

# 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

**AQAR for the year**

2017-18

### 1. Details of the Institution

1.1 Name of the Institution

Shri Shivaji Arts & Commerce College, Amravati

1.2 Address Line 1

Shivaji Nagar,

Address Line 2

Morshi Road

City/Town

Amravati

State

Maharashtra

Pin Code

444603

Institution e-mail address

clg\_amt\_sac@ssesa.org

Contact Nos.

0721-2660510, 2551221

Name of the Head of the Institution:

Dr. Smita Raosaheb Deshmukh

Tel. No. with STD Code:

0721-2660510

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

**OR**

1.4 NAAC Executive Committee No. &Date:

1.5 Website address:

Web-link of the AQAR:

**1.6 Accreditation Details**

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	73	May 2004	5 Years
2	2 <sup>nd</sup> Cycle	B	2.57	04-09-2010	5 Years
3	3 <sup>rd</sup> Cycle	A	3.08	23/01/2017	5 Years

1.7 Date of Establishment of IQAC: DD/MM/YYYY

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

- i. AQAR 2016-17 Submitted to NAAC on 05 /12/2017

## 1.9 Institutional Status

Sant Gadge Baba Amravati University, Amravati

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

Others (Specify)

Journalism &amp; Mass Communication

1.11 Name of the Affiliating University (*for the Colleges*)Sant Gadge Baba Amravati University,  
Amravati1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/etc. **NIL**Autonomy by State/Central Govt. / University ☐ NIL

University with Potential for Excellence	NIL	UGC-CPE	NIL
UGC-Special Assistance Programme	NIL		NIL
UGC-COP Programmes	03		

## 2. IQAC Composition and Activities

2.1No. of Teachers	08
2.2No. of Administrative/Technical staff	01
2.3No. of students	01
2.4No. of Management representatives	01
2.5No. of Alumni	01
2. 6 No. of any other stakeholder and Community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	15
2.10No. of IQAC meetings held	02

2.11 No. of meetings with various stakeholders:	No.	02	Faculty	02
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Non-Teaching Staff	01	Students	01	Alumni	01	Others	--
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2.12 Has IQAC received any funding from UGC during the year?	Yes	No	√
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If yes, mention the amount

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2.13 Seminars and Conferences (only quality related): **NIL**

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

Total Nos.  International  National  State  Institution Level

2.14 Significant Activities and contributions made by IQAC

1. Organisation of Conference in History and Seminar in Economics
2. Development of Website of IQAC
3. Academic and Administrative Audit of the Departments
4. Recognition of PhD Research Centre in Economics, History, Sociology, Marathi, English, Home Economics and Commerce.
5. Submission of AQAR 2017-18 to NAAC Bangalore
6. LAN and Optical fiber connectivity (OFC) Internet facility with 14 MBPS to each department
7. Up gradation of Infrastructure
8. Development of web site of Library "Dr. Panjabrao Deshmukh Social Science Digital Library"
9. Placement of students through placement drive
10. Started Braille Library for Visually disabled students with the financial assistance of National Association for Blinds (NAB)
11. Publication of Research Journal "Research Awakening"
12. B.Voc. in Journalism and Media Management, Videography started under UGC Skill Development Programme.
13. No. of Teachers awarded PhD :02
14. No. of PhD Supervisor:13

## 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
Submission of proposal for Recognition of Ph.D. Research Centres in 9 subjects to S.G.B. Amravati University.	The University committees visited the college and recognised the research centres in Marathi, English, Economics, Home Economics, Sociology, History & Commerce.
To conduct Academic and Administrative Audit.	IQAC conducted Academic and Administrative Audit of teaching departments on 8 <sup>th</sup> August 2017..
To Promote games and sports culture among students.	State Level Award of 2017 “Chhatrapati Award” received to student Tushar Shelke
To identify slow as well as the advanced learners	Remedial coaching provided to slow as well as the advanced learners. The results of the institution improved.13 students rank in the University Merit list.
To make MOUs with international organisations and Consultancy Services	MOUs signed with reputed organizations including an International organization of NPO Solar Water Green Project ,Saitama, Japan  The Dept. of Geography provided consultancy services to Dept. of Watershed Management Amravati. The College received amount of Rs.70, 000 as a consultancy fee.

\* Attach the Academic Calendar of the year as Annexure.(Annexure-4)

2.16 Whether the AQAR was placed in statutory body ☒ ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

**The statutory body i.e. College Development Council approved the AQAR in the meeting held on 7<sup>th</sup> March 2018.**

**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	--	--	--	--
PG	07	--	05	02 B. Voc.
UG	03	--	01	--
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				02
Others				
<b>Total</b>	10		06	04

1.2 (i) Flexibility of the Curriculum: Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	--
Annual	08

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.

Syllabi are revised as per UGC guidelines by Board of Study. The faculty members are elected /nominated on Board of Studies of Sant Gadgebaba Amravati University, which plays an important role in curriculum development and design. Dr.Archana Bobade is working on Board of Study of English, Dr.Varsha Chikhale is on BOS of Marathi, Dr.Nitin Changole on BOS of History, Dr.Y.C.Mendhe is working on BOS of Hindi and Dr.Kishor Sable is on BOS of Economics. Dr.B.S.Zare and Dr.E.L.Helge, Dr.Manoj Jagtap is working on Board of Studies of Commerce.

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
	30	19	09	02	00

2.2 No. of permanent faculty with Ph.D.

26

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
19	02	09	00	02	00	00	00	30	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

04

00

50

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	16	06
Presented	01	12	06
Resource Persons	--	02	--

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

- ICT based Teaching & Learning method is adopted by teachers.
- Language Lab is used for improving & developing Listening, Reading, Speaking & writing skill of students.
- E-Resources under N-LIST are accessed by students and teachers for learning and research.



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)

Photocopy and Double Valuation

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

08

0

08

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	216	0	18	35	3	39.35
B.Com.	187	1	78	21	00	58
BJMC	15	33.33	26.67	32.86	00	92.86
MJMC	21	00	71.42	14.28	00	85.70
M.A. (Eng.)	29	00	18.18	81.82	00	37.93
M.A. (Political Sc.)	49	00	00	48.65	51.35	75.51
M.A. (Geography.)	17	23.53	76.47	00	00	100.00
M.A.(Eco.)	84	00	13.33	36.67	50	71.43
M.A.(H-Eco.)	08	12.50	50	37.50	00	100.00
M.Com.	109	4	96	0	00	87
M.Phil. (Com.)	08	0	100	00	00	100.00
M.Phil.(Eco.)	05	00	100	00	00	100.00

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

1. IQAC promotes the use of ICT in teaching and learning process by strengthening the ICT infrastructure in the departments.
2. IQAC conducted Academic and administrative audit of the departments to monitor and evaluation of teaching and learning process.
3. College through IQAC followed evaluation mechanism i.e. :
  - a. Two Unit Tests and one term examination were conducted
  - b. Home Assignment books were distributed to students after evaluation.
  - c. Common Test was conducted one month before the university exams.

4. To improve their proficiency in English Language, Students were motivated to use English Language Lab
5. 7 PG Department have LCD Projector in class Room
6. Group discussion, Seminars was arranged as per University syllabus.
7. Promotion of use of E-Resources under N-LIST consortia of INFLIBNET.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
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 <b>Short Term Course</b>	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	20	01	Nil	Nil
Technical Staff	01	Nil	Nil	Nil

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC promotes research activity through “Research Promotion Cell”. The college has received recognition of “Research Centre for PhD” in Marathi, English, Economics, History, Sociology, Home Economics and Commerce. The College is also publishing research Journal entitled “Research Awakening”.

#### 3.2 Details regarding major projects

	Completed	On-going	Sanctioned	Submitted
Number	00	01	--	00
Outlay in Rs. Lakhs	00	5.25	--	--

#### 3.3 Details regarding minor projects

	Completed	On-going	Sanctioned	Submitted
Number	00	01	00	00
Outlay in Rs. Lakhs	00	1.80	00	00

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	00	08	00
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	01	09	00

#### 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	Received
Major projects	01	ICSSR	5.25 Lakh	1,31,250
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	01		5.25 Lakh	1,31,250

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the Institution

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

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

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	Dist.	College
00	00	00	00	00	00	00

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	02	State level	02
National level	02	International level	00

3.23 No. of Awards won in NSS:

University level	00	State level	00
National level	00	International level	00

3.24 No. of Awards won in NCC:

University level	01	State level	00
National level	00	International level	00

3.25 No. of Extension activities organized

University forum	02	College forum	10	
NCC	02	NSS	08	Any other 04

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

1. Tree Plantation on 1st July 2017 with collaboration with Department of Forest, Government of Maharashtra
2. Swachha Bharat Abhiyan on 27/09/2017 with collaboration with Maharashtra Tourism Development
3. Raksha Bandhan in Deaf & dumb school on 8<sup>th</sup> August 2017
4. Anti-Superstition Program on 05/01/2018 jointly with Maharashtra Andh Shradha Nirmulan Committee.
5. National Service Scheme Camp on 1st Jan 2018-15<sup>th</sup> Jan 2018 at Pimpalkhuta village.

## Criterion – IV

### Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.2 acres	--	--	6.2 acres
Class rooms	30	--	--	30
Laboratories	02	--	--	02
Seminar Halls	02	--	--	02
No. of important equipment 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

1. College office is automated and provides all necessary facilities through various module of software.
2. Library is completely computerized with the use of SOUL 2.0.12 software developed by INFLIBNET.
3. Developed 'Library Website' <https://sites.google.com/site/sscaclib/>
4. Developed **Mobile Library WEBOPAC**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13671	3502450	1623	360713	15294	3863163
Reference Books	34376	10591173	193	57522	34569	10648695
e-Books	N-LIST	5000	N-LIST	5000		
Journals	45	36945	45	36945		
e-Journals	N-LIST	5000	N-LIST	5000		
Digital Database						
CD & Video	530	2200	08	850	538	3050
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Library
Existing	102	60	10	--	--	08	16	08
Added	--	--	--	--	--	--	--	--
Total	102	60	10	--	--	08	16	08

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

N-LIST Orientation program for Teachers and students.

Wi-Fi facility, Optical Fibre connectivity (OFC) under NME – ICT program, Language Lab with advanced software for developing communication skills. Office Automation.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT

1.25

ii) Campus Infrastructure and facilities

7.01

iii) Equipment

1.25

iv) Others

**Total:**

9.51



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Classes for competitive examinations started.
2. Classes for NET / SET exams organised
3. Remedial Coaching Classes are engaged.
4. Group discussions, quiz, extension lectures, seminar on workshops were organised from time to time on societal issues and academic topics.
5. Parent / guardian teacher scheme was implemented to monitor the progress of the students.
6. Promoted games and sports activities. As a result number of our students participated not only at state and national levels but also brought laurels to the College.
7. Gender sensitization programmes was organised.
8. Anti-ragging Committee was formed.
9. Established Cell against sexual harassment of both employees and girls.
10. Regular disbursements of government free-ships and scholarships.

#### 5.2 Efforts made by the institution for tracking the progression

Extension activities, Group discussions, Seminars.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1894	829	--	16

#### (b) No. of students outside the state

00

#### (c) No. of international students

Nil

No	%
1242	45.35

Men

Women

No	%
1497	54.65

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1006	597	274	804	08	2689	1077	709	112	833	08	2739

Demand ratio 1:5

Dropout %

Sr. No.	Program	Dropout
1	B.A.	47.22
2	B. Com	28.07
3	BJMC	15
4	MJMC	14.28
5	M.Com.	38.07
6	M.A. (Eng.)	50
7	M.A. (Pol. Sci.)	38.10
8	M.A. (Eco.)	17.05
9	M.A. (Geo.)	19.05
10	M.A. (H-Eco.)	12.50
11	M. Phil (Economics)	00
12	M. Phil (Commerce)	00

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

Remedial Coaching for Entry in Services (OBC, SC, ST)

Remedial Coaching for Entry in Services (OBC, SC, ST)

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

100

NET 02

SET/SLET

01

GATE

CAT

IAS/IPS etc.

00

State PSC

UPSC

Others

#### 5.6 Details of student counselling and career guidance

Centre of Student counselling & Career guidance was established and various activities were conducted.

No. of students benefitted

100

### 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
00	00	00	04

### 5.8 Details of gender sensitization programmes

<ul style="list-style-type: none"><li>• Women Empowerment Program on 13 Jan.2018</li><li>• Save Girls, Educate Girls Campaign on 14/01/2018</li></ul>
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### 5.9 Students Activities

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

University level  National level  International level

State level

#### No. of students participated in cultural events

University level  National level  International level

State level

#### **Seminar:**

University level  State level  International

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

Sports: State/ University level  National level  International level

N.C.C. : State/ University level  National level  International level

Cultural: University level  National level  International level

State level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	00	00
Financial support from government	2063	4694909
Financial support from other sources		
Number of students who received International/ National recognitions	00	00

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

### 5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed: **NIL**

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Mission:**

To ensure the quality and excellence in education to fulfil the legitimate aspirations of our students to reach the zenith of achievement.

**Vision:**

1. To impart quality, value and skill based education to all stakeholders
2. To bridge the digital divide by strengthening the ICT infrastructure and services to the students, faculty and researchers.
3. To provide all facilities for research and development activities
4. To support students through Placement cell, Career & Counselling and Remedial Coaching to shape their careers.
5. To promote participation of students in Games & Sports, Cultural activities at national and International Level.

#### 6.2 Does the Institution has a management Information System

Yes, the college has computerized all its administrative and academic work. The Management Information System portal is activated.

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

##### 6.3.1 Curriculum Development

1. The faculty members are elected /nominated on Board of Studies of Sant Gadgebaba Amravati University, which plays an important role in curriculum development and design. Dr.Archana Bobade is working on Board of Study of English, Dr.Varsha Chikhale is on BOS of Marathi, Dr.Nitin Changole on BOS of History, Dr.Y.C.Mendhe is working on BOS of Hindi and Dr.Kishor Sable is on BOS of Economics. Dr.Zare and Dr.Helge, Dr.Manoj Jagtap is working on Board of Studies of Commerce.
2. Prepared the curriculum of B. Voc. in Journalism & Media Management and Video Production Sanctioned by UGC to the College

##### 6.3.2 Teaching and Learning

1. Adoption of ICT in teaching and learning, use of e-resources from N-List INFLIBNET in teaching and learning.
2. Incentive to merit students by the faculty of the institution.
3. Regular seminars held in P.G. Depts.
4. Departmental libraries started in the P.G. Departments
5. Guest lectures by eminent Academicians.
6. Students' Study Associations formed every year and activities conducted.

### 6.3.3 Examination and Evaluation

1. 2 unit tests held every year.
2. 3 Home-assignments given every year.
3. Common Test at the end of the year.
4. Internal assignment and Viva-voce is conducted by the College.
5. Adoption of ICT in teaching and learning.

### 6.3.4 Research and Development

The IQAC promotes research activity through “Research Promotion Cell”. The College received permission to start Research Centre in Subjects namely Marathi, English, History, Home Economics, Economics, Sociology, and Commerce. The College is also publishing research Journal entitled “Research Awakening”.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library has computerised all its work using SOUL2.0 Software, uses barcode technology for automation transaction of books and developed Mobile OPAC (Online Public Access Catalogue) .Also Website of Library is developed & maintained by Library. Library has subscribed N-LIST consortia of INFLIBNET having access to 10 lakh e-books and 6,000 e-Journals.
2. College has Compute Centre having 50 Computers and Optical Fibre connectivity of 14 MBPS. The college has “Free & Open Source Software Centre to promote FOSS. The College developed “Language Lab” for promotion of communication skill in English.
3. The College has well established Audio-Video Lab which is useful for Audio Video Productions. ICT based digital class rooms.

### 6.3.6 Human Resource Management

1. Various committees to decentralize the administrative work.
2. ICT training to non-teaching staff.
3. The faculty members encouraged to attend short term, orientation and refresher course.

### 6.3.7 Faculty and Staff recruitment

1. The College follows the UGC and state government recruitment norms.
2. Reservation policy strictly adhered to recruitment

### 6.3.8 Industry Interaction / Collaboration

Department of Commerce and Mass Communication are associated with Industry. Department of Commerce visited MIDC for Industrial Tour. Department of Mass Communication has Memorandum of Understanding with 5 Media and Newspaper House for Internship, Placement and technical assistance.

### 6.3.9 Admission of Students

1. Meritorious students are preferred.
2. Talented sports students are given preference in various courses in the College.

### 6.4 Welfare schemes for

Teaching	Shri Shivaji Arts & Commerce College Employees Credit Co-op. Society
Non-teaching	
Students	❖ Co-operative Stores. ❖ Cash incentives to university toppers. ❖ Social welfare funds ❖ scholarships and group insurance

### 6.5 Total corpus fund generated

Corpus fund generated as per University Norms. Rs.21,

6.6 Whether annual financial audit has been done ☒ Yes ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Shri Shivaji Education Society	Yes	IQAC
Administrative	Yes	State Government Auditors & Shri Shivaji Education Society	Yes	Jadhav& Associates, Chartered Accountant

6.8 Does the University/ Autonomous College declare results within 30 days? **N. A.**

For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐

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

N.A.

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

Not Applicable

6.11 Activities and support from the Alumni Association

1. Alumni Association registered with Charity Commissioner.
2. Annual meeting held every year.

6.12 Activities and support from the Parent – Teacher Association

1. Meeting are held with the parent association.
2. Suggestions noted down for implementation from the ensuing session.

6.13 Development programmes for support staff

1. Administrative software training conducted for administrative staff by Shri Shivaji Education Society. Also skill development classes organised by Shri Shivaji Lok-Vidyapith & Shri Shivaji Arts & Commerce College.
2. The parent society conducted the workshop on financial planning.

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

1. Plantation of sapling on a large scale on the campus of the College.
2. Environmental consciousness is created through lectures mainly through NSS.
3. Drive undertaken for plastic free campus.
4. Developed Garden on 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.

1. Incentive cash prizes were given to the toppers of the university examinations by the faculty of the College. Felicitation of Merit students organized every year.
2. Starting of B. Voc. Programme under UGC Skill development program
3. Language Lab for development of communication skills in English
4. Strengthening of ICT infrastructure and services to students, faculty members and researchers

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

1. Recognition of PhD Research Centers in English, Marathi, Economics, Home Economics, History, Sociology, and Commerce by Sant Gadgebaba Amravati University.
2. Golden Jubilee Conference of Maharashtra History Parishad on 10-11<sup>th</sup> February 2018
3. State Level Seminar on “Impact of Demonetization on Indian Economy” on 6<sup>th</sup> Jan.2018.
4. Development of Braille Library for visually disabled students.
5. Proposal to start PG Courses in History, Sociology and Marathi.
6. Submission of AQAR 2016-17 to NAAC Bangalore
7. LAN and Optical fiber connectivity (OFC)Internet facility with 14 MBPS to each department
8. Placement of students through placement drive
9. Installation of 5 LCD projector to P.G. Departments
10. Started Braille Library for Visually disabled students with the financial assistance of National Association for Blinds (NAB)
11. Publication of Research Journal “Research Awakening”
12. B. Voc. in Journalism and Media Management started under UGC Skill Development Programme.
13. Conducted Academic and Administrative Audit on 8<sup>th</sup> August 2017.

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

1. Communication Skills in English (Annexure i)
2. To promote academic excellence in College (Annexure ii)

7.4 Contribution to environmental awareness / protection

- Collaboration with the office of Conservator of Forest, Melghat Tiger Reserve Amravati
- Tree Plantation and Conservation programme on a massive scale on the College campus.
- Watershed Management at Boys Hostel and in the college Campus

7.5 Whether environmental audit was conducted?

☒☐

7.6 Any other relevant information the institution wishes to add. (For example SWOC Analysis)

#### **STRENGTH**

1. PhD research centre in Marathi, English, Economics, Home Economics, History, Sociology, & Commerce.
2. B. Voc. in Journalism and Media Management, Videography started under UGC Skill Development Programme.
3. A vast area of more than 6 acres as College campus in the centre of the city.
4. A highly qualified staff with 80% awarded with Ph.D. degree
5. B. Voc. programme in Journalism and Media Management and Video Production.
6. Very active NSS and NCC units.
7. Hostels for boys and girls.
8. The library completely computerized and developed Dr. Panjabrao Deshmukh Social Science Digital Library Website with e-resources
9. 10 elective subjects at B.A. level and PG in 07 subjects and M.Phil. in 02 subjects.
10. Functional IQAC.
11. Every year more than 10 students in the university merit list.
12. Research Journal entitled "Research Awakening" published.

#### **WEAKNESSES**

- (1) Area is industrially backward and therefore less employment opportunities.
- (2) Recruitment ban by the state government on teaching and Non-teaching posts.

#### **INSTITUTIONAL OPPORTUNITY**

1. Generation of resources from other than UGC funds.
2. To emerge as a leading academic and research institute in Central India.
3. Participation of more and more of our students in National and International sports events.

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

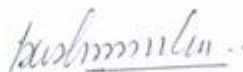
1. To start PhD Program in Subject namely Economics, English, Marathi, Sociology, History, Home Economics, Commerce
2. To apply for the grants from local M.P. funds for infrastructural development
3. To start P.G. course in History, Marathi and Hindi
4. Organization of National and State level conference
5. To conduct Major and Minor research project under ICSSR, New Delhi
6. To promote e-resources of N-LIST and National Digital Library of India.
7. To encourage students to participate at National and International Level.
8. To enhance the computer-student ratio
9. To strengthen the sports infrastructure through financial assistance from concerned Ministries and Departments.

Name **Dr. Mahendra V. Mete**



Signature of the Coordinator, IQAC

Name **Dr. Smīta Raosaheb Deshmukh**



Signature of the Chairperson, IQAC



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## **Annexure-I**

### **Communication Skills in English**

#### **Goal of the Practice:**

**To develop the students' communication skills in English**

#### **The Process:**

The students interested in developing their communication skills in English are enrolled for the program conducted once in a week in Language Lab. The students are taught basic language skills with the help of different modules in the software. They are shown Videos and PPT related to the subject.

#### **Impact of the Practice:**

The student's fear of English language is gradually decreasing. They have started communicating in English in day to day life.

#### **Resources Required:**

English Language Lab, Videos, PPT, LCD Projector

#### **Contact Person/Further Details:**

Dr. Vaishali Deshmukh, Associate Professor

Dept. of English

Shri Shivaji Arts & Commerce College, Amravati 444603

Phone No. 9422840412

E-mail: waishalideshmukh@gmail.com

## **Annexure-II**

### **To promote Academic Excellence in College**

#### **Goal of the Practice:**

To promote academic excellence by Awards to merit holder by teachers.

#### **The Process:**

Every year, on 15th August the students with meritorious academic performance are felicitated with Awards by teachers. The subject wise toppers in University examination are shortlisted and every faculty members sponsored awards to topper in the College. The Alumni of the College has given corpus fund through which topper in English at PG level at University level is awarded.

#### **Impact of the Practice:**

The percentage of toppers in various subject increased and the academic competition and environment created. The students are encouraged to continue their meritorious performance and other students of the college are motivated for better academic performance.

#### **Resources Required:**

Faculty members sponsored awards.

#### **Contact Person/Further Details:**

Dr. Varsha Chikhale, Associate Professor

Dept. of Marathi

Shri Shivaji Arts & Commerce College, Amravati 444603

Phone No. 8806096699

E-mail: vnchikhale@gmail.com

**Annexure-III****Shri Shivaji Arts & Commerce College Amravati****Analysis of Students Feedback 2017-18**

## 1. Analysis of Respondent

UG STUDENT	PG STUDENT	RESEARCH STUDENT	TOTAL
60%	30%	10%	100%

## 2. About Admission Process:

No. of Respondent satisfied with Admission Process	No. of Respondent Not satisfied with Admission Process	Total
90%	10%	100%

## 3. Teaching –Learning Process:

How Much syllabus covered in the classes?

Syllabus Covered	Respondent	
85-100%	90%	
70 -84 %	5%	
55-69%	5%	
30-54 %	0	
Below 30%	0	

## 4. How well were the teachers able to communicate?

Always Effective	90%
Sometime effective	7%
Just Satisfactorily	3%
Generally ineffective	0
Very poor communication	0

## 5. The Teacher's approach to teaching can best be described as

Excellent	70%
Very Good	20%
Good	5%
Fair	5%
Poor	0

## 6. Fairness of the internal Evaluation process by the teacher

Always Fair	90%
Usually Fair	10%
Sometimes unfair	
Usually Unfair	
Unfair	

7. The teaching & mentoring process in your institution facilitates you in cognitive, social and emotional growth?

Significantly	85%
Very Well	10%
Moderately	5%
Marginally	0
Not at All	0

8. What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching?

Above 90%	80%
70-89%	20%
50-69%	0
30-49%	0
Below 29%	0

9. Teachers encourage you to participate in extracurricular activities.

Strongly Agree	
Agree	
Neutral	
Disagree	
Strongly Disagree	

10. The overall quality of teaching-learning process in your institute is very good?

Strongly Agree	85%
Agree	10%
Neutral	5%
Disagree	0
Strongly Disagree	0

**Academic Calendar: 2018-2019**

**It is notified for all concerned that, the Academic Calendar for the Academic Session 2018-2019 shall be as under**

**Table 1**

<b>S.N.</b>	<b>Activity</b>	<b>Commencement</b>	<b>Cessation</b>	<b>Total Days</b>
1	First Session	Thursday, 14 June 2018	Saturday, 3 November 2018	115
2	Admission Process	Thursday, 14 June 2018	Saturday, 23 June 2018	08
3	Teaching Days (First Session)	Monday, 25 June 2018	Saturday, 13 October 2018	90
4	Preparation of Winter Examination	Monday, 15 October 2018	Saturday, 20 October 2018	05
5	College/University Examination	Monday, 22 October 2018	Saturday, 24 November 2018	26
6	First Term Vacation	Monday, 5 November 2018	Saturday, 24 November 2018	18
7	Second Session	Monday, 26 November 2018	Saturday, 27 April 2019	118
8	(NonInstructional) Days for Recreation/Extra Curricular/Sports etc	Monday, 10 November 2018	Saturday, 8 December 2018	12
9	(Teaching Days) Second Session	Monday, 10 December 2018	Saturday, 30 March 2019	91
10	Preparation for Summer Examination	Monday, 1 April 2019	Saturday, 6 April 2019	06
11	College/University Summer Examination	Monday, 8 April 2019	Saturday, 11 May 2019	26
12	Second Term Vacation	Monday, 29 April 2019	Saturday, 8 June 2019	35

(\* Admission process may be started prior to commencement of First Session in vacations)



## Public Holidays

**Table 2**

S.N.	Festivals / Holidays	Day & Date
1	Ramzan Id (Id-Ul-Fitar)(Shwal-1)	Saturday, 16th June 2018
2	Independence Day	Wednesday, 15th August 2018
3	Parsi New Year (Shahenshahi)	Friday, 17th August 2018
4	Bakri Id (Id-Ul-Zuba)	Wednesday, 22nd August 2018
5	Ganesh Chaturthi	Thursday, 13th September 2018
6	Moharum	Thursday, 20th September 2018
7	Mahatma Gandhi Jayanti	Tuesday, 2nd October 2018
8	Dasara	Thursday, 18th October 2018
9	Christmas	Tuesday, 25th December 2018
10	Republic Day	Saturday, 26th January 2019
11	Chhatrapati Shivaji Maharaj Jayanti	Tuesday, 19th February 2019
12	Mahashivratri	Monday, 4th March 2019
13	Holi (Second day)	Thursday, 21st March 2019
14	Mahavir Jayanti	Wednesday, 17th April 2019
15	Akshaya Trutiya	Thursday, 18th April 2019
16	Good Friday	Friday, 19th April 2019

Following Holidays fall on Sunday :

1. Dr. Babasaheb Ambedkar Jayanti - 14th April 2019
2. Buddha Pournima - 19th May 2019