Smt. Narsamma Arts Commerce & Science College, Kiran Nagar, Amravati

About IQAC...

Internal Quality Assurance Cell (IQAC) is an in-house body constituted as per the guidelines given by the National Assessment and Accreditation council Bangalore. The IQAC has a key role to play in designing and implementation of qualitative practices and monitoring of the various activities and programs that are carried out in the Institution of Higher education. The IQAC, in short is keystone for all the internal Cells, Committees and units in the college. It defines and determines the qualitative initiatives and practices for the growth of institute and the betterment of the students in particular and society in general.

Composition of the IQAC

As per the guidelines given on the NAAC website, the IQAC has been reorganised in the year 2017-18. The Composition of the IQAC is as follows:

- Chairman: Principal of ACSC, Kiran Nagar Amt.
- One member from the Management of Shrimati Narsamma Hirrya Shaikshanik Trust, Amravati
- One representative of the Stakeholder (Director of Research and Incubation Centre, SGB Amravati University)
- Two members from the Local Society
- One member from Alumni
- One Student Representative
- Six Teachers
- One member from the Non-Teaching Staff
- Coordinator

The IQAC

of Smt. Narsamma Arts Commerce & Science College, Kiran Nagar, Amravati (Established on: 21-04-2015)

Chairman: Principal Dr. R.S. Chandanpat

Member (Management Representative):

Prof. Ravindraji Khandekar,

Vice President,

Smt. Narsamma Hirayya Eduvation Trust, Amravati

Member (Stakeholders' Representative):

Prof. Dr. D. T. Ingole

Director, Board for Innovation, Incubation and Enterprise,

SGBAU, Amravati

Member (Local Society-Representative):

Dr. A. U. Pachkhede

Professor and Head (Retd.), Dept. of Botany, Brijlal Biyani Sc. College, Amravati

Dr. M. L. Narwade

Ex. Joint Director, Higher Education, State of Maharashtra, Amravati Region,

Amravati

Member (Alumni Representative):

Prof. S. D. Here,

Junior College Teacher, Brijlal Biyani Science, College, Amravati

Member (Student Representative):

Miss. K. G. Kadukar

Member (Teacher-Representative):

Prof. N. M. Jathe

Dr. S. K. Tippat

Dr. V. D. Sharma

Dr. A. U. Bajpeyee

Dr. U. S. Khandekar

Dr. A. P. Vaidya

Dr. T. T. Rathod

Member (Non-Teaching-Representative):

Mr. P. D. Walse

Co-ordinator: Dr. N. D. Gawande

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- Institutional Website
- Effective communication
- Green Audit
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- Streamlining the information

• Improving the quality of Human Resources Through Workshops & Programs on:

- A Digital India Week
- "SWAYAM"
- Google classroom
- Stress Management
- Digital India and E-Banking Knowledge
- Languages and Career-Opportunities

• Recognizing Unique Activities

- Reuse of paper-stationary
- Database of the Blood-Donors
- Environmental Education and Awareness Program
- Sibling Alumni Database

• IQAC Functions (as laid out by NAAC):

Sample Examples of Strategies employed, parameters developed and activities and initiatives undertaken by IQAC of the College.

- Development and application of quality benchmarks for various academic and administrative activities of the institution
 - Prepared the benchmarks for Attainments of PO, PSOs and COs
 - Prepared Reference points for the Committees and Cells towards designing of their Working and Monitoring Mechanism
 - Designed the mechanism for Academic and Administartive Audit
- Facilitating the creation of a learner-centric environment conducive to quality education through development of participatory teaching and learning process
 - Initiated the use of Online TLE platform like Google Classroom
 - Encouraged the departments to increase the participation of students into activities like field-trips, excursions and student-seminars
- Developing feedback mechanism from key stakeholders on quality-related institutional processes
 - Feedback mechanism from the key-stakeholders like students, Alumni and Parents has been developed and executed through relevant committees
 - Feedback from Students on TLE process and the Teachers is taken by Curricular Committee
 - Feedback from Alumni and Parents on institutional practices, processes and facilities is taken by Alumni Cell
- Dissemination of information on various quality parameters of higher education through organization of workshops, seminars on quality related themes
 - Organised workshops on the Use of Google Classroom, PBAS and IPR
- Developing the mechanism for streamlining the flow of institutional data and information for the purpose of maintaining/enhancing the institutional quality
 - Developed a unique filing system for the Departments & Committees
 - Initiated online submission of Annual Plans and Annual Reports to IQAC email
 - Developed unique filing system for keeping the record of the Institution through IQAC

- Coordinating the quality-related activities, including adoption and dissemination of best practices
 - Initiated institutional Best Practices through the various Departments

• Compliance with the suggestions made by Peer Team (PT) Visit of NAAC

(In response to the suggestions given by PT of NAAC during its visit between September 25 & 27, 2014)

Peer Team's Recommendation	Compliance
Introduce more P.G. courses of applied and career oriented nature for the benefit of the rural students	Started two new PG programs in Chemistry and Mathematics in the year 2018-19
Establish collaborative linkage with other institutes and industries for research and teaching	Have established 16 functional MoUs and linkages with other institutes for research, teaching and extension and community outreach programs
Personality development programs and Spoken English language training be fully developed	Have undertaken Short Term Certificate Course in Communication Skills in English (CSE) Value Added Courses in Soft Skill Training
Special coaching classes and improvement tests be arranged for all slow learners	Courses conducted and coaching provided: Zero Test/Baseline Test Bridge Courses; Remedial Coaching
The infrastructure (Smart class rooms, laboratories and cubicles for the faculties) for students, research scholars and faculties be strengthened)	 Cubicles and separate rooms for the faculty members of Economics, English, History, Marathi, Political Science and Sociology departments Well-equipped laboratories for Departments of Chemistry and Industrial Chemistry Research Centers for the departments of Botany, Chemistry, Mathematics, Physics, Sociology, Economics, Marathi. Facilities of LCD projectors, Wi-Fi and Ethernet cables in all the laboratories LCD projectors , Wi-Fi and Ethernet cables in classrooms
Establish a close linkage with alumni and parents association	 Alumni Association is registered Annual Feedback sought from the Parents and Alumni

About the Quality-Initiatives undertaken by the IQAC:

Institute of higher education by its very nature has to be quality-conscious in whatever it does. It is with this view the IQAC undertook several initiatives to improve the various academic and administrative practices towards ensuring efficient functioning and better outcomes. It has also undertaken Secondly several programs have also been organised for the betterment of

the students, teachers and non-teaching staff. Lastly, certain activities have been recognised for the uniqueness in terms of theme, approach, objective and outcomes.

The initiatives undertaken focus on three main areas:

- Institutional Practices
- Human Resources
- Unique Activities

Improving the quality of Institutional Practices

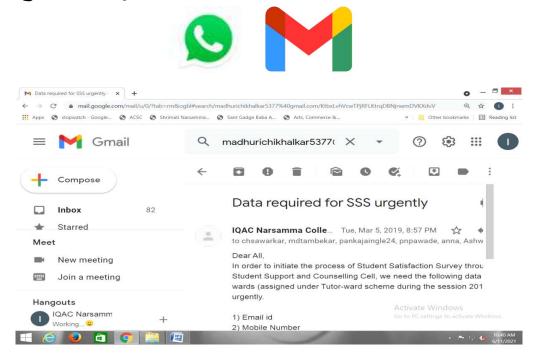
• Campus with minimum use of paper

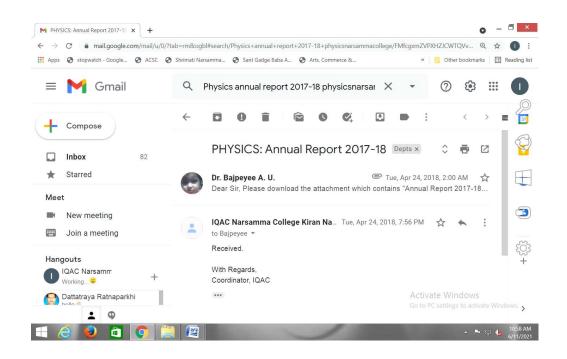
As a part of our efforts to follow the sustainable environmental practices on the campus the IQAC decided to promote the use of electronic media for communication, submissions and other academic interpersonal exchanges. Following practices were initiated in order to cut the use of paper for communication and submissions:

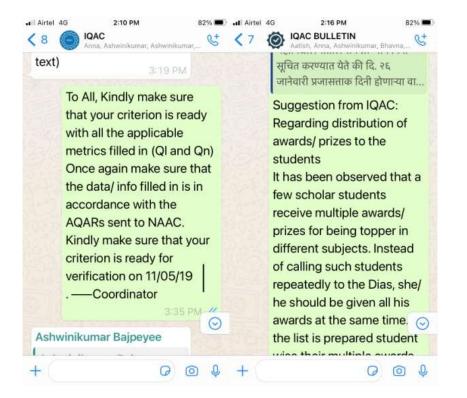
- Submissions of Annual Plans, Reports etc. in Soft Copy
- Use of Social Media platforms for internal communication

Three distinct WhatsApp groups were created for the communication among staff members:

- Narsamma Staff Council: for all the general communication for all the staff members;
- *IQAC Bulletin:* for notices and communication regarding IQAC related activities and issues;
- *IQAC*: for the IQAC members







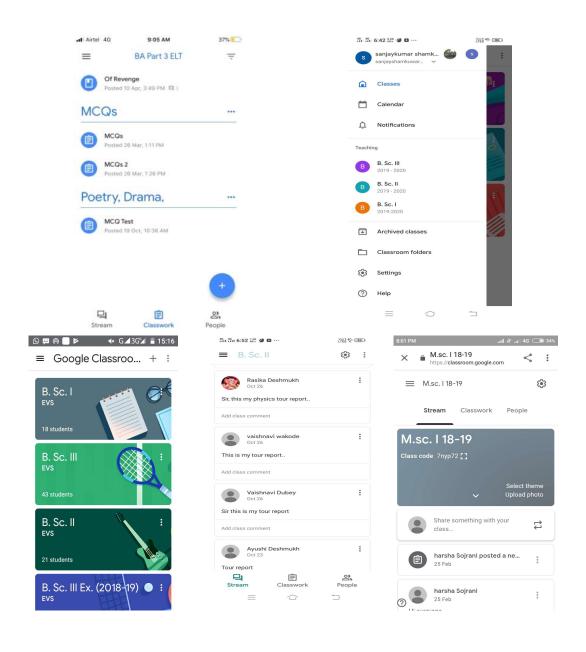
• Use of Google Classroom & other online platforms

As a part of adopting new technology for the use of TLE, the IQAC took the initiative towards use of Google Classroom in the college. The IQAC led by an example as four of its teacher-members created their Google -Classroom in the academic year 2017-18. By the session 2019-20 almost all the departments from the Science faculty started their Google Classroom. However as most of our students come from economically disadvantaged background, many of the teachers especially from the faculty of Arts are facing challenges. Most of their students lack facilities for joining the online TLE platforms like Google Classroom.

From the post session of 2019-20, apart from google-classrooms all the teachers are using other online platforms like Zoom call, Google meet. Some of the teachers are also demonstrating through youtube media prepared by the faculty members.

Outcome: Google Classrooms by Departments of Botany, Chemistry, Computer Science, English, Physics and Mathematics.





• Reference Points for Committees

Like many other HEIs, we too have a system of various Committees assigned to carry out different responsibilities of Curricular, Co-curricular, Extra-curricular and other students-related activities. In order to bring a structured uniformity in the way responsibilities are discharged, IQAC in the year, 2017-18 took upon itself, to review the working areas and mechanism of these committees. After the review it was decided to prepare key reference points for the committees as a baseline for the mechanism of the committees. These Key reference points were prepared in conjunction with the relevant metrics from the format of the SSR published by NAAC. The reference points were used by the Committees to design their Working and Monitoring mechanism. It helped bringing the coherence and uniformity in the working of these various Committees.

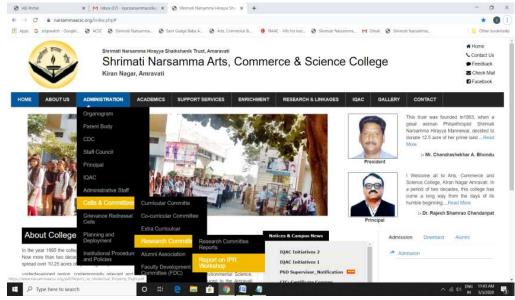


• Reorganizing the Institutional Website

For any institutional website functionality and accessibility are the key cornerstones. The information, data and services featuring on the website should be easily accessible to the stakeholders/visitors without any hassle. The IQAC worked on the Titles of the Home-Page menu and each title has been given relevant sub-titles having the details of the concerned data and info. Thus the interface of the website is made content-rich and user-friendly. The items in the sub-menu are linked by taking into consideration the logical inter-relationship of the titles in the menu.

Hyperlink to the home page





• Effective communication system

In order to provide cost-effective and smooth interconnectivity EPABX system has been installed in all the departments and other units of the college in the academic year 2017-18 It resulted in the seamless and efficient communication among the staff members.

The decision was taken in the IQAC meeting held on 10-07-2017

• Green Audit

IQAC constituted a special Green Audit Committee to undertake the Green Audit of the campus. Green Audit of the Campus comprised of

- Rain-water Harvesting system
- Chemical Waste softening pit
- Organic Waste management pit
- Biodiversity survey of the campus
- Energy Audit

The report is published in the form of a booklet and it has been uploaded to the website for the stakeholders

The decision to undertake the Green Audit was taken in the IQAC meeting held on 15-06-2018.





Academic & Administrative Audit (AAA)

Academic & Administrative Audit

In order to ensure the effective and efficient implementation of the institutional plan IQAC conducted Academic & Administrative audit in two phases:

• Internal Audit

In the first phase Internal audit was first undertaken by IQAC as an internal process of Academic & Administrative evaluation of the records generated and maintained by the various departments, units and committees. An exhaustive checklist was prepared by Incharge IQAC member of the AAA. The checklist was provided to the respective heads of the departments, Committees and Units before the schedule of the internal Audit.

The audit was undertaken for the period 2014-15 to 2018-19.

The Committee constituted for the Internal AAA:

Position	Name	Designation	
Chairman	Dr. R. S. Chandanpat	Principal	
Members	Dr. N. D. Gawande	Coordinator-IQAC	
	Dr. A. U. Bajpeyee	Member-IQAC	

• External Audit

This audit of the college was undertaken through a special committee comprised of the external experts from the other renowned institutions graded on higher scale by the NAAC. The Committee during its visit interacted with the members of the staff and checked and verified the records of the various sections and units of the college. The audit report with findings and recommendations is available with the institute. It is It is also available on the institutional website for the stakeholders. Exernal AAA was conducted on 24-10-2019.

The Committee constituted for the External AAA:

Position	Name	Expertise in	
Chairman	Dr. R. M. Patil	IQAC Coordinator, Vidyabharati	
		Mahavidyalaya, Amravati	
		(Paramarsh Mentoring Institute)	
Expert	Dr. U. V. Kadu	Humanities-Arts	
Members	Dr. Dr. G. G. Mule	Science	
	Dr. A. S. Khandekar	Humanities-Commerce	
	Dr. Rewati Khokle	Library	
	Sanjay Ingole	Office-Administration	
	Dr. R.S. Chandanpat	College Principal	
	Dr. N. D. Gawande	Coordinator-IQAC	
	Dr. A. U. Bajpeyee	Audit-Coordinator	

• Securing the campus

Ensured enhanced security on campus

The College-buildings are spread over a campus 10.5 acres. The college is located in the midst of densely populated residential colonies and societies. The Campus has number of

public roads all round its boundaries. One of the public access roads goes through the campus dividing it into two parts. So security and safety has been one of the prime concerns of our institute. In order to make the campus more safe and secure, Electronic surveillance system has been installed. 16 CCTV cameras cover all the major areas on the campus. Additionally the gates and the perimeters of the campus are guarded by professional guards 24 x 7.

The decision on the enhancement of the security measures was taken in the meeting of 10-07-2017.

• Streamlining the information

For any institute of higher education a huge number of data and information has to be processed and maintained for various purposes. Some of the data and info form the parts of academic, financial and administrative records. The other data generated and processed may include records of various programs, activities and initiatives undertaken. Most of the data and info goes into making of various annual reports and presentations.

In order to make this process of data and info generation, processing and maintaining smooth and efficient IQAC devised a system for generation and processing of records.

Departments	IQAC		
Seven Files System for	IQAC Record System towards effective and		
Departmental Record Keeping	efficient management of data and information		
 Student Profile 	 IQAC Members 		
 Departmental Profile 	 Academic Calendars 		
 Faculty Profile 	 Programs Offered 		
 Activity Folder 	• MoMs		
 Assessment Folder 	• ATRs		
 Research and Extension 	 Initiatives 		
Activities	 Cells and Committees 		
 Departmental Planning 	 Annual Plans 		
 Departmental Report 	 Annual Reports 		
	 MoU & Linkages 		
	 Extension Activities 		
	 Feedbacks 		
	• Results & Attainment		
	Photo Gallery		

• Improving the quality of Human Resources Through Workshops & Programs on:

The students, teachers and the non-teaching and support-staff are the key human resources of the institute of higher education. Creating a conducive atmosphere for the various stakeholders towards improving the quality of their efforts is a continuous and ongoing process. The IQAC through various departments organised various programs and workshops for improving the quality of Human Resources.

• Workshop on A Digital India Week

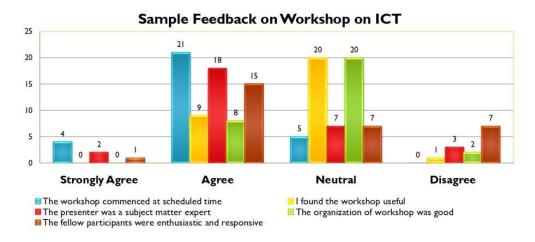
A Digital India Week: A Week Long series of activities on training and awareness of digital technology and its uses in various aspects of life was organised for the student, teachers and the neighbourhood community. Various relevant programs were organised by the different Departments.

As decided in the meeting of IQAC on dtd. 08-07-2015, A Digital India Week was organized by the college during 11 and 16 January 2016. The responsibility of conducting this program was given to the Department of Computer science.

Departments	Program
Botany	Popular Talk on ICT skills
Chemistry	Quiz Competition
Environment Science	Poster presentation competition
Computer Science (PG)	Project competition
Chemistry (PG)	Seminar competition
Computer Science	Workshop on ICT
Physics	Knowing the Educational portals
Marathi	Debate competition







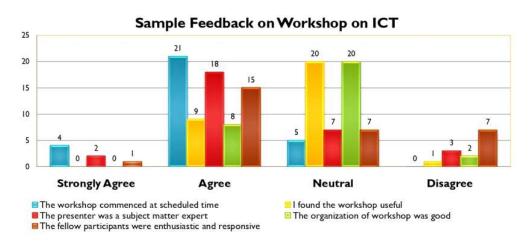
• Workshop on "SWAYAM"

This workshop was organized by the IQAC and Computer Science Department 09-02-2019 for the students, staff and neighbourhood community.

Resource Persons Dr. Suhas Pachpande, PGTD of Computer Science, Sant Gadge Baba Amravati University, Amravati conducted the session on "SWAYAM" - a programme initiated by Government of India. It was designed to achieve the three cardinal principles of Education Policy viz., access, equity (fairness) and quality.

It was decided in the meeting of IQAC on dtd. 02-11-2018.





• Workshop on Google classroom

As a part of faculty development initiative Workshop on Google Classroom was organised by IQAC in collaboration the Committee. The workshop was conducted by Professor Dr. Bhoyar from the PG department of Computer Science Sant Gadge Baba University Amravati. The teachers were trained in the use of Google classroom.

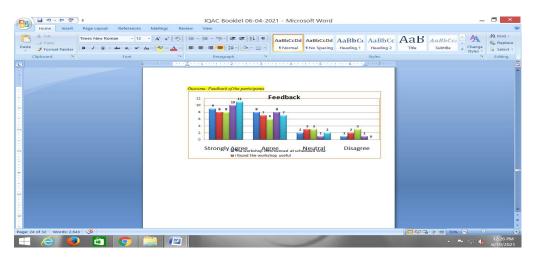
The workshop was organized on 18-01-2019.

It was decided in the meeting of IQAC held on 14-01-2019.







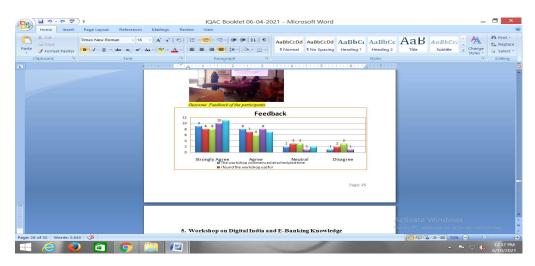


• Workshop on Stress Management

Stress has become an inherent feature of today's urban life. The campuses of higher education have a key role in educating its stakeholders in the management of stress in day-today life. Workshop on Stress Management for Members of Teaching and Non-Teaching Staff was organised by IQAC in collaboration with Faculty Development Committee. The workshop was organized on 23-01-2018.

It was decided in the meeting of IQAC held on 23-01-2018.





Workshop on Digital India and E-Banking Knowledge

UGC Sponsored workshop was organised on the theme of Digital India and E-Banking Knowledge on 16-09-2017. The resource persons Mr. Sachin Thool, Branch Manager, Bank of Maharashtra, Prof. Sunil Pathak, Director dotCom Infotech Pvt. Ltd. and Dr. S.D. Ingole conducted the sessions on E-Banking, Digital India and Uses and demonstration of 3D Printer respectively. The staff members, students and residents from the neighbourhood community attended the workshop.

It was decided in the meeting of IQAC held on 20-04-2018.





• Workshop on Languages and Career-Opportunities

A Workshop focussed on the career opportunities for language-students was organised by the departments of Marathi and English on March 3, 2016. Resource persons Prof. Shashikant Shinde (HoD of English, Vikramshila Polytechnic, Darapur and Dr. Hemant Khadke, Professor, Department of Marathi, PG department of Marathi, Sant Gadge Baba Amravati University, Amravati conducted the sessions for the students of English and Marathi respectively.

This decision was taken in the meeting of IQAC held on 08-07-2015.

• Unique Initiatives:

As one of its key-functions, IQAC encourages and motivates the staff and the students to undertake certain initiatives towards betterment of the institute in particular and the society in general. During its periodic review Certain activities are shortlisted for their unique nature, theme or the approach.

The following activities are such unique initiatives of the IQAC:

Reuse of paper-stationary

The college has been using "PK" for last 10 years. Systematic auditing has been done for last five years

The aim of this practice was 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

The practice also helps keeping litter-free campus and results in substantial drop towards the expenses of office-printing/writing stationary

The practice resulted in saving about 72 reams (more than 34000 pages) costing about 13000/- every year.

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 72 reams (more than 34000 pages) costing about 13000/- every year.

This translates into saving of four fully grown Trees per year.

In all during a last decade 40 fully grown Trees were saved.

Following table shows sample database of 2015-16.

It is a regular practice and was reviewed by IQAC in its meeting held on 03-01-2018.

	-	_	
College Units	Pages Supplied	College Units	Pages Supplied
Physics	2489	IQAC	4445
Chemistry	2341	Internal Committees	3892
Mathematics	2204	English	912
Botany	2015	Marathi	845
Computer Science	2156	Political Science	823
Industrial Chemistry	1478	Sociology	808
Environmental Sci.	1854	Economics	755
College Office	7585	History	934
		Total	35536



Scanned with CamScanner

• Database of the Blood-Donors

Database of the Blood-Donors

In last five years, the institute received 120 calls for the blood-donors. The institute was able to provide contact details of 232 blood donors, thereby helping the 111 patients in their medical emergencies. Some of the patients and their relatives/ friends have acknowledged this effort of the institute by sending Letters of appreciation. These letters show that a small effort in the right direction can also make a big difference. Every year the institute gets around 30-35 inquiries for the donors. The NSS volunteers make sure that the word is spread in the community.

Outcome: Photos of: *letter of thanks* from the relatives of the patients receiving blood from the donors-database

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डॉ. रमेश ल. गोडबोले

श्री प्रभाकरराव वैद्य

प्रधान सचिव ह.व्या.प्र.मं अमरावती

मार्गदर्शक

संत गाडगेबाबा रक्तपेढी आणि कंपोनन्ट सेंटर, बडनेस

श्रीहरी सेवा व अनुसंधान केंद्र, अमरावती (र.नं.ई-४४०) द्वारा संचालीत श्रीहरी हॉस्पीटल समोर, जुनी वस्ती, बडनेरा – ४४४ ७०१

दूरध्यनी – ०७२१ २५८०४५५, २५८०४९० ■ मोबाईल – ०९४२२१५७२३९, ■ ई-मेल : sopanblood@gmail.com

सचिव सोपान र. गोडबोले

पत्र क्र. रांगालायाना १११११९

दिनांक २९/०४/२०१९

वैद्यकीय संचालक डॉ. विनोद के. कोलवाडकर

(M.D. Path.)

सुकाणु समिती सोपान गोडबोले ९४२२१५७२३९

सुबोध क्षीरसागर 9324300329

अभय देव ९९६०१४१०४१

विकास केमदेव ९८२३४०४४०१

अनंत कौलगीकर ९८२२६४०७२४

डॉ. अविनाश मोहरील ९४२३१२३९०६

> दिपक जोशी 9823923920

CERTIFICATE

This is to certify that we undertake Blood Donation Camp at Smt. Narasamma Hirayya Shikshanik Trust's college located in Kiran Nagar, Amravati. The college through its Donor Data Base makes the Donors available in case of medical emergencies. We wish the college very best in all the social activities it may carry out in future.



Yours Sincerely
SOPAN GODBOLE
Managing Trustee
Sant Gadge Baba Blood Bank
Badenra.



SHRI BALAJI BLOOD BANK & COMPONENT LAB & BLOOD TRANSFUSION CENTRE

RUN BY

SHRI BALAJI CHARITABLE & MEDICAL SOCIETY, AMRAVATI.

MAH/117/2003 AMRAVATI Govt. Recognised

REG. NO. F. 11031 BL. BK. Lic. No. AMD/BB-22/10

1st Floor, Alsi Complex, Ambapeth, Amravati. 444 601 Ph. No. 2671600, 2574495

CERTIFICATE

To Whom It May Concern

We are pleased to certify that we receive Blood Donors from the donor database of Narsamma Trust's Arts, Commerce and Science College Kiran nagar Amravati. We have receiving the student –donors from the college for last five years. We wish the college best luck for all their programs in future.

Thanks

Date :- 01/03/2019

Signature Dr . C. K. Dara

0 9 20 5 5 5 5 6

Dr. C. M. Dara SHRI BALAJI BLOOD BANK BLOOD COMPONENT LAB 1st Floor, Alsi Complex, Ambapeth, AMRAVATI

OUR AIM SAFE BLOOD

Environmental Education and Awareness Program





In last five years, more than 5000 school children 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

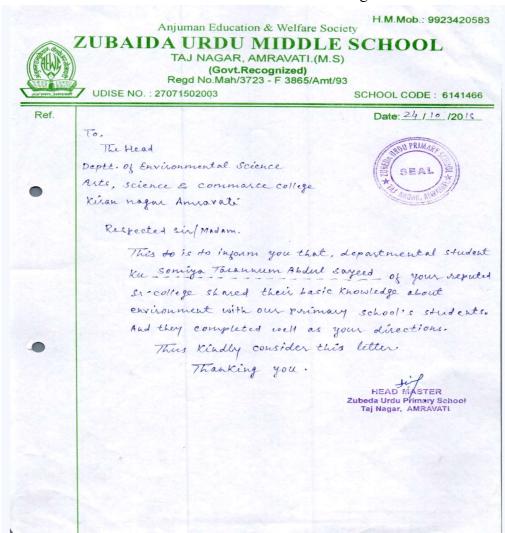
Letters of appreciation by the respective Head Masters and the Principals of all the 60 schools are the testimony of the significant work done by the student-Volunteers and teachers involved in the activity

The parents of many school-children gave positive feedback about the knowledge received by the children on the environmental conservation and its significance

Environmental Education and Awareness Program

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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.



Sibling Alumni Database

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.

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.

We have 04 families who have 4 siblings, 33 having 03 siblings and 258 having 2 siblings who are the alumni of the college.

This data and facts show the Bond of Trust that exists between the community and the college. This, we believe, makes us stand distinct from the crowd of Institutes around us.

