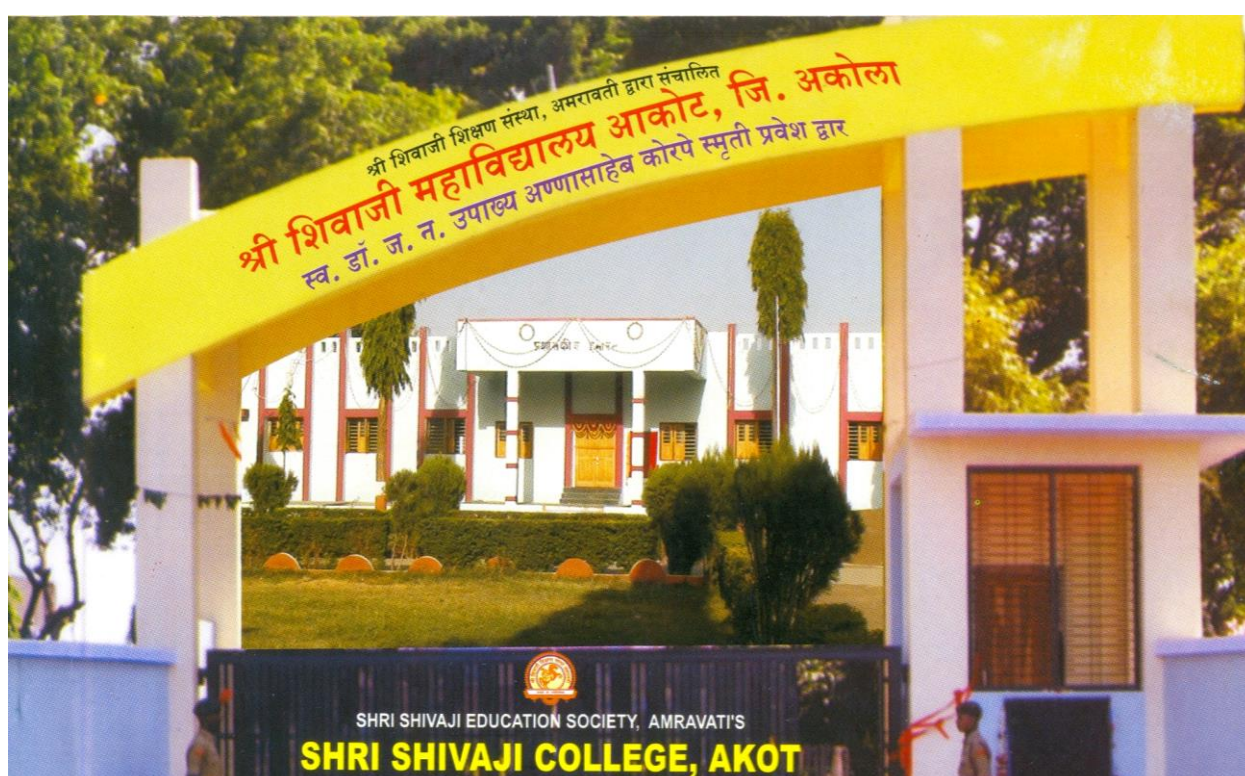


ANNUAL QUALITY ASSURANCE REPORT

(AQAR 2017-18)

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 (2017-18)

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
- iv. AQAR 2015-16 submitted to NAAC on 31/01/2019
- v. AQAR 2016-17 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 (*Specify*)

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

01

2.8 No. of other External Experts

-

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

05

2.11 No. of meetings with various stakeholders:

No.

05

Faculty

02

Non-Teaching Staff Students

02

Alumni

01

Others

-

2.12 Has IQAC received any funding from UGC during the year? Yes

☐

No

☒

If yes, mention the amount

NIL

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

02

International

-

National

-

State

01

Institution Level

01

(ii) Themes

1. State level workshop on Developing teaching English & learning Activities on 23rd December 2017 organized by department of English in association with DELT
2. Institutional level one day workshop organized by department on topic "Experiment in Physics " on 17.02.2018 organized by department of Physics in association with Department of Physics Smt. R. S. college, Anjangaon Surji.

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 2017-18 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 of college.
- Students are promoted to participate in various activities.
- Feedback collected from students, employers, Alumni and teacher 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	07	-	07	-
UG	03	-	01 CPS	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	06	-	06	06
Others	YCMOU-01	-	-	-
Total	24	-	21	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 (03) B.A. -I, B.Com.-I M.A-I(07) Total= 12
Trimester	-
Annual	B.A-II,III., B.Com.- II,III., M.A -II(07). Total= 09

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.

- Semester pattern is introduced in First year of B.A., B.Com. and M.A. from this session and onward.

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
28	17	07	02	02

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
-	16	-	-	-	-	-	-	-	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

CHB Teachers =73

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	16	20	07
Presented papers	10	17	03
Resource Persons	06	-	-

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

02

2.10 Average percentage of attendance of students

76%

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	196	0.51	8.67	25.00	0.00	44.39
B.COM. III	220	5.45	44.09	7.27	0.00	71.82
B.Sc. III	177	14.12	36.16	7.91	0.00	85.31
M.A. Marathi II	22	0.00	0.00	9.09	18.18	31.82
M.A. English II	7	0.00	0.00	0.00	0.00	0
M.A. Eco. II	55	0.00	3.64	14.55	36.36	65.45
M.COM. II	04	0.00	0.00	0.00	0.00	100
M.Sc. II (Chem.)	15	0.00	6.67	13.33	0.00	20
M.A. Pol. Sci II	25	0.00	0.00	4.00	40.00	48
M.A. History II	06	0.00	0.00	33.33	33.33	83.33

(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	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	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.
- Established collaboration with different institutions.
- Regular notification of upcoming seminars, workshop and conferences by the research committee.
- Faculties are promoted research work, paper presentations and publications in suitable Journals.
- Faculties are promoted to attend the International Conference/ Symposium.

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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	28	02	03
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	06	11	01

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: **Nil**

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

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	-	01
Sponsoring agencies	-	-	self	-	self

3.12 No. of faculty served as experts, chairpersons or resource persons 12

3.13 No. of collaborations International - National - Any other 09

3.14 No. of linkages created during this year -

3.15 Total budget for research for current year in lakhs: Nil

From funding agency Nil From Management of University/College Nil

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
03	-	-	02	01	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides 08

and students registered under them 17

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 04
National level - International level -

3.22 No. of students participated in NCC events:

University level	27	State level	06
National level	01	International level	-

3.23 No. of Awards won in NSS: NIL

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

3.24 No. of Awards won in NCC: NIL

University level	-	State level	-
National level	01	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	40	
NCC	06	NSS	25	Any other -

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

- Blood donation camp by NSS, NCC and Commerce department.
- Tree plantation, Clean Campus and Green Campus awareness drive.
- Celebration of No Vehicle Day.
- Celebration of Birth and death anniversaries of freedom fighters and social workers.
- Nutrition counselling by the department of Home Economics.
- Seven days NSS special camp at adopted village Lamkani.
- Health Examination Camp by department of Zoology.
- 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.
- Botanical excursion.
- Tree plantation audit.
- Books facility provided to outside students.
- Celebration of Yogaday
- Cleanliness drive.
- Anti-drugs rally.

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.	43	02	UGC / College development fund	45
Value of the equipment purchased during the year (Rs. in Lakhs)	9,24,038	36,940	UGC / College development fund	9,60,978
Others	-	New construction for Commerce Department (4 Class room + 01 Computer Lab + 01 Staff room	College development fund	53,68,930

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	40001	45,09,594	867	1,72,192	40868	46,81,786
Reference Books			-			
e-Books			-			
Journals	22	19,188	21	23,043	21	23,043
e-Journals			-			
Digital Database			-			
CD & Video			-			
Periodicals	23	8,574	21	9,950	21	9,950

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	55	01	06	01	01	01	16	03
Added	01	-	-	-	-	-	-	-
Total	56	01	06	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 Department for Teachers, Non-teaching staff and students.

4.6 Amount spent on maintenance in lakhs:

i) ICT	29,729
ii) Campus Infrastructure and facilities	17,64,176
iii) Equipments	55,800
iv) Others	-
Total:	18,49,705

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)
2302	559	17	804+

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	957	33.45		1904	66.55

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
246	374	52	1871	-	2543	248	444	50	2119	-	2861

Demand ratio 1:2 Dropout: - 38.28%

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

140

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	03	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	09

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

159

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
02	70	70	89 (participated) pass pre placement test and appeared campus at 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	40	17484
Financial support from government	2080	14199163
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, 02 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.
- Minor Research Projects are encouraged.
- Research Committee posts information about, forthcoming workshops, Seminars and conferences.
- 08 faculties are recognized by the University as a Supervisor.
- 17 research scholars are working for Ph.D. in various subjects.
- 01 faculty member obtained Ph.D. degree in the academic session 2017-18.
- 51 Research papers are published in various National and International Journals.

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 teacher 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

✓

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/CDC	Yes	IQAC
Administrative	Yes	LMC/CDC	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.

- Regular meetings to look for student's attendance.
- Science Exhibition was organized.
- Science Quiz Competition was organized.

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

- Team formed to implement the plan of doing students admission
- Issuance of identity Card to the students.
- Excursion organized.
- Mentoring students throughout the year.
- Meeting of Staff Council held twice in a year.
- Parent teacher meeting held.
- Remedial Classes were conducted for weaker sections/slow learners.
- Academic Audit was done for all the department.
- Sickle cell disease awareness programme
- Total 09 students secured their position in the university merit list and got 09 medals. Out of them one student of B. Com got 04 gold medals and one student of B.Sc. got 02 gold and 03 silver medals.

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

- Science Model presentation in School
- Use of ICT in Teaching and Learning Process

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 rate at UG & PG level.
- To increase the collaboration with external organizations.

8. Plans of institution for next year

- Activities under Parent-Teacher Association
- To promote student-centric activities
- Remedial coaching for slow learners
- Extra coaching for advance learners (Merit Mission Students)
- Campus Beautification
- To organize program to develop management skills among the students by Commerce department
- Organize Poster competition.
- To construct new building for commerce
- To promote research publications by the faculty
- Seminars, workshops and guest lecture shall be organized for the students
- To encourage participation of students in intercollegiate seminar competition.

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
(2016-2017)**

Action Plan	Action Taken Report
Motivating faculty for undertaking quality research	Minor Research Projects proposal submitted: 00
To organized innovative activities	Innovative activities organized: 13
To organized Extension activities	Extension activities organized: 41
To organize guest lectures of imminent personalities	Guest lectures organized: 10
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: 51 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	04 departments have organized study tour.
To enhance the infrastructure	04 Class room and computer lab 01 and 01 staff room

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. 2017-18

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 Employers

A.Y. 2017-18

The committee has collected the data from the employer's in the session of 2017-18. In academic year five sampling forms collected about the feedback 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.

According to the analysis of the sampling of academic year, the result of the employers feedback indicates the strongly agree position is high comparative with agree. The analytical reports indicates strongly agree position is 72 %, Agree position 28% and disagree 0%.

According to the analysis of the sampling of each academic year, the result of the employers feedback indicates the rising map toward the strong agree about relevant curriculum.

Feedback from Teachers

A.Y. 2017-18

The committee has collected the data of the year 2017-18. In this academic year random feedback sampling forms were selected and given by the regular teacher. The feedback forms design about the various syllabus related 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 receive 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 excellent position is high. The analytical reports indicated the average position 11.25%, good position 37.5% and excellent position 51.25%. Comparatively last four year the current year result indicate the rising map toward the excellence.

Feedback from Alumni

A.Y. 2017-18

The meeting of the alumni Association was organized in A. Y. 2017-18. One of the meeting was held in the annual gathering. The feedback form was collected from the Alumni on the curriculum development, infrastructure facility in the institution, placement & suggestion. On the basis of the feedback obtained from the alumni shows the satisfaction regarding to the curriculum and infrastructure facility provided by the institution. Alumni suggested that, Students participation in co-curricular and extension activities should increase in personality development.

Feedback from Parents

A. Y. 2017-18

Parents meet was organized on dated 04/02/2018.

The feedback form filled and obtained from parents were studied and analysed from which few points comes out as scope of action.

- 1) To start P.G. in Zoology, Botany. Mathematics, Physics.
- 2) To provide better and easy access of work related to office.
- 3) To increase sports facilities.
- 4) To increase the more facilities in laboratories.

Best Practice- I

1. Title of the Practice

Science Model presentation in School

2. Objectives of the Practice

1. Interest in science about students in rural areas.
2. Participation of student in society and field activity.
3. Improvement in personality.

3. The Context

The importance of science and technology is unique in the life of a person, but there is no such awareness among the rural students.

4. The Practice

Create the interest in science among the rural area student. Department allotted the science model project to group of student of same village and present this science model in village school.

Students prepared the model and presented it in A.Y. 2017-18 in nearby village and Akot city. Their participation and presentation were beneficial for rural students regarding the opportunity in science. In this 69 student were participated and presented model in 16 different school.

5. Evidence of Success

- Appreciation certificate was issued by the school.
- Record video has shown the confidence and satisfaction of presentation.
- Rural area students motivated to participate in science exhibition.

6. Problems Encountered and Resources Required

Motivation and pushing toward this activity was quite difficult. Give time to every group for preparation and presentation tips to student in busy schedule it were difficult to faculty member.

Best Practice- II

1. Title of Practice:

Use of ICT in Teaching and Learning Process

2. Objective:

- To create interest by using web based information for effective teaching and learning.
- To develop competency in teaching and learning.
- Improvement in teaching and learning using web based resources.
- To increase understanding capacities of among learners .

3. The Context:

The College is located in rural area. Most of the Students come from diverse socio-economic backgrounds with no access to Information Communication Technology (ICT) for learning. The usage of ICT by the college has a better impact on learning experiences.

4. The Practice

- Majority of the departments in the college have been provided with computers and LCD projectors
- Internet facility is provided to all departments of the college.
- An e-classroom has been developed for ICT
- The Department of Physics organized e-literacy awareness programme.

5. Evidence of Success:

- Faculty members are using ICT facilities for the preparation and presentation of lectures.
- Modified ICT enabled classroom is made available for guest lectures.
- The ICT facilities are used for demonstration of practical sessions and its standardization.
- The students and teachers use email, Whats App, Facebook to exchange the information.
- Significant increase in the interest of the students in learning science subjects is observed because of the specialization implemented in the subject.
- The students can easily access various educational websites and online examinations for preparation of various competitive examinations.

6. Problems Encountered and Resources Required

- Technical Problems related to presentation.
- Computers - Students ratio be increased.
- Motivation for more applications of ICT i.e. promotion of e-proficiency.
- The number of e-Classrooms should be enhanced.