

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)
(For the Session 2017-18)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution: Arts, Commerce and Science College
1.2 Address Line 1: Kiran Nagar, Amravati
City/Town: Amravati
State: Maharashtra
Pin Code: 444606
Institution e-mail address: principal@narsammaacsc.org
Contact Nos.: 9423422343, 7620115904
Name of the Head of the Institution: Dr. Rajesh S. Chandanpat
Tel. No. with STD Code: 0721-2540793
Mobile: 7620115904
Name of the IQAC Co-ordinator: Dr. N D Gawande
Mobile: 7620115904
IQAC e-mail address: iqacnarsammacollege@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879): **MHC0GN 16970**

1.4 NAAC Executive Committee No. & Date: EC(SC)/04/A&A/24 dated 10-12-2014

1.5 Website address: <https://www.narsammaacsc.org>

Web-link of the AQAR: <https://www.narsammaacsc.org/pdf/aqar17-18.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.17	2014	5 year

1.7 Date of Establishment of IQAC: 21/04/2015

1.8 AQAR for the year (for example 2010-11): 2017-18

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

- i. AQAR 2015-16 submitted to NAAC on 02/08/2018
- ii. AQAR 2016-17 submitted to NAAC on 30/08/2018

1.10 Institutional Status

University:	State
Affiliated College:	Yes
Constituent College:	No
Autonomous college of UGC:	No
Regulatory Agency approved Institution:	Yes (UGC)
Type of Institution:	Co-education, Urban
Financial Status:	Grant-in-aid + Self Financing, UGC 2(f), UGC 12B

1.11 Type of Faculty/Programme: Arts, Science

1.12 Name of the Affiliating University: Sant Gadge Baba Amravati University, Amravati
(for the Colleges):

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

Autonomy by State/Central Govt. / University:	No
University with Potential for Excellence:	No
DST Star Scheme:	No
UGC-Special Assistance Programme:	No
UGC-Innovative PG programmes:	No
UGC-COP Programmes:	No

2. IQAC Composition and Activities

2.1 No. of Teachers:	06
2.2 No. of Administrative/Technical staff:	01
2.3 No. of students:	Nil
2.4 No. of Management representatives:	Nil
2.5 No. of Alumni:	Nil
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:	02
2.11 No. of meetings with various stakeholders: 03	
Faculty:	02
Non-Teaching Staff Students:	01
Alumni:	00
Others:	00

2.12 Has IQAC received any funding from UGC during the year?: No

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC: Total Nos.: **05**

International:	00
National:	00
State:	00
Institution Level:	05

(ii) Themes:

- Workshop on Stress Management
- Workshop on Research Methodology
- Workshop for Faculty and students on ICT training
- Workshop on Digital India
- Workshop on for Preparation of Competitive Examinations

2.14 Significant Activities and contributions made by IQAC:

- Reorganization of Internal Committees
- Preparation of key reference points for the functioning of internal committees in accordance with the highest global standards and with those mentioned in the revised format of Self Study Report by NAAC.
- Development Programmes for Staff, Faculty and Students
- Promotion for establishing linkages and signing MoUs
- Promoting environmentally sustainable practices like rain water harvesting on campus
- Expansion of CCTV Security system on campus
- Workshop for Faculty on ICT training
- Establishing Intercom systems for internal communication.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To organize a workshop on improving Teachers Performance	One day workshop was organized on Stress Management for Faculty Members
Installing a CCTV system for complete surveillance	CCTV Cameras have been installed on the campus
Establishing a rainwater harvesting system	Rain water harvesting has been done on the Campus
Workshop to train the faculty in developing ICT Proficiency	Workshop on ICT training for faculty members has been organized
Developing ICT enabled classrooms	Broad band connectivity has been provided to the laboratories and selected classrooms to make them ICT enabled.
Workshop for SET/NET/ Competitive Exams	Workshop for preparation of competitive examinations has been organized
To cultivate a the playfield on the campus for outdoor games	Play fields for outdoor fields have been cultivated
To organize a workshop on Quality Enhancement in Higher Education	Workshop on Digital India has been organized through Computer Science Department
To promote linkages with various organizations such as industries, academic institutions, publishing houses, research organizations etc.	A linkage has been established with MSEDCL by the Department of Physics Two MoUs have been signed by Department of Physics with NGO and School

* *Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body: Yes, Before Management

Provide the details of the action taken:

After reviewing the AQAR, the Management offered some suggestions regarding future plans to be made for infrastructural development. The same have been incorporated in the plan for next year in the AQAR.

Part – B

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	--	03	02
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

All PG programmes have CBCS system

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05 (3 PG and 2 UG)
Trimester	---
Annual	---

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.

Yes, University through its Board of Studies has revised syllabi for B. A. And M. Sc. Courses. The syllabi have been designed to meet the needs of the newly introduced semester system. Secondly, in the syllabi of B. A. Scope for internal assessments has been given.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	25	02	00	00

2.2 No. of permanent faculty with Ph.D.

21

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
--	01	--	--	--	--	--	--	--	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

--

32

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	05	04
Presented papers	26	08	--
Resource Persons	--	--	--

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

1. Introduced Add-on practical experiments during the regular schedule
2. Use of Special Practical Sessions to bridge the gap between end skills and starting skills.
3. Use of video lectures by experts and discussion sessions thereon especially in PG classes.
4. Integration of Wall-Magazines into curriculum of Physics and literature of Marathi and English.
5. Use of audio-video aids such as feature films, documentaries, etc
6. Integration of field visits, study tours, industrial tours to the curriculum taught

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

	Member of Board of Study	Faculty	Curriculum development workshop
No. of Faculty	04	--	--

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				Pass %
		Distinction %	I %	II %	III %	
B.Sc.	88	02.27	23.86	05.68	29.54	61.35
B.A.	43	Nil	04.65	18.60	16.25	39.50
M.Sc. CPS	20	10.00	45.00	Nil	Nil	55.00
M.Sc. EVS	14	28.57	50.00	14.28	Nil	92.85
M.Sc. Chemistry	14	Nil	21.42	7.14	Nil	28.56

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

IQAC through Curricular Committee has instituted a system to monitor the Teaching-Learning process. The Committee monitors the status of syllabus completion through various formats. Similarly, the Committee takes the qualitative review of Teaching-Learning processes through Students' feedback on Teachers. In addition to this the analysis of the feedback is further used to improve the quality of Teaching and Learning process by issuing letters of suggestions to the concerned faculty members. Periodic review of result of the University examination is taken in the staff meetings. Accordingly, suggestions for improvement, if any, are given to the concerned Departments.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others (Short Term Course)	01

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

<p>1. IQAC through Research Committee has organised One day Workshop on Research Methodology to educate the budding researchers.</p> <p>2. IQAC promotes the departments to organise expert talks on the issues related to research writing viz. Selection of topic, methodologies, analysis and references and source material. In response to this, Department of Mathematics has organised Talks by Dr. V. C. Borkar, Professor of Mathematics, Yeshwant College Nanded and Dr. S.R. Choudhari, Professor & Head Department of Mathematics, NMU Jalgaon.</p>

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	----	2	----	----
Outlay in Rs. Lakhs	----	----	24.85200	----

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	32	--	--
Non-Peer Review Journals	01	01	--
e-Journals	17	--	--
Conference proceedings	02	06	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (in Rs.)	Received (in Rs.)
Major projects	*31/3/2013 to 31/3/2017 *1/7/2015 to 30/7/2018	UGC	13,63,300/- 11,21,900/-	9,46,800/- 6,82,400/-
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from
 UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :
 From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	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
4	3	--	--	--	1	--

3.18 No. of faculty from the Institution who are Ph. D. Guides
 and students registered under them

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
 JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:
 University level State level
 National level International level

3.22 No. of students participated in NCC events:
 University level State level
 National level International level

3.23 No. of Awards won in NSS:
 University level State level
 National level International level

3.24 No. of Awards won in NCC:
 University level State level
 National level International level

3.25 No. of Extension activities organized
 University forum College forum
 NCC NSS Any other

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

- Dept of Mathematics: To teach deaf and Mute students at Nutan Muk-Badhir Vidyalaya, Amravati
- Dept of Physics. : To create awareness in the Community about Careful Consumption of Electricity
- Dept of Environmental Science:
 1. Eco-friendly Ganesh Festival
 2. Workshop on Medicinal Plants

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	2,44,522.58 Sq. Ft. (4.35 Hector) 10.5 Acres	--	--	10.5 Acres
Class rooms	8436.75 Sq. Ft. Class rooms-16	--	Parent Management	16
Laboratories	8076.75 Sq. Ft. Laboratories-08	--	--	08
Seminar Halls	--	--	--	--
No. of important equipments purchased (\geq 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

<ul style="list-style-type: none"> The office and library administrative system is computerized with software Institutional website is developed and upgraded 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 (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	6365	16,01,282	456	1,02,730	6821	17,04,012
Reference Books	212	2,29,324	02	13,797	214	2,43,121
e-Books (Under N-List)	97000	6,000	--	6,000	97000	6,000*
Journals	04	2,100	--	--	04	2,100
e-Journals (Under N-List)	6000	--	6000	--	6000	--
Digital Database	N-List	--	--	--	N-List	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

*Yearly subscription

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing (2016-17)	112	96	--	--	--	07	07	02
Added (2017-18)	03	--	--	--	--	--	--	03
Total	115	96	--	--	--	07	07	05

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

- | |
|---|
| <ul style="list-style-type: none"> • 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	0.49435
ii) Campus Infrastructure and facilities	1.23550
iii) Equipments	0.31954
iv) Others	--
Total:	2.04939

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. IQAC makes the suggestions about increase in the funds for sports, library, carrier guidance and infrastructural facilities.
2. Updating institutional website for students.
3. Organizing welcome address for first semester students through Student support and progression committee.
4. Encouraging the departments to organize farewell meets for final year students
5. Organizing Interactive sessions of Alumni with students.
6. Organizing students training programs Student support and progression committee.
7. Issuing the guide lines to the Student support and progression committee towards providing the students updated information regarding different scholarships and welfare schemes.

5.2 Efforts made by the institution for tracking the progression

- Alumni Association Cell maintains a detailed data base of the ex-students and alumni of the College in order to track their future progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
540	108	17	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	Nil	Nil		Nil	Nil

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
121	227	29	354	---	731	132	186	28	302	---	648

Demand ratio 1:1 Dropout % 6.89

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

We have student support and counseling cell to organize different talks, workshops and other counseling programs for the students towards preparation of competitive examination.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

5.6 Details of student counselling and career guidance

- Pre admission and post admission counselling 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 through Tutor Ward System. They play a critical role as students always confide in their teachers about their personal problems.
- For underperforming students, personal counselling is provided by respective Tutor.
- College has an in house Career and Counselling Cell.
- Career and Counselling Cell provides career guidance by arranging workshops and guest lectures.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	--

5.8 Details of gender sensitization programmes

Following programs were organised as a part of Institutional efforts towards Gender Sensitization among the student community and the neighbourhood community. These programs were organised through the Women Cell of the College.

- National Women’s Day
- Birth Anniversary of Krantijyoti Savitribai Fule
- International Women’s Day

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (in Rs.)
Financial support from institution	--	--
Financial support from government	264	12,76,304
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="--"/>	National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>
Exhibition: State/ University level	<input type="text" value="--"/>	National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: -- Nil --

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission

The mission of this College is to contribute to society through the quest of knowledge by maintaining the highest standard of excellence in every endeavour that we undertake. As an inherent part of our mission we are pledged to impart education in a way that enhances the ability of students to learn throughout life.

Vision

The aim of all human endeavours is to enhance the quality of life through intellectual, emotional, spiritual, physical, aesthetic and social development of the individuals. We believe that this goal can be achieved by creating an atmosphere where every student gets an equal opportunity to realize her/his own dreams.

An institute of higher education has a key role to play in making an individual, realize his core strengths, define his goal and strive systematically by observing the basic human values towards its fulfilment. Such an individual, we believe, whatever s/he does, is an asset to the betterment of our society.

6.2 Does the Institution has a Management Information System

College has Management Information System which includes following modules:

- Students Database Management System
- Students Admission Management System
- Library Information and Management System
- Accounting Management System
- Salary and Payroll Management System
- Employees Attendance System

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Three of Faculty Members are directly involved in curriculum development through respective Board of Studies of the parent University. All faculty members have departmental plan to enhance transfer and implementation of University curriculum.

6.3.2 Teaching and Learning

The College has special Curricular Committee that designs various formats as a part of its mechanism for better planning and implementation of Teaching and Learning process. As a part of this mechanism the following formats are designed and implemented:

Monthly Teaching Plan, Teaching Execution, HoD evaluation, Daily Diary, List of slow learners for Remedial classes, Student's feedback on Teachers and its analysis.

6.3.3 Examination and Evaluation

Planned assessments are carried out according to the schedule displayed.

This is four tier systems.

1. Internal Assessments (Unit Tests, Class Tests, Assignments and projects, Seminars, Study visits and excursion, viva-voce)
2. External Practical and viva-voce Examinations
3. University home examinations
4. University External examinations
5. Students' feedback on evaluation

The Evaluation system is governed by College Examination Committee & as per University orders.

6.3.4 Research and Development

- College has recognised Research Centres in Physics, Chemistry, Botany, Mathematics and Sociology.
- Seven Teachers are recognised Research Supervisors.
- 17 Students are perusing for PhD.
- 21 Teachers are Ph D holders.
- College has instituted separate “Central Instrumentation Cell” to facilitate in house and external researchers.
- 07 Teachers have completed their Minor Research Projects funded by UGC.
- 02 Teachers are engaged in Major Research Projects funded by UGC.
- For PG Students “Research Project” is a part of their course work, 17 Teachers are engaged in supervising their project work.
- 03 number of Ph.D.s were awarded by faculty members from the Institution

All the staff members publish Research Articles in Journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library Advisory Committee for planned development of the Library services.
- ICT enabled classrooms
- Faculty Development Committee for suggestions towards ICT infrastructure.
- Central Instrumentation Cell for allied services.
- Feedback from Alumni and parents on the physical infrastructure of the College.

6.3.6 Human Resource Management

- Faculty Development Committee for organises various workshops, guest lectures and talk on the issues of Faculty Development.
- Women Cell ensures safe and non discriminatory environment for female faculty members.
- Staff Council and College Development Committee ensure better work culture and human resource enhancement.

But due to admissions beyond intake capacity approved by Authorities need of teachers is fulfilled by appointing CHB or Management appointee Teachers. For the self financed courses financial aspects are managed by Management.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment is a regular practice. Every year for required staff, applications are invited. Standard recruitment procedures are followed.

6.3.8 Industry Interaction / Collaboration

IQAC through its meetings with the staff and Heads of the Department encourages them to have MoUs and collaborations with allied partners.

6.3.9 Admission of Students

- The College has Admission and Counselling Committee to ensure the fair implementation of admission criteria as per University guidelines.
- Adequate information is provided through prospectus and outdoor advertisements.
- Through counselling, information regarding scholarships, free ships and concessions

in tuition fees is provided to the students by the Committee.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Reimbursement of Medical bills by State Government • Group Insurance Scheme
Non teaching	<ul style="list-style-type: none"> • Reimbursement of Medical bills by State Government • Group Insurance Scheme
Students	<ul style="list-style-type: none"> • Student Book bank by Library • 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 --

6.6 Whether annual financial audit has been done Yes Yes No --

6.7 Whether Academic and Administrative Audit (AAA) has been done? Yes

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	Yes	Principal
Administrative	--	--	Yes	Principal

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

For UG Programmes Yes NA No NA

For PG Programmes Yes NA No NA

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

Not Applicable (NA)

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

1. The University has initiated the process of delegating first and second semester examinations to the Colleges.

6.11 Activities and support from the Alumni Association

1. Alumni engage special lectures on the topic of their expertise for the Students.
 2. Alumni share their professional experiences with the students.

6.12 Activities and support from the Parent – Teacher Association

The College does not have PTA.

6.13 Development programmes for support staff

1. Support staff have been given training of handling computers /ICT tools from in-house experts
2. Support staff is promoted to work sincerely and punctually by frequent and formal meetings with Principal and Management members.
3. The College has organised workshop on Stress Management for non-teaching and support staff to work efficiently.

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

1. Every year Tree plantation program is implemented to ensure ample green cover on and around the campus.
2. Green Audit of Campus is undertaken every year through Environmental Science Department of the College.
3. Rain water harvesting has been done on 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.

Following initiatives have been undertaken by IQAC after its restructuring at the beginning of the session:

1. The reorganization of departmental records through a certain number of files.
2. The internal committees have been supplied with Reference Points for designing/preparing the framework for their working areas.
3. Redesigning of the institutional website for better access and impact.
4. Video lectures by experts and discussion sessions thereon especially in PG classes.

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

- Workshop through Research Committee to encourage and motivate the faculty members towards better output of research.
- Have undertaken rainwater harvesting in the extended building block.
- Have installed CCTV system for complete surveillance on College Campus.
- Provided broad band connectivity to the Classrooms to make them ICT enabled.
- Have organized Workshop for SET/NET/ Competitive Examinations.
- Have organized Workshop to train the faculty in developing ICT Proficiency
- Have cultivated playfield on the campus for outdoor games
- Promoted the faculty members to publish their research in reputed journals.
- Physics Department has signed two MoUs with an NGO (LASER) and Vishwabharati Public School for sharing experimental skills and other expertise for educational excellence.
- Physics Department has also signed a linkage with MSEDCL (Maharashtra State Electricity Distribution Corporation ltd.), Beat No. 2, Rajapeth Circle, Amravati for carrying out an extension activity towards creating awareness of saving of electricity among neighborhood community.

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

1. Reuse of single side blank-papers /partially used student stationary for printing/issuing internal memos; communiqués and other documents (**annexure-i A**)
2. Annual Blood Donation Camp on the eve of Independence Day in collaboration with neighbourhood community (**annexure-i B**)

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

7.4 Contribution to environmental awareness / protection

1. Plastic bags irradiation drive along with awareness campaign against the use of plastic has been carried out through NSS activities
2. Campaign of Eco-friendly Ganesh Festival was organised during festival season through Environmental Club of the college
3. Tree-plantation drive on campus was carried out, in which around 50 saplings was planted.
4. A special botanical plants exhibition was organised to create awareness about bio-diversity conservation to celebrate wild life week.
5. Tree plantation was carried out in the adopted village by NSS volunteers.
6. Environmental Education and awareness was carried out by Environmental Science Students through their interactions with School children in the nearby Schools and villages.

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
- Well Qualified, Competent and Experienced Staff.
- Self finances PG Courses.
- Safe environment for co-education.
- Three Centres for Doctoral Research.
- Central Instrumentation Cell as research services facility.

WEAKNESSES:

- There is a scope for infrastructure development
- Lack of facilities for Indoor games.
- Insufficient number of Library holding.

OPPORTUNITIES:

- Located in the midst of socially and economically disadvantaged community.
- Scope for introduction of value added and add-on Certificate courses
- Active alumni participation
- Collaborations with excellent Institutions

THREATS:

- Lack of research funding
- Lack of research infrastructure

8. Plans of institution for next year

1. Creating a spacious new block for administrative office
2. Organising Training program in soft-skills for final year students
3. Organising workshops for Women-sensitization
4. Organising workshop for Teaching and Non Teaching staff towards their professional development
5. To conduct workshop for faculty members to apprise them of the UGC guidelines related to CAS.
6. To conduct environmental conservation activities.
7. To conduct workshop on Stress Management and Health awareness for staff members.

Name: **Dr. N D. Gawande**



Signature of the Coordinator, IQAC

Name: **Dr. Rajesh S. Chandanpat**



Signature of the Chairperson, IQAC

Annexure (i):

Institutional Academic Calendar 2017-18

**Shrimati Narsamma Hirayya Shaikshanik Trust Amravati's
Arts, Commerce and Science College, Kiran nagar, Amravati**

Month	Week	Activity
June-2017	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-2017	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-2017	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-2017	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-2017	1st Week	1) University Theory Examination
	2nd Week	1) Parent's Meet
	3rd Week	1) Term End Meeting
	4th Week	1) Alumni Meet
Nov-2017	3rd & 4th Week	1) B.Sc., M.Sc., University Examinations
Dec-2017	1st & 2nd Week	1) Filling of Examination Form (B.A.)
	3rd & 4th Week	1) B.Sc. & M.Sc. Practical Examination
Jan-2018	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 (26 th Jan.)

Feb-2018 1st & 2nd Week 1) College Examination (B.A., B.Sc.)

Mar-2018 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-2018 1st Week 1) B.Sc. Practical Examination
4th Week 1) Session Closing Meet

May-2018 4th Week 1) M.Sc. Practical Examination.

***Annexure (ii A):
Feedback Analysis***

**Shrimati Narsamma Hirayya Shaikshanik Trust Amravati's
Arts, Commerce and Science College, Kiran nagar, Amravati**

Analysis of the Feedback from Alumni (On all aspects)

A feedback from Alumni has been sought on mainly three areas: level of academic programs, infrastructural and other support facilities and the role of Alumni association. These three areas were then spread into 10 questions in all. A feedback of 50 Alumni on random sampling basis has been taken in manual mode. The responses are graded on 4 point scale.

The analysis of the responses shows that around 60% Alumni are happy with the standard of academic programs in the college. However 40% Alumni felt that the academic programs should be more relevant. They felt that the programs should be more in tune with the needs of the market and the industry.

56% Alumni showed satisfaction towards the infrastructural facilities. However remaining 44% felt that laboratories, library and research facilities should be upgraded.

65% Alumni were not satisfied with the role of Alumni association. They felt that Alumni association should play more proactive role in the development of the college.

***Annexure (ii B):
Feedback Analysis***

**Shrimati Narsamma Hirayya Shaikshanik Trust Amravati's
Arts, Commerce and Science College, Kiran nagar, Amravati**

Analysis of the Feedback from Students

(On Curriculum Taught, Evaluation, Approach/Attitude/Punctuality of the teacher)

The feedback form, divided into three parts, has 15 questions in all. The responses of the students generate score and grade for each teacher on the three criteria mentioned above. According to the score and the grades, the principal issues letters of suggestions/recommendations to the concerned teacher for further corrective measures/improvements.

The feedback taken in the year 2017-18, assessed 30 teachers. Of these 05 teachers obtained “Excellent” grade with more than 80% score. 22 teachers got “Good” grade with more than 60% score. 03 teachers were placed in “Average” grade with below 60% score. These teachers were issued letters of suggestions to improve their performance in the relevant areas.

***Annexure (ii C):
Feedback Analysis***

**Shrimati Narsamma Hirayya Shaikshanik Trust Amravati's
Arts, Commerce and Science College, Kiran nagar, Amravati**

Analysis of the Feedback from Parents (on all aspects)

A feedback from parents has been sought on mainly three areas: academic standard, infrastructural and other support facilities and the administrative services. These three areas were then spread into 10 questions in all. A feedback of 50 parents on random sampling basis has been taken in manual mode. The responses are graded on 4 point scale.

The analysis of the responses shows that more than 71% parents are happy with the academic standard of the college. However 29% parents were not happy with the academic facilities such as laboratories and the library. About physical infrastructure 60% parents were happy; the remaining 40% felt that facilities like toilets, drinking water and auditorium should be provided with. 67% parents were happy with the administrative services; 33% parents felt that office process should be more efficient and faster.

Annexure (iii A): Best Practices

Title of the Best Practice: Reuse of Single Side Blank-Papers

Context: Every year thousands of pages of the practical/seminar/project books submitted by the go waste after the declaration of results. These books contain many pages having used only on single side. The other side remains blank. Generally such pages were sold as wastage. In order to avoid this waste of resources, this practice has been initiated.

Objectives:

- 1) To employ environmentally sustainable practice.
- 2) To avoid wastage of papers
- 3) To minimize the expenditure on office stationary

Practice:

In collaboration with Department of Computer Science, this practice has been in use for last 10 years. However, since last five years the practice has been carefully audited by the Computer Science Department. The stationary used by the students in their practical-books is collected and stored at the department. The department head then distribute these single-side blank pages to the office and various departments to be used for the printing/writing of internal memo/reports/analysis/ communication etc.

Impact: Due to the use of this practice the college saves about 72 reams (more than 34000 pages) costing about 13000/- every year.

Annexure (iii B): Best Practices

Title of the Best Practice: Annual Blood Donation Camp

Context: As a part of institutional social responsibility, the college had a database of blood-donors from students and staff. So in order to make this a systemic effort, the college started organising annual blood donation camp on the eve of Independence Day. The camp is organised through NSS unit of the college.

Objectives:

- 1) To prepare a ready database of blood donors for emergencies
- 2) To spread the message of blood donation in the community
- 3) To help the community through direct blood-donation or through the privilege of blood-donor-card

Practice:

In collaboration with the NSS unit the college has been organising the camp for last 20 years. The college has an active arrangement with Sant Gadgebaba Blood Bank, Badnera (Amravati) Every year the team of the blood bank visits the college on 14th August. The donors from the students, staff and neighbourhood community are issued special Blood-Donor card. These cards enable the donors to redeem their privilege for the blood group she/he needs. The NSS coordinator also makes the donors available through the database.

Impact: A ready database of around 300 donors is available with the college.