The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.*(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1.Details of the Institution

1.1	Name of the Institution	**Arts, Commerce and Science College**
1.2	Address Line 1	NarasammaParisar, Kiran Nagar,
	Address Line 2	Amravati M.S.
	City/Town	Amravati
	State	Maharashtra
	Pin Code	444606
	Institution e-mail address	principal@narsammaacsc.org
	Contact Nos.	0721-2540793
	Name of the Head of the Institution:	Dr. Prashant N. Pawade
	Tel. No. with STD Code:	0721-2540793
	Mobile:	09423124371
	Name of the IQAC Co-ordinator:	Dr. M. J. Pawar
	Mobile:	09764603074

IQAC e-mail address:	iqacnarsammacollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)   **MHCOGN 16970**

1.4   Website address: www.narsammaacsc.org

Web-link of the AQAR: https://www.narsammaacsc.org/pdf/aqar16-17.pdf

1.5   Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.17	2014-2015	2018-2019
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6   Date of Establishment of IQAC: DD/MM/YYYY   **21/04/2015**

1.7   AQAR for the year   2016-2017

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

   i. AQAR 2015-16 submitted to NAAC on

1.9   Institutional Status

   University √   State ☐   Central ☐ Deemed ☐ Private

   Affiliated College   Yes √   No ☐

   Constituent College   Yes ☐   No ☐

   Autonomous college of UGC   Yes ☐   No √

Regulatory Agency approved Institution   Yes ☐   No ☐

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ☑   UGC 12B ☑

Grant-in-aid +Self Financing ☑   Totally Self-financing ☐

1.10   Type of Faculty/Programme

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

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

Others(Specify)   [.]

1.11   Name of the Affiliating University *(for the Colleges)*   **Sant Gadge Baba Amravati University Amravati,**

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

Autonomy by State/Central Govt. / University   [--]

University with Potential for Excellence   UGC-CPE   [--]

DST Star Scheme   UGC-CE   [--]

UGC-Special Assistance Programme   DST-FIST   [--]

UGC-Innovative PG programmes   Any other (*Specify*)   [--]

UGC-COP Programmes   [--]

2.IQAC Composition and Activities

2.1   No. of Teachers   **06**

2.2   No. of Administrative/Technical staff   **01**

2.3   No. of students   -

2.4   No. of Management representatives   -

2.5   No. of Alumni   -

2. 6   No. of any other stakeholder and   -

       community representatives

2.7   No. of Employers/ Industrialists   -

2.8   No. of other External Experts   **02**

2.9   Total No. of members   **09**

2.10   No. of IQAC meetings held   **03**

2.11   No. of meetings with various stakeholders: **04**   No. Faculty   **02**

          Non-Teaching Staff   **01**   Students   --   Alumni   **01**

2.12   Has IQAC received any funding from UGC during the year?   Yes [ ]   No [√]

       If yes, mention the amount   --

2.13   Seminars and Conferences (only quality related)

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

       Total Nos. **0**   International [ ]   National **0**   State [ ]   Institution Level **0**

(ii) Themes

- UGC sponsored one day national seminar on "Nano engineering and Technology".
- One day regional workshop on " Human Right"
- Workshop on " Handling and Care of Electrical Household"

2.14 Significant Activities and contributions made by IQAC

1. The scheduled meetings of the Staff Councils are held in an academic year to review academics and support activities conducted.
2. An evaluation method employed in the form of Unit Tests, Assignments, Tutorials and Common Test to evaluate the learner's performance.
3. Monitoring and evaluating the performance of the teaching-learning activities
4. Assisting and motivating teachers for perusing Ph.D.
5. Guiding teachers for self-appraisal, API and their placements.
6. Promoting teachers for orientation/ refresher and short term courses.
7. Motivating students and teachers for research.
8. Contributing and guiding students for social awareness.

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 *

Sr. No.	Plan of Action	Achievements
1	To Reconstitute IQAC committee as per requirement	The IQAC is reconstituted which includes Teachers, Administrative Staff, Management Representatives, External Experts etc.
2	To encourage all departments to conduct Conference / Seminars / Workshops/	03 Seminars/ Workshops organized in Institutional Level,
3	To organize guest lectures, seminars, co-curricular & extra-curricular activities	25Guest lectures were organized by various Departments under various subject societies 35 students participated at the university level 'Youth Festival'
4	To encourage faculty members and students to participate various conferences and seminars	Faculty members and students participated in various international, national and state-level conferences/ seminars/ workshops.
5	To encourage students to participate in college, university and national level sports	Students actively participated in college, university and national level. 03 Color Coat (Two in Swimming and One in Table Tennis) One student won bronze and silver in Japan and Sri-lanka respectively in International swimming championship.
5	To celebrate memorial days	Birth anniversary of SavitribaiPhule, Ranganathan , Gandhi, Dr. BabasahebAmbedkar and Teachers day, Sanvidhan Din, Mahaparinirvan Din etc. celebrated in the institution.

7	To promote research activities	02 staff members were awarded the doctoral degrees 06 minor research projects completed. 02 major research projects ongoing.
8	To promote research publications by the faculty	29 research papers were published in acclaimed journals at national and international level and 17 research papers were published in conference proceedings. 01book published without ISBN NO.by the faculty.
9	To encourage faculty for professional development	Faculty members attended 46seminars/ conferences held at various institutions
10	To promote student centric activities	Visits were made to the houses of the wards under 'Tutor-Ward System Organized guest lectures Participation in 'Avishkar' and 02 student participated in state level and secure a color coat Participation in 'Youth Festival' Study tours and visits to the industry laboratories were arranged
11	To construct new class rooms for student	One new Class rooms constructed

* Attach the Academic Calendar of the year as Annexure.

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 management went through the AQAR and expressed their satisfaction to see that the institution has been enhancing quality in all respect. The management also instructed the principal to pay special attention to areas of weaknesses.

Criterion – I
1. 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	05			
PG	03		03	
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	02	02		
Others				
Total	12	02	03	

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2   (i)   Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
The college offers academic flexibility through maximum options and combinations of courses. In the M.Sc. (Computer Science) are CBCS pattern

(ii)   Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	--
Annual	01

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

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

NO. The College follows the syllabi prescribed by Sant Gadge Baba Amravati University Amravati from time to time.

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
27	26	01	-	-

2.2   No. of permanent faculty with Ph.D.   19

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
	02								

2.4   No. of Guest and Visiting faculty and Temporary faculty   --   --   3

2.5   Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	10	26	08
Presented papers	12	25	01
Resource Persons	00	00	01

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

The College authority tries its best to maintain the transparency in the admission process at the beginning of the academic session. The IQAC and all heads of the departments and other staff whole heartedly assist to make the process a success. The system of Internal Assessment (periodical class tests) has been adopted by the college during this session; continuous assessment of the students through class tests has been conducted by each & every department. Some department's holds special classes after the periodical tests for the disadvantaged and interested students for better academic performances in upcoming examinations. The teachers get regular feedback from the students and make necessary changes in the time –table and method of instructions by the teachers. College has also provided LCD, overhead projectors, models,computers etc. to encourage the faculty to adopt new and innovative approaches for making teaching effective. Teachers also arrange special lectures for weaker students.

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)

| NIL |

2.9 No. of faculty members involved in curriculum
Restructuring /revision/ syllabus development
as member of Board of Study/Faculty/Curriculum
Development workshop

| 01 | 01 | |

2.10 Average percentage of attendance of students

| 80 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Program	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	79	--	13.00	23	12	48.10
B.Sc.	87	20	57.7	22.2	-	51.72
M.Sc. (Computer Science)	20	-	80	-	-	80
M.Sc. (Industrial Chemistry)	18	-	55.5	5.55	-	61.11
M.Sc. (Environmental Science)	22	6.6	73.3	20	-	68.1

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

➕ IQAC through, Research Committee promotes research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia.

➕ Teachers are given tips on developing complete class control and modern teaching learning techniques.

➕ Students' evaluation of teachers is analysed and Heads of the department forward the feedback to the staff members.

➕ Heads of the Department meet to review the progress of teachers' lesson plan on a monthly basis

➕ Teaching learning system and syllabus transaction are done efficiently as per the guidelines of Credit Based Semester and Grading System adopted by the Sant Gadge Baba Amravati University, Amravati

2.13   Initiativesundertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	02
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 Short Term	02

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	08		--	--
Technical Staff	06			

Criterion – III

3. Research, Consultancy and Extension

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

1. The college has a research committee to monitor and address the issues of research. Faculty members are encouraged to avail opportunities for research grants, projects and fellowships offered by UGC minor and major research proposals.
2. IQAC provides the necessary support to Research Committee for organizing seminars and workshops to create awareness on the various funding avenues.
3. Guest lecture organized by research committee on   "**Research Exploration: Mathematics and the Universe**" .
4. The College students had participated in"**Avishkar**", The Research Convention, organized by Sant Gadge Baba Amravati University Amravati

3.2   Details regarding major projects -

	Completed	Ongoing	Sanctioned	Submitted
Number	-	02	-	-
Outlay in Rs. Lakhs	-	16,46,200/-	24,85,500/-	-

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	29	00	00
Non-Peer Review Journals	01	00	00
e-Journals	18	01	00
Conference proceedings	05	12	00

3.5   Details on Impact factor of publications:

Range [--]   Average [--]   h-index [10]   Nos. in SCOPUS [--]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
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	--	--	--	--

3.7   No. of books published   i) With ISBN No. [-]   Chapters in Edited Books [-]

ii) Without ISBN No. [01]

3.8   No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9   For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10   Revenue generated through consultancy [-]

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	01	--	--	--
Sponsoring agencies	--	UGC	--	--	--

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

3.13   No. of collaborations   International `   `   National `   `   Any other **`01`**

3.14   No. of linkages created during this year   `--`

3.15   Total budget for research for current year in lakhs :

From Funding agency From Management of University/College   `NIL`

Total   `NIL`

3.16   No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialized	Applied	--
	Granted	--

3.17   No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
01		01				

3.18   No. of faculty from the Institution

who are Ph. D. Guides   `07`

and students registered under them   `18`

3.19   No. of Ph.D. awarded by faculty from the Institution   `02`

3.20   No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF `--`   SR `--`   Project Fellows `--`   Any other `--`

3.21   No. of students Participated in NSS events:

University level `04`   State level `03`

National level `-`   International level `-`

3.22   No. of students participated in NCC events:

University level | 0   State level | 0

National level | --   International level | --

3.23   No. of Awards won in NSS:

University level | --   State level | --

National level | --   International level | --

3.24   No. of Awards won in NCC:

University level | --   State level | --

National level | --   International level | --

3.25   No. of Extension activities organized

University forum | --   College forum | 01

NCC | 04   NSS | 05   Any other | --

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

1. Cashless Transaction awareness program organised
2. Voter awareness program organised.
3. A child medical and health check-up camp was organised by NSS at Kastura mogra Dist Amravati.
4. Eco friendly Ganesh festival campaign

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	10.5 Acres	--	--	10.5 Acres
Class rooms	14	01	Parent Management	15
Laboratories	10	--	--	10
Seminar Halls	---	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2   Computerization of administration and library

- The office and library administrative system is computerized with software
- Development and upgrading of institutional website done regularly.
- The office has been fully automated and the office staff is trained on a continuous basis by organizing computer proficiency programs.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6093	1541051	272	60231	6365	1601282
Reference Books	212	229324	--	--	212	229324
e-Books (under N-list)	96000	5000	--	--	96000	5000
Journals	03	3000	20	17000	23	17000
e-Journals (N-list)	6000	5000	--	--	6000	-
Digital Database	--	--		--	--	
CD & Video	29	--	15	--	44	--
Others (specify)	--	--	--	--	--	--
Total	--	--	--	--	--	1852606

4.4   Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	91	81	--	--	--	04	02	04
Added (2015-2016)	23	15	--	--	--	--	08	--
Total	112	96	--	--	--	04	02	04

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

- Wi-Fi facility is available in all of the departments and Campus.
- 10 MBPS VPN BB under NMEICT Internet in all department and Computer Laboratory.

4.6   Amount spent on maintenance in lakhs :

i) ICT
25875/-

ii) Campus Infrastructure and facilities
171405/-

iii) Equipments
--

iv) Others
--

Total :
197280/-

Criterion – V
5. Student Support and Progression

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

- Support for slow learners.
- Awareness programmes on different topics.
- Motivate students to understand the Skill Development Programme for betterment of carrier.
- Workshop on "**Unlearn Fears Learn Confidence**".
- Workshop on "**Rojgar Sandhi**".
- Students are encouraged to take part in competitions organized in the other Colleges/University.

5.2   Efforts made by the institution for tracking the progression

- Alumni meetings
- Classroom guidance to PG students about NET/SET etc.
- Providing awareness for progression of higher studies and training for carrier opportunities.

5.3   (a) Total Number of students

UG	PG	Ph. D.	Others
611	120	18	--

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
241	33

Women

No	%
490	67

Last Year (2015-2016)						This Year(2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
143	225	22	360	--	750	121	227	29	354	---	731

Demand ratio   1:1   Dropout %   11.76%

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

- Expert talks have been arranged to create the conducive atmosphere for competitive examination.
- Arranged workshops for preparing the competitive examination and to face the interview.

No. of students beneficiaries | 160 |

5.5   No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6   Details of student counseling and career guidance

- Pre admission and post admission counseling to students on a one on one basis is provided with respect to various course combinations
- Teachers as mentors, guide students on effective time management techniques, provide study plan and continuously monitor their progress. They play a critical role as students always confide in their teachers about their personal problems. Teachers provide a support system to the students many of whom come from low socioeconomic segments of society.
- For underperforming students, personal counseling is provided by the faculty.
- College has an in house Career and Counseling Cell working to provide career and personal counseling free of cost to the students.
- Career and Counseling Cell provides career guidance by arranging workshops and guest lectures.

No. of students benefitted | **517** |

5.7   Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	--

5.8   Details of gender sensitization programmes

NIL

5.9   **Students Activities**

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | **87** | National level | -- | International level | 01 |

No. of students participated in cultural events

State/ University level | **22** | National level | -- | International level | -- |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 03 | National level | | International level | 02 |

Cultural: State/ University level | -- | National level | -- | International level | -- |

5.10   Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	---	---
Financial support from government	313	11,17,387/-
Financial support from other sources	---	---
Number of students who received International/ National recognitions	---	---

5.11   **Student organized / 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 | 01 |

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 create human resources through quality, Societal, progressive and affordable education"
> *Mission*
> - To provide students with an environment for all round development of their intellectual, physical, aesthetic and social potentials.
> - To discover and develop the academic and intellectual skills of the students.
> - To encourage attitudes of integrity, hard work, honesty, fairness and tolerance in students so that they give their best to the society based on human values.
> - To inculcate passion for excellence through information and communication technology, industrial
> - Exposures and scientific projects leading to elevate career profiles and national

6.2   Does the Institution has a Management Information System

> Yes.
> The Management Information System is used in the functioning of the college for 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, Admission Slip generation, 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 curriculum of the University is mandatory to all affiliating colleges.
> - The institution encourages the faculty to organize the workshops in the college and attend the workshops organized by other colleges in various subjects on the syllabus framed by the university.
> - The institution inspires the faculty to organize and attend national/international seminars/conferences.

6.3.2 Teaching and Learning

> - Faculties are provided with all essential facilities for effective teaching.
> - Teachers are encouraged to use audio-visual instruments like LCD projector, OHP, PPT, molecular models and charts.
> - To improve the quality of teaching, management encourages the faculty to attend orientation courses, refresher courses, workshops , seminars summer school and winter school .
> - The teaching performance of faculty is evaluated through PBAS proforma.
> - The faculties are suggested to use interactive method for better learning.

6.3.3 Examination and Evaluation

The institution takes the following measures for internal and external evaluation processes:

Internal Assessment

The information about the tentative dates of timetable of examinations such as unit tests, terminal/test examination, internal assessment is given in the prospectus, hand book, notices, academic calendar.

- The principal discusses the norms of evaluation in the meeting of college council.
- A detailed timetable for terminal/test examination and submission of assignment is put up on the notice board well in advance to help the students to plan and prepare effectively.
- The report of evaluation is displayed on the notice board

The Evaluation Reforms Initiated By College:

- The concerned department maintains the record of internal assignments.
- At the beginning of each semester, every teacher informs students about the scheme of marking for internal assessment.
- The college conducts unit tests, terminal examination, viva-voce etc. for assessment and evaluation of the students.
- As per the direction of university, 15 to 20% marks are assigned for internal assessment for each paper of different subjects. The students are assessed on the basis of class test, attendance, project, seminar, study tour, industrial

6.3.4 Research and Development

- Research Committee is established in the college to promote & monitor research culture, regularly provides information about forthcoming workshops, seminars and conferences.
- SGBAU recognizes 07 faculty members as a Supervisor.
- 03 Departments are recognized as a place of Higher Learning and Research.
- 18 research scholars are registered for Ph.D. in various subjects.
- Ph.D. is awarded to 02 faculty member in the academic session 2016-17.
- 29 Research papers are published in Various International Journals.
- Faculty participated in 10 international, 26 national and 8 state level Conferences and 38 paper presented .
- Major and Minor Research Projects are encouraged
- 01 faculty member published book in non ISBN number..

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Staff and students have access to INFLIBNET (e- journal)
- Collection of reference and text books of various subjects, periodicals, magazines, digital resources, and audio visual collections. Most of the Departments have their own library to cater to immediate requirements.
- All the resources are catalogued and the functioning of the library is fully automated.
- The Departments are also equipped with computers, printers, internet connectivity, LCD projector, Wi-Fi and so on.
- The other facilities provided are digital camera, Xerox Machine, Scanner etc.
- The College has consistently upgraded both the physical and learning infrastructure to meet the growing academic needs.
- 03 research Centre of Department is established. Internet facility is made available to all the research students and faculty.
- Management Information System exists in the College library.

6.3.6 Human Resource Management

The management is committed to the academic development of the college. The administration is fully decentralized and total functional freedom is given to the head of respective department. Various other committees are constituted to monitor the Co-curricular and other activities. The faculties are the members of various committees and they perform their responsibilities with the cooperation of nonteaching staff. Regular feedback is taken from the stakeholders and suggestions if needed any are implemented. Institution has a tradition to celebrate National and social events collectively.

6.3.7 Faculty and Staff recruitment

- The Management is the authority to recruit staff as per the norms stipulated by the UGC, Government of Maharashtra and University.
- The vacancies that arise in the, general merit quota, as well as community merit quota are advertised separately in leading daily local and regional newspaper, sufficiently in advance. The interview panel comprises subject experts from university, a government, nominee, the principal and a representative of the management.
- Roaster System is strictly followed during Staff recruitment.

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.
- The authorities are open-minded in interacting with other institutes for collaboration. Linkages were established with reputed organizations for placement and Career counseling.

6.3.9   Admission of Students

> **Admission Process**
> * Information about admission is advertised in News paper and as per norms fixed by state Govt. and Sant Gadge Baba Amravati University Amravati, transparency is maintained.
> * Admission related matter hosted on the website
> * All reservation policies are followed
> * All given admissions are as per first cum first serve basis
>
> **Program for Admissions**
> * Sale of prospectus started after the declaration the result of HSSC Examination
> * Admission process starts immediately after the declaration the result of HSSC Examination.

6.4   Welfare schemes for

Teaching	NIL
Non teaching	NIL
Students	Student Book bank Student Welfare Scheme of Rs. 1500 by Parent University For OBC Students Rs. 120/month For SC Students Rs. 190/month

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	NO	-	-	-
Administrative	NO	-	-	-

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

For UG Programmes   Yes   No ☐   √

For PG Programmes   Yes   No ☐   √

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

> The University decides the schedule of examination. The college has no power to interfere with the system.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> The Parent University has a provision of according the status of autonomy to affiliated Colleges.

6.11 Activities and support from the Alumni Association

> - The college has an Alumni association which takes initiative in different kind of academic and social activities for all-round development of the college especially for the students. The members of the Alumni association come to the college to share their experience in respective fields as and when requested by the authority.
> - Arranged Guest lecture of alumni for students.

6.12 Activities and support from the Parent – Teacher Association

> NIL

6.13 Development programmes for support staff

> NIL

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

> - 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 on, use of Sanitary, waste disposal system, rain harvesting system.
> - Greenery is maintained in the campus. The College makes all attempts to maintain a green campus by planting trees, maintenance of gardens and so forth and keep the place as free of plastic as possible.
> - Students are also required to switch off electric gadgets, and minimize the use of paper.
> - Waste bins are provided extensively to prevent littering.
> - A regular campus and classrooms cleaning.
> - A campus cleaning day is organized by NSS and NCC during Gandhi Jayanti.
> - The Department of Botany and Environmental science has enhanced botanical garden in the campus.

Criterion – VII

7. Innovations and Best Practices

7.1   Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> The innovations introduced during the last years which have created a positive impact on the functioning of the college are given below.
> - The feedback is sought from students
> - The library is computerized and has special collection of books / literature in respect of competitive examination, INFLIBNET and N-list
> - The office administration is computerized.
> - Uniform to students, and apron to Laboratory students.
> - Campaign for Eco friendly Ganesh Festival.
> - UGC sponsored one day national seminar on "**Nano engineering and Technology**".
> - One day regional workshop on " **Human Right**"
> - Workshop on " **Handling and Care of Electrical Household**"
> - One day workshop on "**Unlearn Fears Learn Confidence**"is conducted for students.
> - One day workshop on "**Rojgar Sandhi**" is conducted for students.
> - One day intercollegiate workshop on "**Communication Skill**" is conducted for students.
> - The Best teacher, Best student reader award from Library
> - Felicitation of Merit student, University Topper students, Sports and Games NCC, NSS achievements and Ph.D awardee etc.
> - 02 Major research projects and 06 Minor research projects are completed/ongoing
> - 03 Recognized center for higher learning and research
> - Incentives to students for attending workshops and conferences.
> - Some of the departments have ICT facility
> - Child health awareness programs and workshops are arranged in Mogra village.
> - Books bank scheme is available to needy and poor students.
> - Seminars/workshops/ sensitization programs are organized to empower women at workplace.

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

> - Excursion tour held
> - Mentoring provided throughout the year.
> - Monthly checking status about Daily Diaries and teaching plan execution
> - Meeting of Staff Council held minimum Four times in a year
> - Departmental Society formation and Meetings As per the departmental plans.
> - Remedial Classes were conducted for weaker sections/slow learners.

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

> 1. Use of discarded one sided blank pages for printing and other office purposes
> 2. Annual Blood Donation camp for Students and neighbour community

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4   Contribution to environmental awareness / protection

> **Efforts for Carbon neutrality:**
> - Regular plantation of saplings in the campus and maintenance of the same by NCC / NSS and College staff achieves carbon neutrality
> - Efforts have been taken to make plastic free campus.
> - Vermi compost is prepared out of the dry leaves and bio-degradable waste instead of burning it.
>
> **Plantation:**
> - Variety of trees are planted to keep campus green and to maintain bio-diversity
>
> **Hazardous waste management:**
> - The department of Chemistry has fume hood, exhaust fans and proper ventilation is provided to expel hazardous gases.
>
> **e-Waste Management:**
> - E-waste is given to recycling agency to reuse or dispose.
>
> **Eco-friendly activities:**
> - Department of Environmental Science celebrates Eco-friendly Ganesh utsav
> - **Awareness programmes:**
> - Guest lectures are organized in the college on Wild life conservation, global warming etc.

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:**
> - 10.5 Acre of college land
> - Education at a low cost.
> - Well Qualified, Competent and Experienced Staff.
> - Self financing PG Courses.
> - Committed non- teaching staff.
> - Interested and hard working students.
> - Safe environment for co-education.
>
> **WEAKNESS:**
> - There is a lot of scope for infrastructure development
> - Lack of facilities for Indoor games.
>
> **OPPORTUNITIES:**
> - Located in the midst of socially and economically disadvantaged community.
> - Hostel facility is needed for the students coming from near villages.
>
> **THREATS:**
> - Lack of skill sets in the existing syllabi of the current programs so to make the students more employable.

8. **Plans of institution for next year**

- To organize a workshop on improving Teachers Performance
- A separate study centre be established for preparation of various competitive examinations
- Establishing a sanitary napkin vending machine in the ladies common room.
- Establishing a rainwater harvesting system
- Renovation of AV Theatre
- Installing a CCTV system for complete surveillance
- Developing ICT enabled classrooms
- Workshop for SET/NET/ Competitive Exams
- Women Safety Audit (Feedback related to Women's Safety measures available in the campus)
- Workshop to train the faculty in developing ICT Proficiency
- Formation of 'Enviro Club' under SOEC
- To observe 'No Vehicle Day' once in a month for carbon neutrality
- Developing a mechanism for e-waste management
- To construct a new cafeteria on the campus
- To cultivate a the playfield on the campus for outdoor games
- To undertake renovation of the Life Sciences laboratories in phased manner
- To organize national/international level seminars/ conferences
- To promote research by submitting proposals for Major Research Projects/ Minor Research Projects to various funding agencies. Also it is planned to promote publications of research papers in journals of repute.
- To organize a workshop on Quality Enhancement in Higher Education
- *To promote linkages with various organizations such as industries, academic institutions, publishing houses, research organizations etc.*

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

List of Annexure
1. Annexure I: Academic Calendar of the year

Month	Week	Activity
June-2016	1st Week	1) F.Y. Admissions
	2nd, 3rd Week	1) Term Meeting
		2) S.Y. T.Y. Admission
	4th Week	3) UG Teaching Begins
July-2016	1st Week	1) Admissions of P.G. Classes
	2nd Week	1) Filling up scholarship & Free-ship forms.
		2) Filling up EBC, PTC & STC Concession forms.
		3) Beginning of PG Classes.
	3rd & 4th Week	1) Declaration of Merits list of UG/PG Courses
		2) Selection of NSS/NCC Students/volunteers.
		3) Principal's address to FY Students.
Aug-2016	2nd Week	1) Independence Day Flag Hosting
		2) Blood donation camp (NSS Unit)
	3rd Week	1) Filling of Examination form (B.Sc., M.Sc.)
	4th Week	1) Subject Study Circle (B.A.)
Sept-2016	1st Week	1) Student's Council Election
	2nd & 3rd Week	1) Short tour/Industrial Visit (B.Sc.)
	4th Week	1) B.A., B.Sc. Internal Examinations.
Oct-2016	1st Week	1) University Theory Examination
	2nd Week	1) Parent's Meet
	3rd Week	1) Term End Meeting
	4th Week	1) Alumni Meet
Nov-2016	3rd & 4th Week	1) B.Sc., M.Sc., University Examinations
Dec-2016	1st & 2nd Week	1) Filling of Examination Form (B.A.)
	3rd & 4th Week	1) B.Sc. & M.Sc. Practical Examination
Jan-2017	1st, 2nd Week	1) PG Practical Examination
		2) Filling of Examination Form (B.Sc., M.Sc.)
		3) Annual Social Gathering
	3rd Week	1) NSS Special Camp
	4th Week	1) Republic Day Flag Hosting (26th Jan.)
Feb-2017	1st & 2nd Week	1) College Examination (B.A., B.Sc.)
Mar-2017	1st Week	1) Study Tour
	2nd Week	1) B.Sc. Internal Examination.
		2) University Examination (B.A.)
	3rd, 4th Week	1) B.Sc. Practical Examination
Apr-2017	1st Week	1) B.Sc. Practical Examination
	4th Week	1) Session Closing Meet
May-2017	4th Week	1) M.Sc. Practical Examinations.