Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	SHRIMATI NARSAMMA ARTS, COMMERCE AND SCIENCE COLLEGE, KIRAN NAGAR, AMRAVATI
Name of the head of the Institution	Dr. R. S. Chandanpat
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	721-2540793
Mobile no.	9423422343
Registered Email	iqacnarsammacollege@gmail.com
Alternate Email	nakulgawande@hotmail.com
Address	Kiran Nagar, Amravati
City/Town	AMRAVATI
State/UT	Maharashtra
Pincode	444606

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. N. D. Gawande**
Phone no/Alternate Phone no.	**917212570410**
Mobile no.	**7620115904**
Registered Email	**iqacnarsammacollege@gmail.com**
Alternate Email	**gawondaynakool@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://narsammaacsc.org/LinkFiles/AQAR%202018-19.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	[https://narsammaacsc.org/pdf/Academic Calender 19-20.pdf](https://narsammaacsc.org/pdf/Academic_Calender_19-20.pdf)

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.17**	**2014**	**10-Dec-2014**	**09-Dec-2019**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**21-Apr-2015**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Preparation of	**26-Aug-2019**	**9**

Perspective Plan	103	
Regular meeting of Internal Quality Assurance Cell (IQAC)	07-Aug-2019 14	14
Timely submission of Annual Quality Assurance Report (AQAR) to NAAC	05-Nov-2019 01	14
Collection of Feedback from the stakeholders	24-Aug-2019 07	486
Externl Academic Administrative Audit (AAA)	24-Oct-2019 01	9
Digital Training Program (for Women)	18-Dec-2019 01	234
Certificate Course in FTIR: Basics & Handling	13-Jan-2020 06	49
Certificate Course in UV-Vis-Spectrophotometer: Basics & Handling	20-Jan-2020 06	49
Certificate Course in GC: Basics & Handling	27-Jan-2020 06	49
Workshop on Stress Management	17-Jul-2019 01	35
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 00	0
Nil	Nil	Nil	2020 00	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**8**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Preparation of Perspective Plan

Conducted External Academic Administrative Audit

Certificate Courses through CIC

Digital Training Program for Women

Initiation of process of online Feedback

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To organise special training program for women towards digital technology and its uses	**Program for digital training for women was undertaken.**
To Conduct Certificate courses through Central Instrumentation Cell (CIC)	**Three Certificate courses were conducted through CIC.**
To organise workshop/program on managing stress for the staff members	**Workshop on stress management was conducted.**
To initiate the process of online feedbacks from the Stakeholders	**The process has just started (as it was delayed due to COVID pandemic situation.**
To conduct External Academic and Administrative Audit of the institute	**Conducted and report is uploaded on the website.**
To Prepare a perspective plan of the college	**Prepared and uploaded on the website.**
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Development Committee (CDC)	**16-Apr-2021**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	07-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The College has procured College Automation Software (CAS) for efficient and effective administration. CAS has independent modules for different administrative tasks like account and finances, admissions, scholarships and students' data and other support services. The CAS ensures that number of papers used for printing and storing data and info is limited. Operational Modules: • CAS Office • CAS Payroll • CAS Admissions • CAS Fees • CAS Account

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution has a well-conceived process of curriculum planning and execution under the broad guidelines of SGBA University, Amravati. The college at the beginning of the session constitutes Curricular Committee comprising of 04-05 members representing all the concerned streams. A senior member heads the committee. The committee interacts with the teachers regarding effective ways of curriculum planning and implementation. On the basis of this feedback the committee in its meetings designs different formats to ensure Planning of syllabi and its timely and effective execution. The committee ensures the smooth and effective execution of curricular processes through periodic feedbacks from the department heads. Apart from this on the departmental level the committee ensures that Course Outcomes, Program Specific and Program Outcomes are communicated to the students. The Committee promotes remedial coaching for slow learners to improve their learning outcomes. The committee designs the formats for: a) Teaching-plan b) Teaching -execution c) HoD-Analysis d) Students' Feedback on teaching-learning and evaluation. The committee prepares its annual report based on Departmental inputs. The report along with suggestions for improvement if any is submitted to the Principal. Letters of suggestions for improvement / commendation for good performance are issued to the concerned faculty members. The institutional hierarchy in this regards is as follows: University Calendar- CDC -Principal-IQAC-Curricular

Committee-HoD-Individual Faculty Members. The whole process is documented on various levels. The individual teachers keep the record of daily teaching along with the monthly teaching plans. For this purpose the committee designs "A Daily Academic Diary" for the teachers. Secondly, the formats for teaching execution are filled in regularly by the teachers. Lastly, The Committee receives the Departmental inputs from the HoDs.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Assembling Basic Experimental Laboratory Kits	NA	13/01/2020	16	Yes	Yes
Certificate Course in Detection of Common Food Adulterants in Household Edible Items	NA	10/02/2020	13	Yes	Yes
Certificate Course in Tourism Management with Emphasis on Eco-Tourism	NA	13/02/2020	16	Yes	Yes
Certificate Course in FTIR: Basics Handling	NA	13/01/2020	06	Yes	Yes
Certificate Course in UV -Vis-Spectro photometer: Basics Handling	NA	20/01/2020	06	Yes	Yes
Certificate Course in GC: Basics Handling	NA	27/01/2020	06	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MSc	Chemistry	Nill
MSc	Mathematics	Nill
MSc	Environmental Science	Nill
MSc	Computer Science	Nill
BCom	Commerce	Nill
BA	Arts	Nill
BSc	Science	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	193	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nill	Nill
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Environmental Science	19
MSc	Chemistry	38
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The institution seeks feedback from the keystakeholders like Students, Teachers, Alumni and Parents. All these feedbacks are collected through Curricular Committee of the college. At the beginning of the session the

committee through interactions with the stakeholders design the formats of the feedback in its meeting. The formats after being reviewed by the IQAC are finalised. The stakeholders are supplied with a pre-printed MCQ style questionnaire and a preprinted blank option sheet to record their choices. The recorded choices are then processed in Excel Program to obtain the feedback Analysis Report. The Feedback Analysis Report is discussed in staff council meeting and forwarded to IQAC for suggestions if any. Finally, it is submitted to the College Development Committee (CDC) for its approval. The Feedback analysis contains the suggestions for improvement and corrective measures to be undertaken. Based on these recommendations, the Principal issues letters of suggestions/commendations to the teachers concerned. In terms of suggestions and corrective measures opted from the feedback of other stakeholders like parents and Alumni, the Principal takes up the issues to the College Development Committee. After the discussion, the corrective measures are adopted and the relevant action is taken.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	120	219	120
BSc	Science	120	387	117
BCom	Commerce	120	155	69
MSc	Computer Science	20	73	20
MSc	Environmental Science	22	52	21
MSc	Chemistry	46	163	46
MSc	Mathematics	44	135	44
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	633	236	28	13	11

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
28	28	Nill	14	Nill	12
View File of ICT Tools and resources					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The IQAC had taken the initiative of implementing the mentoring of students for bridging the gap between teacher and students. The system is also helpful in bringing awareness in students regarding future opportunities. Students are categorized based on the streams of studies and also according to their core subjects. They are divided into groups of 25-30 depending on the number of students. Each group is assigned a teacher-mentor who would perform mentoring duties. A Mentoring Format with Guidelines is prepared by the Co-Curricular Committee in coordination with IQAC to ensure uniformity. The whole process is monitored by Co-Curricular Committee throughout the year. Generally, the mentoring is carried out on various levels such as Professional Guidance (regarding professional goals, selection of career, higher education) Career Advancement (regarding self employment opportunities) Academic (regarding attendance and performance in present academic session and in previous semester examinations). Mentors maintain and update the record, which covers various aspects such as personal data, performance of students in class tests, performance in previous examinations, attendance records, participation in extracurricular activities, cocurricular activities, hobbies etc. After collecting all necessary information, Mentors offer guidance and counselling, as and when required. It is the practice of Mentors to meet students individually or in groups. If a student is identified as having weakness in particular subject, it is the duty of the Mentor to apprise the concerned subject teacher for extra guidance and remedial coaching. This practice is student-centric and renders equitable service to students of varied academic financial backgrounds. The system has been useful in identifying slow learners and advanced learners. Based on the requirement deduced through a careful examination of each Mentor's report, the College has organized several Remedial Classes in the identified topics / subjects for slow learners. The system is found to be helpful to minimize the dropout rate and to increase the attendance of student.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
869	28	1:31

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
35	28	7	Nill	23

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	Nil	Nill	NA
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	BCom	S3	16/11/2019	20/01/2020
BCom	BCom	S1	13/11/2019	20/01/2020
BSc	BSc	S6	03/11/2020	21/11/2020
BSc	BSc	S5	30/11/2019	27/01/2020

BA	BA	S1	13/12/2019	29/01/2020
BA	BA	S3	13/12/2019	20/01/2020
BA	BA	S5	13/12/2019	20/01/2020
BA	BA	S6	02/11/2020	25/11/2020
BSc	BSc	S1	05/12/2019	29/01/2020
BSc	BSc	S3	02/12/2019	29/01/2020

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The evaluation mechanism followed by the College to a large extent is in conformity with that of the affiliating University, i.e. Sant Gadgebaba Amravati University, University (SGBAU). SGBAU introduced semester pattern at U.G. and at P.G. level with CGPA pattern from 2010-11 in the science stream and from 2017-18 at U.G. level in arts faculty. Continuous Internal Evaluation system has been a part of the evaluation mechanism since 2010-11. For last two years some of the departments have started using google classroom as a tool for CIE. MCQs and other similar tests are assigned to the students in the google classroom. The University has laid down certain norms on the basis of which the teacher can evaluate the students at College level. At the UG level the University has allowed 20 of the marks to be decided through internal assessments. Teachers evaluate the students in a course through their interaction throughout the semester. The mechanism for the same includes written tests, seminars/study tour, home assignments, projects etc. The remaining 80 of the marks are awarded through the External Semester Examinations conducted by the University. In order to ensure the transparency the examiners put the internal marks on display for the students 21 days before the commencement of the theory examination. This essentially enables the teacher to get a positive feedback on a students overall understanding and enhances the teaching-learning and evaluation process. The time table for internal examinations is prepared and displayed by the College. Each department works out the details of how the CIE is to be carried out for each paper making sure that COs of each paper are achieved through the different assignments. The major reforms introduced by SGBAU include online question papers for all examinations. These password-protected question papers are received by the College before one hour to start of the respective examinations. The College has high speed photo copier for the specific purpose of printing question papers. The entry of internal marks is made online. Hall tickets for all exams are received online printouts are taken, authenticated and circulated by the College. On the part of college, PG departments assign 20 marks, on the basis of performance in class tests, assignments, Seminars, tours, excursions and field trips. Thus, the system of evaluation is adequate and comprehensive so as to measure different types of skills achieved by the students. In view of the pandemic situation, this year due to lockdown we have conducted final internal evaluation by assigning MCQ on Google form through online mode. This method is adapted for all subjects/courses of UG and PG.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College follows the Academic Calendar of the Sant Gadgebaba Amravati University (SGBAU). On the basis of this calendar College prepare its own academic calendar comprising of the Curricular and Co-curricular Activities to be carried out throughout the year and published it in college prospectus and displayed on the college website. Based on this, each department prepares their own annual calendar and conveys it to the students. The college internal examinations are also conducted according to the time schedule declared through

the examination committee in the first term and the second term of each semester. Thus, the institution adheres to the academic calendar for the conduct of various activities right from admission process to final University examination.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.narsammaacsc.org/pdf/POs_PSOs_COs.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Arts	42	42	100
BSc	BSc	Science	113	113	100
MSc	MSc	Computer Science	16	16	100
MSc	MSc	Environmental Science	20	20	100
MSc	MSc	Chemistry	38	38	100
MSc	MSc	Mathematics	30	30	100

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.narsammaacsc.org/sss_feedback/SSS%202019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	NA	0	0

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	NA	NA	Nill	NA

No file uploaded.					

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	NA	NA	NA	NA	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	6	4.00
National	Botany	4	4.6
National	Chemistry	4	00
International	Chemistry	5	3.72
International	Industrial Chemistry	1	00
National	Marathi	7	3.21
International	Computer Science	26	00
International	Environmental Science	4	1
National	Environmental Science	2	1.2
National	Political Science	1	00
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	3
Botany	1
Physics	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in	Number of citations excluding self

					the publication	citation
Nil	NA	NA	Nill	Nill	NA	Nill
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	NA	NA	Nill	Nill	Nill	Nill
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	8	4	11
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
A Day at "Bal-Sadan"—An Orphange	Department of English	3	34
Quiz competition was organized for the school children of Vidya Niketan	Department of Mathematics	5	35
Survey on "Handling Care of Electric Domestic/Household equipment"	Department of physics	3	393
Eco-friendly Ganesh Festival	Department of Environmental Science With NGO: Wild Life and Conservation Society, Amravati • P.G. Students of Environmental Sc. Department	3	36
Environmental Education Awareness Programme	Department of Environmental Science With B. Sc. III Students	2	35
One-day Digital workshop for women	Women Cell	20	214
Social problems	Women Cell	22	50

of women.				
Blood Donation camp	NSS	2	26	
Mask –pledge against tobacco addiction	NSS	8	35	
Workshop on Women Empowerment	NSS	4	25	

View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Handling Care of Domestic Electrical Housewares (A Survey)	Certificate of Award	Maharashtra State Electricity Distribution Company Ltd. (MSEDCL)	300
Environmental Education Awareness Program for School Students	Certificates of Award	Schools	472

View File

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NGO	NSS	Swachhata – Abhiyan	5	28
NGO	NSS	Congress-grass irradical and cleanliness Awareness	5	32
NGO	NSS	Cleanliness of Amravati Rly.Station	9	50

View File

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	NA	NA	Nill

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering	Duration From	Duration To	Participant

		institution/ industry /research lab with contact details			
Ontime	"LECTURE SERIES TO COMMOMERATE THE SCIENTIFIC CONTRIBUTION OF PROFESSOR ALBERT EINSTEIN AND PROFESSOR STEPHEN HAWKING"	Marathi Vidnyan Parishad	14/03/2020	14/03/2020	67
Ontime	"LECTURE SERIES TO COMMOMERATE THE SCIENTIFIC CONTRIBUTION OF PROFESSOR ALBERT EINSTEIN AND PROFESSOR STEPHEN HAWKING"	PGTD- Physics SGBAU	14/03/2020	14/03/2020	67
Ontime	"LECTURE SERIES TO COMMOMERATE THE SCIENTIFIC CONTRIBUTION OF PROFESSOR ALBERT EINSTEIN AND PROFESSOR STEPHEN HAWKING"	AUPTA	14/03/2020	14/03/2020	67
Ontime	National Level Essay Competition	AUPTA	21/05/2020	30/06/2020	113
Yearly	Handelling and care of Domestic Electrical house-wares	MSEDCL	21/08/2019	27/02/2020	393
[View File]()					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs

Department of Physics with Victor Tutorials Pvt. Ltd, Amravati	25/08/2019	Purpose: To promote scientific assistance to the students	67

View File

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
46	37.72

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

View File

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Library Management System	Partially	01	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7875	1904329	486	99016	8361	2003345
Reference Books	217	246905	3	2400	220	249305
Journals	23	64375	Nill	Nill	23	64375
Digital Database	Nill	Nill	106000	5900	106000	5900
CD & Video	22	3914	Nill	Nill	22	3914
Library Automation	1	20000	Nill	Nill	1	20000
Weeding (hard &	Nill	Nill	474	35821	474	35821

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	NA	NA	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	94	68	0	0	0	7	14	10	5
Added	11	0	0	0	0	0	0	0	11
Total	105	68	0	0	0	7	14	10	16

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
17.01	9.28	23.57	20.31

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities. Heads of the respective Departments maintains the laboratories through attendants supervised by laboratory Assistant. Laboratory Assistant in consultation with Heads of the respective Departments processes the maintenance of equipments, chemicals, glassware and other necessary utensils as per the budget allocated. On time maintenance is getting approved time to time by the Principal. The maintenance of library is supervised by the College Librarian. Head of the computer department along with the laboratory attendant work through an annual maintenance contract (AMC) with the firm PC CARE, Rajapeth, Amravati for the Departmental maintenance and ICT class rooms. There is systematic work allotment between the class four

employees to maintain the cleanliness of the classrooms and other campus of institute which is supervise by cleanliness committee established by college council. Has annual maintenance contract (AMC) with Sau. Anita Chavan to clean the Lavatories. Has annual maintenance contract (AMC) with Director, DOT COM, Amravati to maintain and update the college website regularly. There is also annual maintenance contract (AMC) with Mr. Yogesh Bore Amravati to maintain and update electrical and plumbing components of the campus time to time. College has a system of conduction of Energy Audits of the Campus. Other timely maintenance is done by the office. The scrap is disposed off through timely methods. Regular Security Services are available in the campus to make sure campus security through the contract with Rasai Services, Nagpur.

https://www.narsammaacsc.org/pages/inst_pro_policies.php#

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institutional Scholarship	10	11500
Financial Support from Other Sources			
a) National	Government post Matric Scholarship	499	2367602
b)International	Nil	Nill	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill Development workshop:	25/02/2020	42	Trainer : 1) Prof. Pravin Gulhane Mahila College Amravati. Soft Skill Development. 2) Dr. Pawan Deshmukh Personality Development. 3) Prof. Yuvraj Vaidya .Prof Ram Meghe College of Engineering Badnera. Soft Skill Development Trainer. 4) Prof.Dr. R
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed

		students for competitive examination	students by career counseling activities	have passedin the comp. exam	
Nill	Nil	Nill	Nill	Nill	Nill

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	00	Nill	Nill

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	15	B. Sc.	Mathematics	Smt. Narsamma ACSc. College Kirean Nagar, Amravati	M. Sc.
2020	11	B. Sc.	Environmental Science	Smt. Narsamma ACSc. College Kirean Nagar, Amravati	M. Sc.
2020	1	B. Sc.	Computer Science	Smt. Narsamma ACSc. College Kirean Nagar, Amravati	M. Sc.
2020	2	B. Sc.	Computer Science	Vidyabharti Mahavidyalaya, Amravati	M. Sc.

2020	3	B. A.	Marathi	Takshashila Mahavidyalaya, Amravati	M. A.
2020	1	B. Sc.	Botany	Sant Gadge Baba Amravati University	M. Sc.
2020	1	B. Sc.	Chemistry	Vidyabharti Mahavidyalaya, Amravati	M. Sc.
2020	1	B. Sc.	Chemistry	GVISH, Amravati	M. Sc.
2020	2	B. Sc.	Chemistry	R. G. Rathod College, Murtizapur	M. Sc.
2020	4	B. Sc.	Chemistry	Smt. Narsamma ACSc. College Kirean Nagar, Amravati	M. Sc.

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Base Ball	Intercollegiate	736
Cricket Tournament	Intercollegiate	225

[View File](#)

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Gold Medal (Archery)	National	1	Nill	02958	Sattyam Patil
2019	Certificate of 1sr Rank	National	Nill	1	ZN/000974	Raj Raut

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per the State government's regulations Sant Gadge Baba Amravati University held Students Elections every year. The college under the directions of the University conducts elections to the Student-Council every year. The students' Council body has representatives from the categories of girls, sports, cultural, NSS and all the courses. The Students Council organises the Annual Gathering and other sports and cultural activities. Apart from this the president of the Student council is nominated as a member of the College Development Committee. Similarly students also have their representatives in the various Cells and Committees of the college like Women Cell, Students Grievance Redressal Cell and Anti-ragging Committee, NSS Cell, Extra-Curricular Committee, Co-Curricular Committee and Curricular Committee. etc. The Annual Gathering is conceptualized and organized by the Students Council. The students work as a part of various committees and subcommittees formed to organize the Annual week-long event. Here the students are given the platform to share their organizational, managerial and administrative skills.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of the college has been in existence for over a decade now. However till recently Page 61/106 05-03-2020 05:51:22 Self Study Report of Shrimati Narsamma Arts, Commerce and Science College, Kiran Nagar, Amravati the Association has been working in the informal way. Recently the Alumni Association registered itself with the Charity commissioner of the state. The executive body of the Alumni Association has 13 members with Dr. Priti Deshmukh (Assistant Professor, Dr. Gode Engg, College Amravati.) as its President and Prof. Aruna K. Gawai (Kakade) as the Vice-President. Prof. Vivek Joshi is the Secretary and Prof. Suraj D. Here is Treasurer. Roshan A. Khadase is the joint secretary. The executive members of the Association are Mr. Manish C. Dara, Kunal V. Bhele, Bharati A. Dhabade, Vaishali S. Jadhav, Prof. Yogita R. Bansod, Prof. Pankaj A. Kalaskar, Panali S. Nikam, Minal R. Darange, Rashmi G. Lonkar (STO) and Anand M. Khandare and Ku. Vaishali S. Wankhade. The college has an active Alumni Association Cell managed by the in-charge teachers. The Cell acts as a bridge between the college and the Alumni association. The Cell contacts and organises the visits of prominant Alumni to the campus. There are many ways the Alumni contributes to the welfare of the college. Most significant contribuition of the Alumni is the motivational and professional guidance related to career opportunities and life-choices. Many of the Alumni working with the prominent corporations and institutions hold talks to the students and offer valuable guidance to them. Some of the prominent alumni-speakers are: Hitesh Majithiya environmental Enngineer, Qatar(UAE), Prof. Aruna Kakde Shri Shivaji Science College Amravati, Prof. Rahul Ghongde, Aniruddha Mahajan, TISS Mumbai, Trishul Thakur-Pune, Swapnil Wathodkar, Asst. Manager, Environmental Safety, Pune, Anirudhha Wathodkar, Reigional Manager, Asian Paints. Apart from the lectures and talks, some of the Alumni contributed through donating books to the library and the parent departments. Some of the ex-students and their parents gifted plants, photographs and other useful accessories to the insitutue. The college has a bond of trust with its alumni. The college has a special database of Alumni-siblings-two or more students from the same family. The institute feels that this is one distinctiveness that parents put their trust in us for educating their children.

5.4.2 – No. of enrolled Alumni:

50

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

? Allumni Meet (22/02/2020): According to goal and objectives of the college, Alumni Association Cell organizedalumni Meet on 22/02/2020. About 98 Ex-students from different faculties were participated in the programme. During the programme about 15 Eminent Ex- Students express their views regarding their past and present . ? X student Lectures: Arranged informal talks of 6 well positioned X-students for the carrier orientation of present students.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Management of the College believes in participative work culture. Similarly, we at our Institute believe in the principle of collective leadership. Guided by these two principles, the College has established a well-defined system for governance and the management of the academic, administrative and other responsibilities. The two practices of decentralization and participative management that the Institute has undertaken are as below: 1. Working of Internal Committees and cells: The IQAC, recommended by the IQAC members working of Internal Committees and cells is discussed in the meeting of staff council. Principal ensure the proper working of the Internal Committees and cells. He also ensured the working of Internal Committees and cells as per the Institutional Mission and Vison. It helps in the efficient and effective functioning of the curricular, cocurricular, extracurricular and other developmental activities. Each committee and cell comprises of two-four members depending on the nature and extent of the work. The one of the senior members heads the unit. The committees have been given their mandate and they in return come up with their objectives and working and monitoring mechanisms. The committees and cells are free to take decisions within the framework of their mechanism, Committees and Cells take gudidance of the Principal or IQAC as and when required. The working of the committee ensures the participation of all the members. At the end of the session, all the Committees and cells submit their annual reports to the IQAC through online mode. 2. Working of College Development Committee (CDC): College Development Committee (CDC) is the constitutional body that the college, it was established under the state universities act. The CDC comprises the members from teachers, nonteaching staff, students, the society, academicians and the management. Overall developmental plans, perspective plan of the College and the issues related to financial management are discysed and finalised in the CDC. The working of the committee ensures the suggestions from IQAC. All the important policy decisions regarding the academic administration of the college are discussed and approved by the CDC. It also approves major submissions to the Authorities, especially Government bodies, NAAC and University for properness and effectiveness of required information. In a way CDC ensures the decentralization of responsibilities and power and acts as role model for participative management.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):	
Strategy Type	Details
Admission of Students	Every year College constitutes Admission Committee. It comprises of around 10 teaching faculty members and one or two nonteaching staff. College Prospectus website notifications maintains transparency about programs to be admitted. Principal takes review of the Committee during the process. Admission Committee follows strictly the rules and regulations laid by University/Government. Grievances are addressed by Principal. Admissions to the P.G. and Ph.D. program are channelized through Incharge and Heads of the concerned Departments. Late admissions are addressed by the Principal. Record of the admissions is maintained through CAS (College Automation Software) which has a module for the students' related services. For maintaining the transparency in the process of admission the fee structure and other details of admission procedure are made available on the College website.
Industry Interaction / Collaboration	IQAC promotes the Departments, Committees, Cells, Centres and other Units of the College to interact with industries through Tours and Visits. Interaction with Industries and educational hub is included in the syllabus, Departments follow it. IQAC through the Departments and Governing Committees manages collaborative activities by signing MoUs and linkages among College Units with Gos, NGOs other Institutions.
Human Resource Management	The College has College Development Committee (CDC). With due consent of CDC, full time permanent appointments against vacant post are regularly calculated on the basis of admitted students. Every year it is submitted to Joint Director of Higher Education. Required Advoc/Contributory/Temporary posts are filled in by publishing advertisements in dailies and through due appointment procedure. The proposals are submitted to Competent Authorities for further sanctioning. Principal assigns the work to the office staff in rotation method. Before commencement of the upcoming session, work is assigned to all the faculty

	members through the Committees and Cells, declared in the session end meeting. Departments have freedom to manage staff under them.
Library, ICT and Physical Infrastructure / Instrumentation	Librarian through Library Management System (LMS) and "Offline Public Access Catalogue" (OPAC) for users keeps the record. Ensure records of online resources like INFLIBNET-NList. Ensures book bank scheme for advanced learners. Collect demands of library books through online modes. Follows core processes of library through partially automated software and manual Registers. Library Advisory Committee suggests improvements. ICT: College has Faculty Development Committee (FDC). It maintains the records of computer aided teaching and learning, ensures use of ICT lectures, promote ICT teaching. Infrastructure-Instrumentation: Principal ensures adequate infrastructure. Ensures ICT Classrooms, e-facilities, e-books and journals. Ensure campus Security. Central Instrumentation Cell provides instrumental facilities.
Research and Development	College establishes Research Committee as per University guidelines. Research Committee plans the working of the Committee ensures participation of Faculty members in research activities like conferences and journal publications. Committee maintains data of registered researchers, supervisors, research centres, details of MRPs, developmental research workshops undertaken, data related to publications in conferences and journals, awards received, Ph. D. Awardees, etc. The research Committee also organizes qualitative research promotion programs for the staff members. Apart from it, Central Instrumentation Cell (CIC) of the College provides the characterization facilities for researchers. CIC also plan the hands on courses for the young researchers perusing Ph. D. and PG. Projects.
Examination and Evaluation	College has Examination Committee. It works as per the guidelines of University. Committee maintains effective evaluation system through published academic calendar of all internal assessments bbefore the beginning of the assessement schedule.

	It has the freedom of managing time-table to access the students through internal assessments like zero tests, assignments, class tests, projects, seminars, tours, etc. Committee ensures Continuous Internal Evaluation. It ensures attainments of Program Outcome. It prepares examination related formats for record keeping and ensures analysis of University and internal results by the Departments. If the grievances related to internal assessments are not resolved ath the Departmental level, it is addressed by the Principal in consultation with the Examination Committee with proper documentation.
Teaching and Learning	The College has Curricular Committee for to raise effective ways of curriculum planning and implementation. It designs feedback formats and ensure planning of syllabi and its effective execution. Committee ensures communication of COs, PSOs and POs to the students through Departments every year. The Committee has established feedback system from the students and teachers through online mode. The committee prepares its annual report based on format provided and Students' feedback and submit it to the Principal for further action. The process is documented in the "committee designed Academic Diary" for the individual teachers. The institutional hierarchy in this regards is as follows: University Calendar CDC –Principal-IQAC-Curricular Committee-HoD-Individual Faculty Members. To improve the process of Teaching Learning, IQAC through curricular committee started for online feedback system from Teachers and the students.
Curriculum Development	Institution promotes the Faculty members for the membership of statutory bodies related to curriculum development, especially promoting to interact through University Management Council, Senate, Research Committees, Board of Studies and apart from this their participation in subject associations. Promoting the faculty for the cause of curriculum development is routine practice of the College, for the purpose, no formal procedure is adopted. To improve the process of curriculum development, IQAC through curricular committee started for online

	feedback system from Teachers and the students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The College through IQAC has adopted the policy of e-correspondence and information of its policies, decisions and notices for its staff and stakeholders. The IQAC uses its email account for communication with the staff members. For ontime notices and information WhatsApp groups are used. Committees, Departments and Cells are mandatorily submitting their annual planning and reports only in soft formats through emailattachments. Notices of meetings have also been issued via e-media. In addition to this social media platform, WhatsApp has been used extensively as a medium of communication among the staff members. Facebook page is designed to display the activities of the College.
Administration	The College has procured College Automation Software (CAS) for efficient and effective administration. CAS has independent modules for different administrative tasks like account and finances, admissions, scholarships and students' data and other support services. The CAS ensures that number of papers used for printing and storing data and info is limited. Apart from this, the college has already installed CCTV cameras for surveillance and telephones connected by intercom system for smooth, efficient and transparent governance.
Finance and Accounts	The CAS (College Automation Software) has a separate module for the tasks falling under finance and accounts. The automated reports regarding Receiptpayment, Daybook, Ledger etc. are generated by the system. It is maintained by Head clerk who acts as an Accountant also. Head clerk is responsible for the preparation of draft accounts to be audited. After consultation of Principal, he submits draft account statements to Auditor appointed by the Management and gives necessary inputs to settle it in the proper manner.
Student Admission and Support	The admission procedure and other details like fee structure are made

	available on the College website. The CAS (College Automation Software) has a module for the students' related services like admission entry, fees, studentdata, scholarships etc. Various reports on subjects, stream, cast, category, programs, and courses are generated by the system. Record of the admissions is maintained through CAS (College Automation Software) which has a module for the students' related services.
Examination	The College has Examination Management Software System (EMSS). Some of the Departments conduct Internal Assessments through online platforms like Google classroom tools. Some Departments use social media platforms like WhatsApp for issuing examination related instructions and updates

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. U. S. Khandekar	National Workshop on Filling AQAR under New NAAC Process	IQAC Cluster India	1250
2019	Dr. N. D. Gawande	National Workshop on Filling AQAR under New NAAC Process	IQAC Cluster India	1250
2019	Dr. A. U. Bajpeyee	National Workshop on Filling AQAR under New NAAC Process	IQAC Cluster India	1250
2019	National Workshop on Filling AQAR under New NAAC Process	National Workshop on Filling AQAR under New NAAC Process	IQAC Cluster India	1250
[View File](#)				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching	Number of participants (non-teaching

	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2019	Stress Management	Stress Management	17/07/2019	17/07/2019	38	12

View File

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
One week online Faculty Development Program on R Programming Venue: Jointly organized by Spoken Tutorial Project, IIT Mumbai P. G. Department of Computer Application, P. R. Pote College of Engineering Management, Amravati.	1	27/04/2020	01/05/2020	05
Three Day Faculty Development Program on Augmented Reality, Venue P. G. Department of Computer Science BrijlalBiyani Science College, Amravati in association with S.G.B.A.U. Computer Science Teachers' Association and Dnnovate	1	16/09/2019	18/09/2019	03
Two Days National Level Online Workshop on Mindfullness	1	27/04/2020	28/04/2020	02

Orgnised by Smt. RadhadeviGoyenka College for Women, Akola.				
One day National Webinar on Covid – 19 AwarnessOrgnised by MatoshreeVimalabai Deshmukh Mahavidyalaya, Amravati	1	15/02/2020	15/02/2020	01
An Annual Refresher Programme In English Language Teaching Orgnised by SWYAM - AICTE	1	15/09/2019	16/09/2019	02
On line Webinar on Wavelet transform	1	25/06/2020	25/06/2020	01
One Week National Online Faculty Development Program on ICT Tools for Effective Teaching Learning	1	11/05/2020	16/05/2020	06
Online STTP on MATLAB based Teching – Learning in Mathematics, Science and Engineering	1	18/05/2020	22/05/2020	05
[View File](#)				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• GPF Facility to the staff appointed prior to 2004 for non-teaching	• GPF Facility to the staff appointed prior to 2004 for non-teaching	• Student Book bank by Library • Students Student Welfare Scheme of

staff • DCPS Facility to the staff appointed after 2004 for non-teaching staff • Medical Reimbursement facilities to the GPF holder non-teaching staff • Medical and extra-ordinary leaves to teaching and non-teaching staff • GPF loan facility through the Joint Director of Higher Education of the region • Group Insurance Scheme for teaching and non-teaching staff • Endorsing for easy loan facility by giving declaration through Salary deductions • Gratuity after the retirement • Partial Financial Assistance for Professional Development • Career Advancement Scheme for the Teachers under the purview of SGBAU: https://www.sgbau.ac.in/pdf/15/2Direction-21-2013-Annexure-A.PDF • Any Government facility for which non-teaching staff is eligible • https://www.sgbau.ac.in/pdf/15/4Dir-Retirement-GR-2012.pdf • Any Government facility for which non-teaching staff is eligible

Rs. 1500 by Parent University • For OBC Students Rs. 120/month • For SC Students Rs. 190/month • GOIPost Matric Scholarship • Maintenance Allowance for Student studying in professional courses • • Post Matric Scholarship for persons with disability • Post Matric Tuition Fee and Examination Fee (Freeship) • Rajashri Chatrapati Shahu Maharaj Merit Scholarship • Foreign Scholarship • Handicap Scholarship • Post Matric Scholarship Scheme (GOI) • Tuition Fee and Examination Fee for Tribal Students (Free ship) • Vocational Education Fee Reimbursement • Vocational Education Maintenance Allowance • Assistance to Meritorious Students Scholarship – Senior Level • Dr. Panjabrao Deshmukh Vastigruh Nirvah Bhatta (DHE) • Education Concession to children of Freedom Fighter • Education Concession to children of ExServiceman • Eklavvya Scholarship • Government Research Adhichatra • Government Vidyaniketan Scholarship • Rajashri Chatrapati Shahu Maharaj Shikshan Shulk Shishyvrutti Scheme • Scholarship to meritorious students possessing Mathematics/Physics • State government Daxshina Adhichatra Scholarship • Merit Scholarship for Economically Backward Students • Payment of Maintenance allowance to VJNT and SBC Students Studying in Professional Courses • Post Matric

Scholarship to OBC Students • Post Matric Scholarship to SBC Students • Post Matric Scholarship to VJNT Students • Tuition Fees and Examination Fees to OBC Students • Tuition Fees and Examination Fees to SBC Students • Tuition Fees and Examination Fees to VJNT Students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

• Internal Audit: College Development Committee (CDC) is the supreme authority to handle all the financial matters of the College. As per the budget allocation approved by CDC, Principal expedited the amount. Details of expenditure are maintained by Head Clerk of the office based on guidelines given by Principal and authorised Auditing Officer appointed by the CDC. College regularly provides inputs to the Auditor. Auditor's draft Audit Report is discussed in CDC meeting for queries and approval. Auditor finalizes the report and submits it to Principal. Audit report constitutes all the heads of fees collected in its IE Statement. • External Audit: External audit is under the purview of Government. Hence, as and when Government require audit of a particular Institution, sends team of auditing officials. Time-frame of External audit is decided by Regional Joint Director, Higher Education. For External Audit, updated Internal Audit Statements are required which is available in the office

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Smt. Narsamma Hirrya Shaikshanik Trust, Amravati	313303	NAAC Fees Student Related Progrmam

View File

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	College Committee	Yes	Principal Appointed
Administrative	Yes	College Committee	Yes	Principal Appointed

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil

6.5.3 – Development programmes for support staff (at least three)

1) Workshop on Stress Management 2) Workshop on MOOCS 3) Workshop on Office Automation

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Prepared and published Perspective Plan of the College • Undertaken Academic Administrative Audit (AAA) • Organized three certificate courses in Instrumentation through CIC

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Preparation of Perspective Plan	07/08/2019	26/08/2019	07/12/2019	9
2019	Workshop on stress Management	17/07/2019	17/07/2019	17/07/2019	35
2019	Digital Training Program (for Women)	18/12/2019	18/12/2019	18/12/2019	234
2020	Certificate Course in FTIR: Basics Handling	13/01/2020	13/01/2020	18/01/2020	49
Nill	Certificate Course in UV-Vis-Spectro photometer: Basics Handling	20/01/2020	20/01/2020	25/01/2020	49
Nill	Certificate Course in GC: Basics Handling	27/01/2020	27/01/2020	01/02/2020	49
Nill	Promoting the use of social media platforms like	03/09/2019	03/09/2019	30/06/2020	27

| WhatsApp groups to carryout the process of mentoring | | | | | |

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
1. One day Digital Training workshop for Women	18/12/2019	18/12/2019	234	Nill
2.Kranti Jyoti Savitribai Fule Jayanti	03/01/2020	03/01/2020	37	15
3 International women's Day	14/03/2020	14/03/2020	50	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Solid waste management The present Institute has a large campus area (10.25 acre) associated with a botanical garden. The floral diversity in the garden generates about 100 Kg solid wastes per week. Thus in order to mitigate the waste problem and to satisfy the garden manure need, institute undertook the project that inlcudes horticultural waste, such as dried leaves or plant clippings, certain amount of grass waste which is biodegradable collected from garden as well as open spaces is used. The compost pit of 6 feet by 3 feet size is constructed in the garden area. The pit is filled with plant waste, cattle dung and soil in sedimentary form once in a season. About 1000 Kg. wet waste is composted after every three months to produce about 500 kg compost manure. • Liquid waste management Green audit committee was established in 1819. It was decided to treat laboratory waste water by using softening method. Further it was suggested to hire the services of an engineering and construction services to design and construct the waste softening pit. The pit has dimension 4×4×5 ft. The pit has three layers. Lowest layer has dimension 4×4×1 ft. which contain lime stone lumps. The middle layer has dimension 4×4×2 ft. containing wood charcoal. The upper layer contains sand which is covered with clay. Waste water reaches to the sand through pipe line. It percolates through sand layer leaving behind particulate matter if any. Charcoal layer adsorbed colouring matter and other organic matter. The lowest layer neutralises acidic content of water. Rain water harvesting structures and utilization in the campus: The college with 10.5 acres of land has a great potential for rainwater harvesting. Rain water is collected from rooftops of each building from existing down takes, connected to a common header and led to a common pit associated with each building. One pit is associated with bore well to recharge it. The pits of

size 2.5m x 2m x 2m are excavated near bore well, school building as well as behind the main building. The pits are filled in sedimentary form using boulder, brick fragments, gravel and sand subsequently. The leading casing pipe is fitted with a porous drum to avoid the choke up and later the drum is dumped at top of the pit. Thus the rain water is channelized through a PVC pipe drainage system to the ground water table directly. The percolated water not only recharges the groundwater table but also provides adequate water to the flora in the campus during the summer season. The total open terrace area of the associated buildings amounts to 13250 square feet. Rainfall calculator: Area of ten square feet receives 1 litre of water if the rainfall is 1 mm. The average rainfall per year is 850 mm in the district. Hence, the total volume of water received on the 13250 square feet area of the terrace (850 mm × 13250 square feet) 112,62,500 liters per year. Report is published on the Institutional websitehttps://www.narsammaacsc.org/pdf/3.2_Green_Audit.pdf

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nill	Nill	22/01/2020	02	Book Exhibition	Making the info on the latest books available to the community and the stakeholders	311
2019	Nill	Nill	01/02/2019	02	Ecofriendly Ganesh Festival Campaign	Awareness aginst the use of Ganesh Idols made up of Paster of Paris	33
2020	Nill	Nill	01/08/2020	61	Environmental Awareness and Education	Awareness about Environmental Conserv	32

| 2019 | Nill | Nill | 01/07/2019 | 180 | Display of Weather Data | Making the weather data available to local community and the s takeholde rs | 20 |

| No file uploaded. |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Management	Nill	Code of conduct was prepared by the Management and uploaded on the website linked at: https://www.narsammaacsc.org/pages/Code_of_conduct_management.php
Code of Conduct for Principal	Nill	Code of conduct was prepared by the Principal and uploaded on the website linked at: https://www.narsammaacsc.org/pages/Code_of_conduct_principal.php
Code of Conduct for Teachers	Nill	Code of conduct was prepared by the IQAC and uploaded on the website linked at: https://www.narsammaacsc.org/pages/Code_of_conduct_teachers.php
Code of Conduct for Students	Nill	Code of conduct was prepared by the Student Support and Progression Cell of the College uploaded on the website linked at: https://www.narsammaacsc.org/pages/Code_of_conduct_students.php

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Shikshakdin	05/09/2019	05/09/2019	50
Vinoba Bhave Jayanti	11/09/2019	11/09/2019	37
Mahatma Gandhi Jayanti, lal Bahaddur Shastri Jayanti	02/10/2019	02/10/2019	15

Vachan Prerana Din	15/10/2019	15/10/2019	71
Sant Tukadoji Maharaj Punyatithi	19/10/2019	19/10/2019	42
Sardar Vallabhbhai Patel Jayanti	31/10/2019	31/10/2019	12
Mahatma Jyotiba Fule Punyatithi	28/11/2019	28/11/2019	39
Mahaparinirvan Din	06/12/2019	06/12/2019	47
Sant Gadge Baba Punyatithi	20/12/2019	20/12/2019	36
Savitribai Fule Jayanti	03/01/2020	03/01/2020	52

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Liquid waste management • Solid waste management • Biodiversity Survey • Rainwater harvesting • Energy Audit

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Title of the Practice: Reuse of paper-stationary Objectives of the Practice The aim of this practice is to make the optimum use of the papers partially used by the students. It was also intended to sensitize the stakeholders towards the judicious use of paper as a part of adopting ecologically sustainable practices, especially on the campus of higher education. There are some corollary benefits of the practice including, litter-free campus and a substantial drop towards the expenses of officeprinting/writing stationary. The practice also helped spread the legitimacy of the documents on and around the campus printed on partially used paper. It encouraged the students and the staff members to reuse the papers wherever they could do so. The Context Every academic year the students of science stream used hundreds of reams of papers to write their assignments and practical-experiments records. Most of the record is written or printed on one side of the paper for the sake of convinience and to save time required for printing. After the mandatory period of record-keeping is over, these partially used papers go waste. In order to arrest this great waste of resources the institute decided to use these papers for printing and writing purposes. In order to make it a structured effort, the responsibility was given to the Department of Computer Science. The HoD of CPS is the coordinator for this practice. He distributes the paper stationary to the office, committees and departments. The Practice Higher education in India is still "paper-centric" at least where the assessment and the evaluation practices are concerned. Every year in our college hundreds of reams of paper are used by the students and teachers. In many cases where the students are required to use one side of paper especially in their practical-experiments books, the other side remained unused. Such books after the assessments were destroyed. In a way it was a waste of both natural resources and money. Secondly being a centre for higher education in the subject Environmental Science it was our natural duty to show the world a way for adopting ecologically sustainable practices. On this backdrop it was decided to make reuse of any such partially used papers. For this department of computer science was chosen to coordinate this activity as

it housed largest number of students. The head, department of Computer science devised a mechanism to collect, distribute and keep an account of the usage of "PK" as most of the users called it. "PK" being an acronym for "Path-Kore" "one-side blank paper" in Marathi soon became the unofficial title of the practice. Now every year around 62 reams of PK are reused by the teachers and the administrative staff for various printing and writing purposes. This way we save around Rs. 12000 on the purchase of the papers. Moreover we think that in our small way we are making our contribution in reducing the consumption of natural resources. In addition to that we are being able to spread this message of environmentally sustainable practice among the students, the staff and the other stakeholders. Lastly we hope that other institutes of higher education should also adopt this innovative practice and help reduce our carbon footprint. Evidence of Success The college has been using "PK" for last 10 years. A systematic auditing has been done for last five years. Due to the use of this practice the college saves about 62 reams (more than 30000 pages) costing about 12000/- every year. Problems Encountered and Resources Required Since the whole point of the practice was to make optimum use of available resources, we did not encounter any problems on this count. However in the initial years, the challenge faced was to overcome the reluctance of the staff in making the reuse of the papers. Many of the staff-members felt uncomfortable while printing some documents on used papers. As the office and IQAC started using the PK for printing and writing purposes, the initial reluctance was finally overcome. Best Practice-2 Title of the Practice ENVIRONMENTAL EDUCATION AND AWARENESS PROGRAMME (EEAP) FOR SCHOOL STUDENTS Objectives of the Practice The focus of EEAP is to expose students to the actual world they live in. They have to be acquainted with the environment related issues and problems. They must also be able to look at the environmental problems and concerns, analyse, evaluate, draw inferences and equip themselves to resolve them. The main objectives of the activity are as follows: 1. Awareness: To expose students towards nature and allow them to learn and play outside for developing sensitivity, appreciation, and respect for the environment. 2. Knowledge: To acquire knowledge of the environment beyond the immediate environment including distant environment. 3. Attitudes: To acquire a set of values for environmental protection. 4. Participation: To provide an opportunity to be actively involved at all levels in environmental decisionmaking. The Context Environmental Education (EE) has generally been visualised as a multi-disciplinary area of study. The scope is broad based and encompasses physical, chemical, biological, social, cultural and human dimensions of study. All the dimensions are closely interrelated and influence one another. The themes, which emerge prominently, include interdependence of man and nature, ecologically and socially sustainable development, pollution and the problems it creates and the preservation and conservation of natural resources. The other themes that find a prominent place are population, human health, impact of science and technology, industrialisation, culture, ethics, agriculture and economics. The Practice As per annual practice Department organizes Environmental education and awareness programme at school level. Under this activity students from B.Sc.-III initially prepared regarding the motto and mechanism of this activity. The students prepared their lecture notes and material and finally visit to different schools (Primary and High schools) from nearby area as well as some villages for presenting their views, knowledge and understanding. After seeking prior permission the students present their views, concepts and practical approaches on basic environment, environmental issues and environmental conservation in front of school students. The respective school authorities encourage the departmental students by providing certificates of appreication. Evidence of Success In last five years, more than 5000 schoolchildren have been given lessons in Environmental conservation and its importance in our lives. Around 60 schools in and around the city have been visited by about 100 student-volunteers of the department of Environmental

Science. Letters of appreiaction by the respective Head Masters and the Principals of all the 60 schools are the testimony of the significant work done by the student-Volunteers and teachers involved in the activity. The parents of many school-children gave positive feedback about the knowledge received by the children on the environmental conservation and its significance. Problems Encountered and Resources Required In the initial stage convincing the students to volunteer for educating the schoolchildren was bit difficult as it was not a module tested in the examination. But the counceling and active particiaption of the faculty members made the students aware of their social responsibilty. Secondly, it was tricky sometimes to get the permission from the school-authorities due to their regular timetable. However, the importance of the activity motivated all to find out the ways and to sort out the difficulties.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.narsammaacsc.org/pages/Best_Practices.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

A Bond of Mutual Trust Over the period of last 20 years Shrimati Narsmma Hirayya Shaikshanik Trust's Arts, Commerce and Science College Kiran Nagar have earned the trust of the countless families in terms of educating their children. Over the years number of families put their faith in the institute by choosing this institute as centre for higher education for all the siblings. This shows that the bond between the college and the parents is very strong and based on mutual trust. We have been able to fulfill our mission of enhancing "the quality of life through intellectual, emotional, spiritual, physical, aesthetic and social development of the individuals". The database of Sibling-Alumni is a testimony of our belief that education with human values helps us in making the people come closer. The college, through its Alumni Cell has created a special database of the families having 02 or more alumni. We have to this date, around 300 of such families having a close bond with the college. A close analysis of the data reveals some very interesting facts: We have 04 families who have 4 siblings, 33 having 03 siblings and 258 having 2 siblings who are the alumni of the college. Most of these sibling-alumni have completed their degree programs successfully many of them have been placed in Government and private sector jobs. Some of these are engaged in the field of environmental conservation, journalism, social service and other enriching aspects of life. Many of these alumni siblings and their parents visit the parent departments and the Institute from time to time. Some of them offer donations and gifts in the form of books, plants, posters and other items to the institute as a token of their appreciation. This gesture is symbolic of the trust and faith that the alumni-siblings and their families have in the Institute. Lastly a detailed analysis of the entry level percentage and the percentage of the outgoing program of the sibling-alumni shows that there is a substantial increase in the percentage of many of them. A sample analysis of 61 sibligs shows that there is an increase upto 19 of marks from entry level to outgoing program. It proves that the betterment of the academic excellence of one child motivates the parents to send their other children to this institute. This data and facts show the Bond of Trust that exists between the community and the college.

Provide the weblink of the institution
https://www.narsammaacsc.org/pages/bond_of_mutual_trust.php

8.Future Plans of Actions for Next Academic Year

IQAC's Plan of Action 2020-21 1. To issue the notification towards continuation preeciding year's internal cells and Committees for the current academic year 2. To seek annual plans reports for the current academic year from the Committees and Cells 3. To ensure timely submission of AQAR 4. To implement Management Information System (MIS) into all the Units of the College 5. To provide LAN connectivity to all the Departments the other Units of the College 6. To implement online admission process for all the courses and programs 7. To provide student log-in for Student Specific Services on the Institutional website 8. To establish a fully equipped Language Laboratory under the Department of English 9. To conduct career oriented and value added short term courses 10. To promote the career centric training placement activities through Student Development Committee 11. To initiate the process of establishment of independent Training Placement Cell 12. To organise seminar / workshops / conferences on the relevant contemporary academic issues 13. To promote the different Departments for establishing linkages, collaborations MoUs for internships and other related programs 14. To promote Departments to establish Research Centers in relevant subjects