The Annual Quality Assurance Report (AQAR)
Of the IQAC -2017-18

Part – A

1. **Details of the Institution**

   1.1 **Name of the Institution**

   | SHRI VYANKATESH ARTS & COMMERCE COLLEGE |

   1.2 **Address Line 1**

   | DEULGAON RAJA |

   Address Line 2

   | JAFRABAD ROAD |

   City/Town

   | DEULGAON RAJA |

   State

   | MAHARASHTRA |

   Pin Code

   | 443204 |

   Institution e-mail address

   | svcollege3@rediffmail.com |

   Contact Nos.

   | Office-07261- 231475,232040 |

   Name of the Head of the Institution:

   | DR. G.B.JADHAV |

   Tel. No. with STD Code:

   | 07261-231475 |

   Mobile:

   | 9422724790 |

   Name of the IQAC Co-ordinator:

   | DR.S.D.CHAVAN |

   Mobile:

   | 9423760847 |

   IQAC e-mail address :

   | svcollege3@rediffmail.com |

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

   | MHCOGN11063 |

   1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

   | EC(SC)/08/A&A/7.2 Dated 25-06-2015 |

1.5   Website address:

www.svcdraja.org

Web-link of the AQAR:

N. A.

1.6   Accreditation Details :

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	71	2004	5 Years
2	2nd Cycle	B	2.63	June 2015	5 Years
3	3rd Cycle				
4	4th Cycle				

1.7   Date of Establishment of IQAC:

01/07/2004

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 2010-11submitted to NAAC on 12-10-2011)*

AQAR 2015-16 submitted to NAAC on 20-06-2016

AQAR 2016-17 submitted to NAAC on 20/06/2017

1.10   Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ✓

Autonomous college of UGC   Yes ☐   No ✓

Regulatory Agency approved Institution   Yes ☐   No ✓

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

Type of Institution   Co-education ✓   Men ☐   Women ☐

                             Urban ☐   Rural ✓   Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts [✓] Science [✓] Commerce [✓] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify) | .DIPLOMA IN HORTICULTURE UNDER COMMUNITY COLLEGE UNDER THE SCHEME OF UGC |

1.12 Name of the Affiliating University *(for the Colleges)*

| SANT GADGE BABA AMRAVATI UNIVERSITY AMRAVATI, MAHARASHTRA |

1.13 Special status conferred by Central/State Government- | Nil |

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence | Nil | **UGC-CPE** | Nil |

DST Star Scheme | Nil | **UGC-CE** | Nil |

UGC-Special Assistance Programme | Nil | **DST-FIST** | Nil |

UGC-Innovative PG programmes | Nil | **Any other** | 02 |
(*Specify*)

UGC-COP Programmes | No |

| **Value added courses under equal opportunity centre**
1) Communal Harmony
2) Social Integrity |

2.   IQAC Composition and Activities

2.1 No. of Teachers | 04+1(Coordinator) |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 01, Secretary Students' Council |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01, Chairman |

2. 6 No. of any other stakeholder and Community representatives | 01 |

3 | 01 |

2.7   No. of Employers/ Industrialists

2.8   No. of other External Experts | 01 |

2.9   Total No. of members | 13 |

2.10 No. of IQAC meetings held | 08 |

2.11 No. of meetings with various stakeholders: Faculty | 03 |

   Non-Teaching Staff | 01 | **Students** | 02 | **Alumni** | 01 | **Parents** | 01 |

2.12 Has IQAC received any funding from UGC during the year? Yes | | No | ✓ |

   If yes, mention the amount | NIL |

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 Basic Computer Training for students and nonteaching staff.
   - Workshop on Computer Hardware and Software training for nonteaching staff.
   - Workshop on the use of OPAC for freshers.
   - Workshop on 'Effective Use of Computer Programmes' for students and nonteaching staff.
   - Workshop on Cyber Crime and Ethical Hacking for students, teaching and nonteaching staff.

2.14 Significant Activities and contributions made by IQAC

1) The IQAC regularly conducted eight meetings with the various stakeholders.
2) The IQAC collected the PBAS for the year 2016-17 and scored it accordingly.
3) The IQAC suggested the teachers to apply for orientation and refresher courses.
4) The IQAC collected the feedback from the students with respect to syllabus and teachers and analysed the feedback and suggested the teachers as well as forwarded the suggestions to the authority.
5) The IQAC suggested the teachers to participate in seminars and conferences.
6) The IQAC encouraged the teachers to publish articles in Peer Reviewed, Refereed, Impact Factor, National and International level journals.
7) The IQAC motivated the Women's Grievance Redressal Cell for its regular activities.
8) The IQAC insisted on the optimum use of ICT tools in teaching and learning process and to obtain feedback of the students thereon.
9) The IQAC executed the mission on motivation to students regarding higher education by reaching to the rural community.
10) The IQAC discussed with the management about the budget and other necessary reforms.
11) The IQAC intimated to organize lectures on Competitive Examinations.
12) The IQAC motivated the Environment Conservation committee for its activities.
13) The IQAC also suggested and contributed to undertake social as well as community oriented programmes/activities.
14) The IQAC guided for the research projects to be sent to District level and University level submitted by the faculty of Arts, Science and Commerce.

.
15) The IQAC motivated the teachers to organize National Level Conferences under the department of Political Science, Economics, Chemistry and Botany and the same were organized in December 2017.
16) The IQAC motivated the Cultural Forum of the college and Dept. Of Sports to organize various activities and to participate in university, state and national level activities.
17) The IQAC encouraged the Commerce and History departments to publish an edited book of research papers under the respective departments.
18) The IQAC encouraged to publish a special issue of Journal of the research papers under the department of Political Science, Economics, Botany and Chemistry.
19) The IQAC participated in the various activities organized on the occasion of the Golden Jubilee Year of the College celebrated during the session 2017-2018.
20) The IQAC decided to undertake the Academic and Administrative audit from the current session.
21) The IQAC suggested to start the Bridge Courses and Skill Development courses from the next session.
22) The IQAC suggested the teachers to adopt the innovative methods of evaluation of the students like surprise test, and activity book.

2.15 Plan of Action by IQAC/Outcome *(Annexure - I)*

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
1) Motivation to students for higher education by visiting their villages and motivating parents as well as the students for higher education.	1) The number of students enrolled for the courses increased compare to the previous years. The parents are convinced of the importance of higher education especially the parents of girls.
2) PBAS are asked to fill.	2) Teachers submitted their PBAS at the end of the session, they are assessed by IQAC and scores are given.
3) Optimum use of ICT tools in teaching and learning.	3) All teachers used ICT tools and made use of online lectures, video conferencing, you tubes, online texts, online interviews of the authors, telephonic interview of the poets for teaching and learning with the active participation of students.
4) Organization of National Level Conferences.	4) Dept. Of Political Science, Economics, Botany and Chemistry organized the National Level Conference in December 2017.
5) Planning to buy more books in the library by IQAC.	5) The number of books increased in the library compared to previous year.
6) Motivation to teachers to participate in orientation courses, refresher courses, seminars and conferences.	6) All teachers participated in national and international level seminars and conferences and presented their research papers therein.
7) Planning to buy more books for competitive examination.	7) The library purchased additional books for the competitive examinations.

8) Organization of workshops on Competitive Examination under career guidance cell.	8) Five workshops on competitive examinations are organized of the reputed academies in Maharashtra.
9) To work on the issues of environment related activities.	9) The college received the first prize at university level for 'Environment Conservation'.
10) To celebrate the Golden Jubilee Year of the college.	10) Various curricular, co-curricular and extracurricular activities were organized during the year to celebrate the Golden Jubilee Year of the college.
11) Community oriented activities.	11) The IQAC suggested to plan and to implement community oriented activities and the department of NSS and NCC and other teaching departments undertook various community oriented activities.
12) Publication of edited books of Research papers.	12) Dr. S.D.Chavan, Head, Dept. of English, published a reference book entitled ' Women in the Novel of Hardy' by national publisher. Department of, Political Science, Economics, Chemistry and Botany published special issues of Research Journal. Dept. Of Commerce and History published edited books of research papers with ISBN.
13) The IQAC suggested reforms in valuation methods.	13) The teachers used innovative methods like surprise test and activity book.
16) Participation in University Level Research Project Competition.	16) The Departments of Marathi, English and Microbiology presented the Research Project in University Level competition organized by SGBAU Amravati under the title 'AVISHKAR'

2.16 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

The AQAR was placed in the meeting of the Management and the members of management provided essential as well as important information to be added to this report. Thereafter the members unanimously agreed the report.

PART B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programms	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.		02		
PG	M.A,Marathi M.A.English M.COM	NIL	M.A,Marathi M.A.English M.Com.	
UG	B.A. B.Com. B.Sc.	NIL	Four subjects for Arts faculty, Geography Home Economics, Marathi and English Literature	
PG Diploma		NIL		NIL
Advanced Diploma		NIL		NIL
Diploma				01
Certificate				02
Others				00
Total	06	02	03(Prog.)+04(Subj.)	03

Interdisciplinary				03
Innovative				NIL

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

    1) For Arts Faculty   -English and Marathi are Compulsory Languages. Rest of the three are open options from seven subjects.

    2) For Commerce Faculty   - For first & second year all subjects are compulsory, for final year there are elective options.

    3) For Science Faculty   - For first year English and Marathi are compulsory languages. Rest of the subjects are elective options. From second year there are no languages.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	For B.A.I, B.Com. I & B.Sc. I, II,& III, M.A. Marathi, M.A. English and M.Com.
Trimester	Nil
Annual	B.A.II & III, B. Com. II & III,

1.3   Feedback from stakeholders *(On all aspects)(Annexure - II)*

Alumni [✓]   Parents [✓]   Employers [ ]   Students [✓]

Mode of feedback   : Online [ ]   Manual [✓]   Co-operating schools (for PEI) [ ]

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

The SGBAU Amravati, from the session 2017-18 started the Semester System for the first year of B.A. & B.Com. with CGPA method. The university will extend the same pattern for the subsequent classes every year. The college has to follow the same, but two teachers including Principal in our college worked on the panel of restructuring of syllabus and the rest of the teachers put their ideas in terms of the reformation of syllabus either in the workshops or their suggestions are forwarded to the concerned Board of Studies constituted by the University through the Principal and the member of Board of Studies.

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
19	19	00	01(Principal)	00

2.2   No. of permanent faculty with Ph.D.   07

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
05	19	00	00	00	00	00	00	05	07

2.4   No. of Guest and Visiting faculty and Temporary faculty   40 (G)   00(V)   40(T

2.5   Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	15	05	00
Presented papers	15	05	00
Resource Persons	01	00	00

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

1) Use of video conferencing.
2) Use of language laboratory.
3) Online interview with eminent scholars/ authors.
4) Use of You Tube videos .
5) Interactive sessions during teaching and learning process are organized.
6) Cash prizes to the meritorious students of Rs. 35000/-.
7) Study tours are taken as well as field/ industry visits and visits to historical places are paid.
8) Students are given projects and home assignments.
9) Use of digital classroom with students' participation.
10) Dramatisation of play, singing the poems, silent reading sessions are organized.
12) Telephonic conversation with the poets or authors while teacher any prose or poetry of the same author or poet.
13) Use of Power Point Presentation.
14) Ask the students for the use of Power Point Presentation.
15) Best library user award is also given to the students.
16) Asking the students to prepare charts, collect vocabulary, collection of newspaper articles and asking them to use encyclopaedia, and dictionary.

2.7   Total No. of actual teaching days during this academic year   182

2.8   Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The college has to follow the Examination and Evaluation methods of university like semester/annual examination and practical examination. The university has introduced the Semester for the first year of B.A. & B.Com. The examinations of these classes, along with B.Sc. I are conducted by the college as per the directions of the university. The valuation of answer books is also done in the college following the rules and directions of the university. The results are also prepared by the college. Besides the university internal evaluation, we conducted the tests, seminars, quiz competitions and group discussions and interactive sessions with the students. The absent students' parents are communicated for their ward's absentee. The facility of revaluation of answer sheets in examination or demanding Xerox copies of the answer books is also available at college as well as university level examinations and students are helped to fill the forms and are advised regarding sending the forms to the university. Online service is also available at the University portal. For B.Sc. I year there is a system of Bar Coding for B. Sc and the valuation of this class is done online by university. For all Classes the University provides the online question papers to the examination centres. The multiple choice questions are included in each subject for sixteen marks.

2.9   No. of faculty members involved in curriculum restructuring/ revision/syllabus development   02(BOS)   01 (F)   05 (CDW)

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students   90 %

2.11 Course/ Programme wise distribution of pass percentage (March/April 17)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.I	125	00	3.20	20	60.8	84
B.A.II	89	00	7.8	45.34	46.5	99.64
B.A.III	80	00	11.25	43.75	2.5	57.5
B.Com.I	64	00	17.18	32.81	17.18	67.18
B.Com.II	51	1.96	15.68	62.74	13.72	94.11
B.Com.III	40	7.5	15	65	00	87.5
B.Sc.I	141	2.12	27.65	46.09	21.27	97.16
B.Sc.II	78	5.12	26.92	52.56	10.25	94.87
B.Sc.III	55	00	30.90	52.72	00	83.64
M.A. Eng.I	01	00	00	00	00	00
M.A. Eng.II	01	00	00	00	00	00
M.A. Marathi I	19	00	00	5.26	15.78	21.05
M.A.Marathi II	01	00	00	00	00	00
M.Com.I	07	00	00	00	00	00
M.Com.II	05	00	00	20	00	20

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

The IQAC asks the teachers to prepare their plan in an academic diary. They are also provided with academic calendar in the beginning of the session and are asked to make their teaching and evaluation plan as per the academic calendar. The IQAC frequently conducts the meeting to review the teaching learning process, in this meeting the academic diaries are checked and students' attendance is also checked. The results of the tests or assignments are discussed and remedies are also sought thereon. Regular absent students are communicated through telephonically or by sending letters to their parents. More use of ICT tools is suggested to the teachers by preparing a systematic time table of it. Students' participation in teaching and learning activity is stressed on. Evaluation files are also checked in this meeting to see the progress of the students. Through the Evaluation files IQAC gets the output of the teaching and learning process, as the files contain the performance of each student about Test, Seminars, Group Discussions, and Quiz Competitions.

The IQAC guides or suggests the teachers regarding teaching and learning activities. The clever students are supported more whereas the average students are provided various study material. Remedial classes are conducted for the slow learners. Guest lectures of some eminent persons are also organized for the students to give them more exposure. Students are also asked to make ample use of library services like newspapers, internet, reference books, encyclopaedias, and dictionaries Assignments and projects are allotted to the students with reference to the use of above study material. The library department has announced a prize for the students who will make ample use of library materials or sources. Cash prizes of about thirty five thousand are also distributed among the students for their meritorious performance in the annual university examinations. Teachers are asked to attend the refresher courses, orientation courses and short term courses to update their knowledge. Teachers are also encouraged to undertake innovative activities for the purpose of teaching and learning. The teachers using online services for teaching and learning are motivated and felicitated.

2.13   Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	00
UGC – Faculty Improvement Programme	01
HRD programmes	02
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	05
Staff training conducted by other institutions	06
Summer / Winter schools, Workshops, etc.	06
Staff training conducted by home institutions	15
Others (Non teaching staff)	03 −Nonteaching in college.

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	04+1(Principal)	01	00	00
Technical Staff	06+1(Library Attendant)	07	06	00
Peons	04	00	00	02(Daily Wages)

3.   Research, Consultancy and Extension

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

- This year the college is sanctioned the Research Centre for M.Phil. and Ph.D.for the Marathi and English subjects.
- The IQAC frequently holds meeting with the 'Research Committee' for the organization of various research activities in the college.
- The IQAC advised the teachers to undertake the Major Research Project.
- The IQAC advised the teachers to attend the State, National and International level conferences and submit/read their research papers in the same.
- The IQAC seconded and supported to the organization of National level conferences under the Dept. of Political Science, Economics, Chemistry and Botany in December 2017.
- The IQAC seconded and supported to the organization of State Level Science Exhibition in the College in January 2018.
- The IQAC boosted the teachers to publish their research paper in UGC approved and Peer Reviewed and Impact Factor Journals. The teachers are advised to publish at least two research papers during the session.
- The IQAC asked the teachers to publish their books, chapters in edited books or in conference proceedings.
- The Department of History and Commerce are encouraged to publish an edited book of Research Papers under their department.
- The IQAC advised the Dept. of Political Science, Economics, Chemistry and Botany to publish a research journal of the research papers they received in their conferences.
- The IQAC supported the respective department to prepare and send their Research Project for the District and University level Competition 'Avishkar' organized by SGBAU Amravati. The students played the active part in these projects.
- The IQAC suggested the teachers to undertake the project with the active participation of the students under their department.
- The IQAC appreciated the survey made by the 'Survey Forum' with the active participation of the students.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.4   Details on research publications

	International	National	Others
Peer Reviewed Journals	40	07	NIL
Non-Peer Reviewed Journals	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL
Conference proceedings	03	06	NIL

3.5   Details on Impact factor of publications:

Range 187.37   Average 4.163   h-index Nil   Nos. in SCOPUS Nil

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	2017-18	**College**	10000/-	10000/-
Students research projects *(other than compulsory by the University)*	2017-18	**College-**	11200/-	11200/-
Any other(Specify) 1) National Level Conference under the Dept. of Political Science. 2) National Level Conference under the Dept. of Economics. 3) National Level Conference under the Dept. of Chemistry. 4) National Level Conference under the Dept. of Botany.	2017-18	**College**	523106/	523106/-
• State Level Science Exhibition.	2017-18	**College**	8205/-	8205/-
Total			**552511/-**	**552511/-**

3.7   No. of books published

i) With ISBN No. | 07 | Chapters in Edited Books | 03 |

ii) Without ISBN No. | Nil |

3.8   No. of University Departments receiving funds from: N.A.

UGC-SAP | Nil | CAS | Nil | DST-FIST | Nil |

DPE | Nil | DBT Scheme/funds | Nil |

3.9 For colleges   :

Autonomy | Nil | CPE | Nil | DBT Star Scheme | Nil |

INSPIRE | Nil | CE | Nil | Any Other (specify) | Nil |

3.10   Revenue generated through consultancy : | 90000/- |

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	04	Nil	Nil	Nil
Sponsoring agencies	Nil	College	Nil	Nil	Nil

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

3.13   No. of collaborations:

International | 01 | National | Nil | Any other | 04 |

3.14   No. of linkages created during this year | 02 |

3.15   Total budget for research for current year in lakhs :

From funding agency | 00 | From Management of University/College | 5.52 |

Total | 5.52 |

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

14

Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides   02

    and students registered under them

> 1) Six students have registered their names for Ph.D. in SGBAU Amravati, under the supervision of Principal Dr. G. B. Jadhao, department of Marathi.
> 2) Six students have registered their names for Ph.D. in SGBAU Amravati under the supervision of Dr. S.D.Chavan, department of English. One of them is awarded Ph..D. in February 2018.

3.19 No. of Ph.D. awarded by faculty from the Institution   00

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

JRF 00   SRF 00   Project Fellows 00   Any other 01(FDP)

3.21 No. of students Participated in NSS events:

University level 04   State level 01

National level 00   International level 00

3.22 No. of students participated in NCC events:

University level 22   State level 05

National level 01   International level 00

3.23 No. Of Awards won in NSS:

University level 02   State level 02

National level 00   International level 00

3.24 No. of Awards won in NCC:

University level 00   State level 00

National level 01   International level 00

3.25 No. of Extension activities organized

University forum N.A.   College forum 08

NCC 07   NSS 17   Any other 05

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

- The NSS and the NCC departments celebrated the 'Yoga Day' on 21st June 2017 with the active participation of all educational institution in Deulgaon Raja town.

- The NSS and NCC volunteers dug the ditches and planted 1000 trees on the bank of the local river in the town.
- The NSS dept. organized the 'Eco-friendly' Ganesh Idol Making workshop for the students of the college as well as for the students of all educational institutions in Deulgaon Raja town.
- The Department of NSS organized ' Anti-Superstition' programme for the college students as well as for the people in the town.
- The NSS volunteers registered around 1000 voters by visiting the people door to door and by collecting their forms and submitting the same to the local 'Tehsil Office'.
- The Departments of NSS and NCC celebrated the 'Cleanliness Drive' for the period of 'Fortnight' with the active participation of the students and by organizing various activities.
- The Dept. of NSS and NCC organized a guidance camp for the college students as well as the students outside the college on the 'Recruitment in Army and Police Department'.
- The NSS and the NCC volunteers helped to maintain peace in the local festival of 'Shri Balaji' at the time of the 'Palanquin Procession' organized in the town.
- The Department of NSS organized a 'Disaster Management Training Camp' in the college.
- The NSS and the NCC departments organized a huge blood donation camp in which around 1000 bottles of blood were collected and donated to the government Blood Bank, Jalna.
- The college provided free food and water to the pilgrims who visited the town on the occasion of Shri Balaji Festival in the town.
- The NSS dept. organized a free medical check up camp for the women in and around the college.
- The dept. of NSS organized a huge free medical check up camp for the denizens of in and around Deulgaon Raja with respect to various illness. Around 1500 patients were the benefitted of this camp.
- The NSS celebrated the 'National Voters' Day' in the college.
- The NSS and the NCC volunteers participated in the Pulse Polio campaign.
- The NSS organized a seven day special camp in an adopted village.
- The Department of Physical Education, NSS and NCC organized the 'Police Pre-Recruitment' camp for the students in and around the college.

$$\boxed{\textbf{Criterion – IV}}$$

4.   Infrastructure and Learning Resources

4.1   Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13 Acres & 7 Gunthas MainBuilding, Library, Science uilding, Sports Complex, Cricket Ground, Boys' lavatory, Ladies common Room 1) Conference Hall 2) Parking 3)Amphitheatre 4)Indoor and outdoor stadium 5) Entrance Gate 6) Canteen	1)Wall Compound to the complete college campus of 13 acres.	College	
Class rooms	14	---------	--------	--------
Benches	770	-----------	-------	770
Laboratories	07	00	College	07
Seminar Halls	1+1= 02		UGC	
		1)Auditorium (Ongoing) 2)New Library Building (Ongoing)	College	04
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	1)Computers -55 2)Xerox Machine-02 3)Printers 08 4)Interactive Board-01 5)LCD Projectors -04 6) LED T.V. -1 7) DVD Player-1 8) Tata Sky Dish-1	1) 1 B.W. Xerox and 1Colour Xerox Machine. (2) 2) Laser Printer (1) 3) Digital Podium (1) 4) Solar Lamps(4) 5) Stabilizer(2) 6) Solar Battery(4) 7) CC TV in campus	College	04 09 01 04 02 04 25

Value of the equipment purchased during the year (Rs. in Lakhs)		1)1 Colour Xerox Machine. 2) Laser Printer (1) 3) Digital Podium (1) 4) Solar Lamps(4) 5) Stabilizer(2) 6) Solar Battery(4)	College	193150/- 15399/- 33000/- 10300/- 12500/- 26600/-
			College	
Total				**290949/-**

4.2 Computerization of administration and library

The students are skilfully using the OPAC software for finding the books. The E-journals and e-books are being read by the students and the staff. The N-List has been proved an important aid for the students. The internet access provided to the students is helpful to the students to find the relevant information. The separate computers for boys and girls are helpful for smooth operation of the facility. The library is completely computerised with bar coding system.

In the office the office automation software is being used for all kinds of transactions like admission, bonafide, examination, and transfer certificate. The accounts are completely maintained with the help of computers. The website of college is helpful to the students to meet their academic needs. The complete correspondence of the college is online. Letters are received from each authority like University or Joint Director Office or Government of Maharashtra on email and are also sent by mail. The office is thinks more about paperless work while making the correspondence.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4681	566764	279	18891	4960	585655
Reference Books	15073	1725045	489	114003	15562	1839048
e-Books	96000	15000	96000	5900	9600	20900
Journals	58	134269	56	1249	56	146760
e-Journals	6000	15000/-	6000	5900	6000	20900
Digital Database	--	--	--	---	--	--
CD & Video	81	15570	04	800	85	16370
Others (specify)-Newspapers	09	27768	09	8288	09	36056

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others (Library)
Existing	55	37	55	55	00	08	07	03
Added	00	00	00	00	00	00	00	00
Total	55	37	55	55	00	08	07	03

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

Teachers -35
Students - 1000

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.153/-

 ii) Campus Infrastructure and facilities   115.93

iii) Equipments   2.90

iv) Others   00

Total: **118.983**

5.   Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1) The IQAC in a very first meeting with the teaching staff discusses on the points with respect to the Student Support Services.

2) The college has been running the 'Earn and Learn Scheme' successfully through which many students are being supported financially.

3) The IQAC has planned to support students financially to pay their examination fees or to waive of their admission fees those who are unable to pay.

4) Some students are also helped by providing them with educational material like books and notebooks.

5) The girl students who commute from nearby villagers are helped to get their ST passes from the ST department as it is away from their residences. Students are also helped by Students Welfare Department.

6) The advanced learners are helped by providing them additional study material like reference books, questions papers and assigning them curricular activities etc.

7) The slow learners are supported with remedial classes and additional tests.

8) For cultural and sports activities students are provided with extra coaching from internal as well as external expertise.

9) The department of Career and Counselling Cell organized guidance classes as well regular classes for the Competitive Examination aspirant students.

10) Projects under all departments are undertaken with the active participation of the students.

11) Students are given the information about research paper writing and power point presentation.

12) Various skills like soft skills, communication skills, job skills and personality development skills are imbibed among the students.

5.2 Efforts made by the institution for tracking the progression

1) For academic tracking the college conducted various evaluation methods like seminars, group discussions, quiz competitions, and college level first and second term examinations.

2) For co-curricular, extra-curricular activities various competitions are held like debate competitions, elocution competitions, and annual gathering and sports competitions.

3) Students are sent to participate in various university and state level activities.

4) A state level Science Exhibition was organized for the students.

5) Students were sent to participate in various competitions organized at university and state level.

6) Interactive sessions are also organized to check the students' progress.

7) Each department organized various competitions under its forum established during year.

8) Students are sent to participate in District, University and State level competitions and the students showed their outstanding performance at these levels.

9) The mock interviews, practical for various skills are organized.

10) Students' creativity is checked through various language activity like poetry reading, wall magazine, annual magazine etc.

11) Students are encouraged to participate in various sports competitions held at different level.

12) Students participation in each activity is monitored.

5.3 (a) Total Number of students | 1033 |

(b) No. of students outside the state | 00 |

(c) No. of international students | 00 |

No.	%	
586	56.72	Men

No.	%	
447	43	Women

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
193	144	05	526	00	868	155	191	07	680	00	1033

Demand ratio 1: 1.54   Dropout 14.93 %

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

- The college has an active Competitive Examination cell .
- It has has been functioning well, as the college has made the contract with various academies in Maharashtra.
- Ample books on competitive examinations are available in library a well as in Competitive Examination Department.
- Various magazines for competitive examinations are subscribed.
- Students are provided with readymade forms of various advertisements.
- We have made a compact with Someshwar Nokari Sandarbha Academy in Amravati. This academy regularly sends the latest advertisement forms to our college.
- Students have been using internet facility in special competitive examination room.
- Besides, the various famous academies in Maharashtra like Unique Academy in Pune, Study Circle in Aurangabd are invited to deliver lectures on these examinations.
- Lectures of successful persons in these fields are also organized. Regular objective tests are also conducted.
- Students are provided with question papers of various academies. Interactive sessions with successful person in MPSC and UPSC are organized to inspire the students.
- As a result the success ratio of students in these examinations is increased.
- More practice paper are given to solve to the students.
- If the students wish to join any academy in a city after completing his education in this college he is helped to join the academy in the city by contacting the concerned persons in that academy.
- Special reading room for competitive examination aspirant students is made available
- About One hundred and fifty students, through college, participated in a competitive examination organized by various academies in Maharashra
- The college has borne the fees of the students.

No. of students beneficiaries   600

5.5 No. of students qualified in these examinations

NET	00	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Others	50

5.6 Details of student counselling and career guidance

- The college has established a career and counselling cell. Through this cell the college organized the lectures of some eminent persons in different fields like deputy collector, Tehasildars, CEOs and Bankers.
- Students are made available various advertisements as well as forms of the same. Lectures are also organized for the motivations for self employment or entrepreneurship of some successful entrepreneurs in and around the town.
- Free Pre Police Recruitment camp is organized in the college.
- Lectures of entrepreneurs and industrialists are also organized.

The following are the details about the activities undertaken for counselling and career guidance

Sr. No.	Particulars	Name of the guest	Name of Academy/Dept.	Date
1	Entrance Test	------	------	14/08/2017
2	Guidance Camp on MPSC/UPSC exam.	Shri. Sarang Navalkar	Police Inspector	24/08/2017
3	General Knowledge Test	-------	-------	04/09/2017
4	Workshop Indian Army Recruitment	Shri. Anil Jaybhaye	Army Personel	22/09/2017
5	Workshop on UPSC Exam	Shri. Sumeet Kumte	IRS officer	21/11/2017
6	Workshop on MPSC Exam	Shri. Rahul Navandar	Unique Academy Pune	13/01/2018
7	Police Pre-Recruitment Camp	Shri. Ramesh Kayande Shri. Sarang Navalkar Shri. Madan Jadhao	Retired Deputy Collector Police Inspector D.Raja Deputy Tehasildar	27/02/2018 to 06/03/2018

No. of students benefitted   300

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
N.A.	N.A.	N.A.	50(Army and Police and other civil services)

5.8 Details of gender sensitization programmes

1) As per new guidelines of UGC the Internal Complaint Committee is functioning in the college.
2) Suggestion box is kept for women and it is opened by the police officials in the presence of the Principal at the end of every week.
3) Anti Ragging Committee is also functioning in the college.
4) The phone numbers of Police officials and Principals are displayed for their help.
5) The meeting of women is organized on 25/09/2017.
6) Guidance of Police officials was organized on 14/08/2017.
7) Guidance programme on Law was organized on 25/09/2017
8) Health awareness programme was organized for women on 17/11/2017 of Dentist and General Surgeon.
9) A guest lecture on the birth anniversary of 'Savitribai Phule' was organized to inspire the girls on 03/01/2018.
10) College discipline committee organized an awareness programme to avoid any untoward incident in terms of women in the campus.

5.9 Students Activities

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

State/ University level 60   National 00   International level 00

No. of students participated in cultural events

State/ University level 08   National 00   International level 00

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

Sports: State/ University level 02   National level 00   International level 00

Cultural: State/ University level 01   National level 00   International level 00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	18 (Waived off Admission Fees)	154638/
Financial support from government	817 (Scholarship)	3764077/-
Financial support from other sources	28 (Students Aid Fund	27963/-
Number of students who received International/ National recognitions	----	-----

5.11 Student organised / initiatives

Fairs : State/ University level 00   National level 00   International level 00

Exhibition: State/ University level 01   National level 00   International level 00

5.12 No. of social initiatives undertaken by the students   20, Through NSS & NCC

5.13 Major grievances of students (if any) redressed:

There were no major grievances of students. They just had their minor demands like more furniture in the canteen, more books on their issue card. There were grievances amongst them with respect to their personal crisis. These grievances were solved in the meeting of the committee organized under the chairmanship of Hon. Principal. The feasible demands were fulfilled and the students were told the difficulties in fulfilling the unfeasible demands. The students were found satisfied with the decision taken in the meeting.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

1) To avail the facility of higher education to the boys and girls of the rural and backward area.

2) To impart career oriented education to the students.

3) To inculcate the social awareness and social values in the students.

4) To enable the students to cope with the new challenges of the world.

5) To encourage the students to update and upgrade themselves with the new knowledge.

6) To make the students accomplished in the field of Science and Information Technology.

7) To encourage the students to be the successful entrepreneurs, teacher, lawyers, and make them able to pass in Civil Services, Defense Services, Banking Services, and M.P.S.C. and U.P.S.C. services.

8) To stress on the growth of the women education in the areas.

9) To encourage the teachers and students for research activities.

10) To encourage the teachers for the use of ICT tools in teaching and learning.

6.2 Does the Institution has a management Information System

Yes, the college has the management information system. Every year the report about the same is sent to the Government of Maharashtra.

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

6.3.1 Curriculum Development

Since the college has to adopt the syllabus prescribed by the University, the management has little scope for curriculum development. The management always wished and supported to start or to introduce new courses or programmes. The SGBAU Amravati has been restructuring the syllabus and examination patter from the session 2017-18. In this process the Principal actively participated in this process.. Rest of the members suggested their suggestions through the Principal and Chairman or Member of the Board of Studies in their respective subjects. The management inspired the teachers for this activity.

6.3.2 Teaching and Learning

The management always inspired the teachers for the optimum use of ICT tools in their teaching and learning process. The management has provided all necessary ICT tools for effective teaching and learning. The need, if any, from the side of the faculty is always taken into consideration for the development of this skill. Feedback from Principal and students are taken by the management with respect to the teaching and learning process in the college. Need about books is also taken quite positively and provided instantly to the college. The management has declared the cash prizes for the meritorious students. In the meeting of management the issue about the teaching and learning process is always discussed.

6.3.3 Examination and Evaluation

Separate examination department is established in the college. This room comprises of the computer for downloading the online question papers and other work, the Xerox machine to get the question paper Xeroxed as per the number of students. It has a strong room for keeping the examination material safe. The CC TV cameras are functioning beside the room.

The institution supported to undertake more evaluation methods for students assessment. Moreover adequate material for conducting the internal first term and second term examination is also provided. Successful students are felicitated and failure students are counselled as well as their parents are also communicated. The institution advised to organize a pre-examination guidance programme for students. The teachers are supported for every activity to be undertaken for the evaluation of the students. From this session the university allotted the work of Semester Examination for the first year of all faculties including conducting the examination, evaluation of the answerbooks and preparation of the result. In this connection the management provided the necessary things required to conduct the examination and evaluation.

6.3.4 Research and Development

- The college has been sanctioned Research Centre for M.Phil. and Ph. D. Courses for Marathi and English subject.
- The institution has created quite healthy atmosphere for research in the college campus as the library of the college is well developed with the active participation and valuable guidance of the management.
- The teachers are well supported and inspired in the meeting of the management to attend the seminars, conferences and symposiums.
- The management provided adequate fund for the research activities organized in the college this year viz. a) National Levle Conference of Political Science. b) National Levle Conference of Economics c) National Levle Conference of Political Botany 4) National Levle Conference of Chemistry.5) State Level Science Exhibition
- The teachers are also advised to publish their research papers in national level, international level, peer reviewed and Impact Factor journals.
- The teachers who are awarded Ph. D. Or M.Phil. degree if any are felicitated by the management at the end of every session.
- The teachers are advised to publish books.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The CC TV Cameras are installed all over the campus to keep watch on the untoward incidents in the premises.
- A wall compound of 2500 feet long and 15 feet high is constructed around thirteen acres campus of the college to make the campus safe.
- More equipments are purchased for various department.
- New auditorium and new library building is in progress at the cost of Rs. One crore and fifteen lakh.
- Colour Xerox machine, solar lamps, batteries, and printers are purchased. Digital podium of Rs. 33000/- is purchased for cultural activities.
- The institution encouraged and allowed to upgrade the library facility.
- Every year as per the demand of the teachers and need of the students the tentative budget is placed before the management and this year too the management sanctioned the same.
- The institution has given the autonomy to the Principal in respect of the above development, subject to the prior permission of the management.
- New books worth Rs. 150000/- are purchased in the library of various subjects.

6.3.6 Human Resource Management

- For internal administration of college there forty-nine committees formed and an action plan was asked from these committees along with their budget.
- Reports were also asked for and the committees worked as per their schedule and academic calendar.
- The institution managed its work with the available human resources. When there was urgency, the temporary teachers for academic session on CHB were recruited and workers were deployed on daily wages for any campus work.
- For the technical purposes the technicians and the mechanic were called with whom there is an agreement for a year for these purposes like electric purposes, equipment repairing, computer and other equipments repairing.

6.3.7 Faculty and Staff recruitment

- During this year there were five new appointments of teachers.
- The teachers for self financing courses are appointed on CHB. Besides the teachers for grant basis are also appointed on CHB with the approval of SGBAU Amravati.
- The procedure for appointment is observed as per the regulations of UGC and rules of Govt. of Maharashtra and SGBAU Amravati.
- Due to the policy of government the rest of the faculty could not be recruited. As there is a ban on recruitment of teachers in Maharashtra.

6.3.8 Industry Interaction / Collaboration.

- The institution has given autonomy to the Principal regarding this activity.
- The Head of Commerce department with prior permission of the Principal conducted the industry visits.
- Dr. E.B.Bhalerao consulted the industry regarding the skill oriented course viz. Diploma in Horticulture, under community college to prepare the syllabus of the same.
- In addition to this, the college has collaborated with Meena Seeds, Jalna to run the Diploma in Horticulture Course as per UGC norms.
- Besides the management contacted the local as well as outside industries to facilitate our students for their field visits.

6.3.9 Admission of Students

- Before the academic sessions began the teachers as per the action plan decided in the presence of management visited the villages.
- The teachers were asked to hold meetings with the villagers and organize the counselling session for the villagers with respect to the higher education of their children, especially girls.
- They were also given the pamphlets regarding college information and courses in the college.
- They were advised to seek admission of their children in the college for further education as most of them were found reluctant about the higher education.
- Despite this, the institution adopted the policy of first come first serve basis but the reservation policy is also adopted to give the admission to the students.
- The students of outstanding achievement are given preference and the rules of university are also observed.
- The management decided to waive off the admission fees of the students who were unable to pay their admission fees. The students of SC, ST, NT & OBC category were admission at free of cost.

6.4 Welfare schemes for

Teaching	Cooperative credit Society Group Insurance Best Teacher award First Aid Health check up camp Ambulance Service Emergency Blood Supply Medical Reimbursement claim
Non teaching	Cooperative credit Society Group Insurance Medical Reimbursement claim Ambulance Service

	First Aid Health check up camp Emergency Blood supply Best Employee award.
Students	Students' Aid Fund Students' insurance Scholarships, freeships, EBC, PTC concessions. Health check up camp Earn and learn scheme Students facility centre Cash prizes to meritorious students Best library user award Emergency blood supply Ambulance Service Rs. 5000/- to gold medallist by the concerned subject teacher NSS NCC

6.5   Total corpus fund generated

Total corpus fund collected this year is Rs**. 5510/-** at the time of admission and is sent to the university.

6.6   Whether annual financial audit has been done   Yes   ✓   No

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

udit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	IQAC& Principal
Administrative	Yes	C.A.	Yes	Through internal committee.

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

For UG Programmes   NOT APPLICABLE

For PG Programmes   NOT APPLICABLE

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

NOT APPLICABLE

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**

- A meeting was conducted of the alumni by IQAC and the concerned committee in the month of February.
- The alumni were told the recent development in the college and new facilities added to the existing facilities.
- The alumni were asked to express their opinion on the stage.
- Maximum members expressed their positive feeling about the development of the college.
- The feedbacks of the alumni in a given format are taken about the institution.
- They were shown the latest physical structure of the college.
- The alumni are pleased to see the development of the college.
- They have suggested starting the professional courses like B.Ed. and M.B.A. for further education.
- The efforts to register the body of alumni are going on. The procedure of the same is under process.
- The concerned have been contacted. Only the technical difficulties in registering this body are to be removed.

6.12 **Activities and support from the Parent – Teacher Association**

- A meeting is conducted of parents by IQAC and they are communicated the latest development of the college along with the additional facilities introduced this year like the ongoing construction of an auditorium of 5000 sq. Ft., the wall compound and the sports facilities added this year etc.
- The results of their wards were also communicated to the parents.
- They were requested to pay attention to the progress as well as study of their wards.
- They were also advised to communicate with their children with respect to the college activities.
- Parents were also informed about the opportunities of higher education for their wards after completing education from this institution.
- They were requested to continue the education of their girls after completion of their graduation.
- Their feedbacks are also taken and the suggestions made by them are considered for college development. They are pleased to see the various infrastructural development of the college.

6.13 Development programmes for support staff

- The support staff visited the colleges of high profile to learn the innovative activities.
- Workshops for non-teaching staff were organized by the college.

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

1) This year the college is in receipt of the first prize at university level for environment conservation due to the active work of the environment conservation committee in the college.

2) The college planted more trees in the campus this year.

3) The unhealthy trees are rejuvenated by using chemicals.

4) Micronutrients were supplied after every two months under the guidance of expertise.

5) Trees are adopted by the students, hence they are watered regularly and due care is also taken time to time.

6) Plastic things are prohibited in the campus. The campus is made plastic free.

7) The waste material is disposed in the ditch prepared separately for it.

8) Green audit is prepared at the end of every academic year.

9) Solar lamps are installed in the major corners of the college campus.

10) LED bulbs and tube lights are installed for energy conservation.

11) Orientation and awareness programmes are organized on environment conservation for the awareness of the students and the staff.

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.**

- This year the college celebrated its golden jubilee year. Under this celebration the college undertook various activities which naturally created positive effect on the functioning of the college.

- The college organized an inaugural session in September 2017 in which all former Principals and employees were invited and felicitated. Chief guest, Dr. Nagnath Kotapalle , former VC of Dr. B.A.M.U. Aurangabad was also invited to speak on this occasion.

- The college organized a huge free medical check up camp for the people in and around Deulgaon Raja and around 1000 people benefitted of this camp.

- The college also organized a blood donation camp in which 200 people donated their blood.

- The college organized National level conference under four departments viz. Political Science, Economics, Botany and Chemistry.

- The college also organized a State Level Science Exhibition for students.

- The celebration ended with the valedictory function in the month of February With the gracious presence of Hon. Vice Chancellor, Dr. Murlidhar Chandekar of SGBAU Amraati and well known Marathi Writer, Critic and Professor of Kolhapur University, Dr. Rajan Gavas.

- Students have been given projects to undertake with the help of the teachers.

- Environment awareness activities have been increased with the active participation of the students.

- Community reach programmes have shown its positive impact on the number of girls enrolment in the college as well as the awareness of the community with respect to environment conservation, water conservation, health awareness and higher education.

- The organization of Competitive Examinations in the college for the students helped the students to appear for MPSC and other competitive examinations. One of the students stood first at district level in such competition.

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

- This year the college organized National Conferences under the four departments viz. Political Science, Economics, Botany and Chemistry.
- The new guidelines of NAAC are introduced to the teachers and they are asked to get prepared on this and work accordingly.
- Regular meetings of staff council and IQAC are conducted and the follow up is taken in these meetings.
- PBAS forms are checked and scores are given.
- Computer training programmes were organized for non-teaching staff.
- The Commerce Labortary was assigned the activities and they were completed.
- The ICT based teaching learning process is developed and students also actively participated in these activities.
- The teachers and the students have undertaken project on various issues.
- The teachers published about 47 articles in the Impact Factor Journals.
- All teachers have attended the national and International level seminars and conferences and presented their papers in these seminars and conferences. One of the teachers chaired the session in an international level conference in English.
- Environment conservation activities are undertaken on a large scale.
- The construction of auditorium is likely to be finished by the end of the July 18.
- Extension activities are undertaken according to the programme calendar on a large scale and with the participation of the students and the community members.
- The Department of Career and Counselling Cell organized various activities successfully throughout the year.
- Evaluation of the students is made as per the academic calendar through various methods.
- The remedial classes are regularly conducted.
- Quarterly and Annual reports on each activity are asked by the Principal.
- Peer observation of Principal was always there on each activity whether curricular or co-curricular.
- The meetings and activities under Women's Grievance Redressal Cell now known as ICC are regularly conducted during the year.
- The meeting with the students, parents and alumni were conducted as per the scheduled time table.
- The various teaching departments conducted the study tours, prepared the wall magazine, organized various competitions, organized guest lectures under their departments.
- The Department of survey conducted the surveys on social issues with the active participation of the students.
- Students were sent for various sports competitions at district and university level. They were also sent to participate in the 'Youth Festival' organized by SGBAU Amravati and Avishkar Research Competition held by SGBAU Amravati.
- Students were also sent to participate in various competitions and cultural events at district and university level.
- The teachers are trying to publish their books and one of them has published it.

7.3 Give two Best Practices of the institution

Best Practice – 1

Title of the Practice

1) "Commerce Laboratory"

The Commerce Laboratory is established to enhance the quality of students on a sustained basis. The Commerce Laboratory provided the students with an environment which is helpful to their all-round development. Along with the traditional pattern of teaching and learning in the classrooms with the lecture method in a routine fashion, it is considered necessary to give the students practical knowledge with respect to their curriculum content. Students learn many things in their syllabus which are concerned with their day to day life. To put just the theories about various concepts needs to be assisted with the practical experience of the same content to make the students well acquainted with the course content. This was thought possible only with the establishment of Commerce Laboratory. It aimed at giving recreation to the students in their routine learning and to avoid the monotonousness in the teaching and learning process. It also aimed at providing the students with the practical knowledge of the concepts they learn in their syllabus. It also aimed at giving the students the knowledge about 'Make In India' or 'Startup India'.

2) Objectives of the Practice

- To encourage the self-learning process in the students through complete involvement in academic and co-curricular activities.
- To promote the students for entrepreneurship.
- To make them acquainted with e-commerce and e-banking.
- To promote the students for the projects like ' Make in India' and 'Start-up India'.
- To broaden the scope of students' knowledge through continuous exposure to the practical world.
- To encourage the students for creative and innovative ideas.
- To develop organization skills, communication skills and leadership qualities.
- To inspire the students for research activities.
- To provide the platform to the students to exhibit their skills.
- To make the students acquainted with the practical world.

3) The Context

Setting up of a laboratory in the field of Commerce was quite vague initially, and the biggest challenge was to convey the idea to the students unambiguously. Hence frequent meetings of the teachers with the Principal were held and finally it was decided to establish a Commerce Laboratory. It was decided to set the function of the laboratory firstly through surveys, visits, group discussions, presentation, business quiz etc, where the students would get an opportunity to showcase their competitive skills and secondly through charts, and models wherein students would be encouraged to display their initiatives ideas. It resulted in to the establishment of a well equipped laboratory. A separate room is provided for the

laboratory and adequate equipments are placed for the practical of the students. The room is also equipped with different kinds of charts and boards showing important information about the faculty of Commerce. The department of Commerce regularly conducted the activities and updated the charts and models at regular intervals.

4) **The Practice**   :

- The Commerce laboratory trained the students with respect to filling of D.D. forms, Challans, Withdrawal forms, money deposit form etc. and the same were made available to them in the laboratory and they were asked to fill these slips in the practical session.
- The Commerce laboratory trained the students with respect to RTGS and NEFT facilities of fund transfer in the Bank. They were explained these terms practically by using internet banking on the laptop.
- As maximum students have their accounts in various banks due to their scholarship, the Commerce laboratory trained the students with respect to mobile banking using different kind of mobile apps like Bhim, State Bank Buddy etc. They were asked to install and use these apps in their mobile phones.
- A workshop with the assistance of the bankers for detail information was also organized for mobile banking through the Commerce Laboratory.
- Students were also provided with the information about ATM and other activities thereof like changing the PIN, transferring the money through ATM, depositing money through machine etc.
- Workshops on the information about Small Scale Industries were also organized to inspire the students for Small Industries with the help of the successful businessmen with the concept of 'Make in India' or 'Startup India'.
- The Commerce Laboratory conducted the various activities like Guest lectures, Industrial Visits, Workshops, Surveys, Inter-Collegiate Competitions etc.
- The activities for the academic year are planned and discussed with the Principal and concerned faculty members. Once they are finalized, frequent meetings of the core committee of the students, teacher –in-charge of the Commerce Laboratory, Principal and IQAC Coordinator are held to chalk out the details regarding their implementation.
- It gave the students a scope to generate novel ideas/activities and implement them successfully.
- The students were asked to prepare wall magazine with respect to the information related to the Commerce knowledge.
- In the process of conducting these activities attention was focused on the development of students' perfect organizing skills, communication skills and the art of promoting the events. This helped and would continue to help for developing the habit of self learning amongst the students.

5) **Evidence of Success:-**

- Commerce Laboratory organized various activities and co-curricular activities which have helped in developing many successful processes like : Bridging the gap between education in theory and practical education.
- Students have come to know the functioning of some companies after their visits to the companies.
- Commerce Laboratory trained the students in the use of their theoretical knowledge in the actual practical world.

- The students of Commerce faculty are found expert in managing various event at their level in the college, it definitely enhanced their organizational skills and leadership qualities.
- The students could get wide exposure to the outside world through interaction with industries, educationists and the media.
- This contributed to their all-round development and widened their perspectives.
- The students of the Commerce Laboratory could generate many innovative ideas and they were given adequate freedom to implement the same for the betterment of the faculty and college.
- The activities undertaken through this Commerce Laboratory developed the communicative skills of the students.

Problems Encountered and Resources Required

There had been a few minor problems in the course of implementing the concept of Commerce Laboratory.

However they have been solved successfully. To quote a few-

- As an affiliated college to the SGBAU Amravati a college doesn't have freedom to design its own curriculum and as such the activities of the Commerce Laboratory cannot be made a part of the curriculum.
- However a few activities like visits, surveys and lectures are conducted as practical which are parallel to their internal assessment.
- There is a time constraint for the activities undertaken by this Commerce Laboratory as this is not included in the regular time table. A separate time table is prepared for this avoiding the over taxation on the students.
- Maximum students responded this activity so due to time constraint batches of the students are formed and are given training as per their time schedule.
- The resources required of all kinds for conducting the activities of the Commerce Laboratory are generated by the college earned through consultancy services.

Best Practice – 2

Title of the Practice

1) **"Computer Training Programme for Non-teaching Staff"**

Due to the drastic changes in the field of education it is necessary on the part of the non-teaching staff to upgrade themselves with the technological changes in the field of education along with the teaching faculty. The non-teaching staff holds equal importance in sustaining the quality education in the higher educational institutions. They need to upgrade themselves with the latest technology in the field of Library and office. The college has regularly made available the latest softwares to the concerned departments as per the need of the time. Besides making the staff available with the softwares it is also found necessary to train them with the latest technology. Hence this year it was decided to organize training programme for them with the help of the expertise in this field.

2) **Objectives of the Practice**

- To upgrade the office, library services and to provide the staff with the latest technological knowledge.
- To provide the students good and prompt services with the help of technology.
- To upgrade the functioning of the college with the latest technology.

3) **The Context**

Since the college has adopted the latest softwares for the various non-teaching departments, the processes like admission, issuing transfer certificate, bonafide certificate, preparing list of the students subject-wise, upgrading the website with the latest notices, preparing the pay-bills, generating it with online mode, sending it to the concerned authority online, filling the scholarship forms of the students online, to find the books online with the help of OPAC, for bar-coding the books etc it was necessary to update the concerned with the latest knowledge with the help of the expertise in the concerned fields. The SGBAU has also started the online mode of examination from this year where the college has to download the question papers just before one hour of the examination and get it Xeroxed before the examination commences, it was essential to update the staff with this technology to avoid the unwanted incidents in the important department like examination.

4) **The Practice** :

- The Computer department in the college and some other external expertise conducted the training programme of the non-teaching staff. All non-teaching departments have been provided with computers with latest configurations and legal softwares. The computers are well connected with LAN to each other.
- The following programme were chalked out for the office staff
  1) Basic Computer Training 2) Computer Hardware and Software training
  For the above programmes the college has made the financial provision in its budget. Provision was also made for the training of accountancy. Training was also imparted to the staff for the operating the Xerox machine and reprography.
- The priority was given for computerisation and networking of the following branches as these are located in the campus.

1) Pay Cell 2) Examination Branch 3) College Admission Branch 4) Library 5) Scholarship Branch 6) Central office for maintaining Correspondence and Records.

- The college has about 10 non-teaching employees. The college authority with the assistance of the few dedicated and skilled faculty members organized the training programmed for these non-teaching employees.

- The library of the institution is one of the biggest department in the college where students have always their access along with the teachers. The library has more than 25000 books. Three members are there in the library including a librarian. The IQAC took an initiative to update the above departments with assistance of the authority.

- In the training programmes the concerned employees were training about preparing paybills, downloading the important matter, maintaining the daily admission record, handling and operating the library softwares, maintaining daily account, preparing balance sheets and record of income and expenditure and maintaining the record about the biometric attendance of the staff.

- The training was also given to the staff with respect to downloading the mails, and other important letters from different authorities and uploading the information asked by different authorities. Efforts were made to make the office work paperless.

5) **Evidence of Success:-**

- The admission process in the college is an important activity of the college administration and now with automation admission work is performed effectively by the non-teaching staff.

- The examination branch is now fully computerised and is run by the existing non-teaching staff in the mentorship of the concerned in-charge teacher of the Examination department.

- Students are facilitated with the facility of filling the online scholarship forms in the college where the students have to pay more than 100 Rs. in the town to fill at the professional centres.

- The nonteaching staff regularly uploads and downloads the necessary documents daily of the concerned departments.

- All kinds of records can now easily be accessed.

- Presently the library is fully computerised and the staff and the students are making good use of the soft-wares made available to them.

- The college has fully computerised central office and maintenance of correspondence and records.

Problems Encountered and Resources Required

- The challenges faced during the up gradation of the office are that some of the staff members are on the verge of retirement and they were afraid of this technology and were shy to undergo this training

- A meeting was organized by the Principal and it has been decided by the IQAC to plan programme for the supporting staff to impart the training.

- A good speech by the Principal and his commitment has motivated the staff to undergo the training.

- The department of Computer has undertaken this activity. Available financial and infrastructural resources of the college were utilized.

7.4   Contribution to environmental awareness / protection

1) A separate committee is functioning for the environment awareness in the college.

2) This year the college is in receipt of First Prize for environment conservation at university level.

3) A village is adopted by the college and around 1500 trees are planted in the open area of the village in consultation with the Sarpanch and the other officials in the village.

4) Participated in 'Vanmahotsav' and planted 500 trees across the town.

5) Micronutrients were supplied to all trees in the campus under the guidance of the expertise.

6) 'Vasundhara Day' was organized on 14th January 2018 in the college and various activities related to environment were organized on this occasion viz. Rangoli Competition, Elocution Competition.

7) Birds Houses are hung in the college premises with water and grains.

8) The trees are regularly watered and due care is taken by the committee.

9) The campus is declared 'Plastic Free' and all teachers, students and employees are advised to observe the same. The placards are pasted and hung in the campus for its awareness.

10) The waste material in the campus is disposed and the e-waste material is also sent for recycling.

11) 'No Vehicle Day' is observed once in a month to create the awareness amongst the students and the employees.

12) The 'Eco Friendly Ganesh Idol Making' workshop is organized in the college with the active participation of the other institutions in the town.

13) An oath to conserve water is taken by the students and staff on 22nd March 2018 to save water.

14) 'Swachha Bharat Abiyan' was undertaken by cleaning the college campus as well as the area in front of the college.

15) The 10000 plants grown in the college nursery are distributed freely to the various offices and interested people in the town.

16) Due care of the rest of the plants in the nursery is also taken regularly.

17) All traditional bulbs are replaced with the LED bulbs.

18) Roof water harvesting project is actively working in the college.

19) Trees are water at the cost of Rs. 50000/- by purchasing water from private agency in Summer as there is scarcity of water in Summer in this area. There is a time table prepared to water the trees in the campus.

20) Regular cutting and pruning of the trees is done by the employee of the college.

7.5   Whether the environmental audit was conducted.   Yes

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

- The college is located in rural area where the parents and students are apathetic about higher education.

- But the teams of teachers by visiting them door to door in the beginning of the session and stating them the importance of higher education especially to girls is found working very well as the number of students is found every year increasing.

- There is an inferiority complex amongst the student due to their poor academic and financial background but the various activities conducted in the college have helped these students to become bold and interested in studies.

- Maximum students are from the family of farmers and hence they have to help their parents in farming during the monsoon as a result it affects on their attendance in the college.

- But the remedial coaching and personal counselling have been helpful for such students.

- There is a ban on recruitment of teacher in Maharashtra hence the college has to appoint the teacher on Cloak Hour Basis this naturally affects on the total functioning of the college.

- The clever girls are married at the final year of graduation which also affect on the overall result of the college as presently the girls are outshining everywhere in every field.

- The college irrespective of these hindrances goes on working sincerely and honestly hence there is a tremendous growth in the infrastructural facilities in the college.

- There is young and energetic staff in the college, all are below forty five years, this naturally have affected on the efficiency of their work.

- The Principal and the management persistently support the teaching and non-teaching staff for their overall development.

- The college runs the Salary Earners' Credit Society which is quite helpful for the employees to meet their financial needs urgently.

- Internal Complaint Committee for women's grievance is quite active and organized various awareness programmes during the year.

8   Plans of the institution for the next year.

1) The institution wishes to extend the Science Faculty Building.

2) The institution wishes to make more MOUs with the different agencies, colleges and industries.

3) The institution is going to reshuffle its website with modern technology.

4) The institution is going to register the body of alumni in next two months.

5) The institution wishes to undergo the ISO certification.

6) The institution wishes to purchase the more renewable and alternative sources of energy .

Name : Dr. S.D.Chavan   Name:- Prin. Dr. G.B.Jadhav

Signature of the Coordinator   Signature of the Chairperson

   IQAC   IQAC

Date:-02/07/2018

SHRI VYANKATESH ARTS, COMMERCE & SCIENCE COLLEGE DEULGAON RAJA

ACADEMIC CALENDAR-2017-2018

Sr.No.	Term/Holiday	From	Till
1	First Term	Monday 12 June, 2017	Saturday, 14 October 2017
2	Winter Vacation	Monday, 16 October, 2017	Saturday, 04 November 2017
3	Second Term	Monday, 06 Nov. 2017	Saturday, 29 April, 2018
4	Summer Vacation	Sunday, 29 April, 2017	Saturday, 09June, 2018

Holidays in Academic Calendar as per the circular of SGBAU Amravati-2017-2018

Sr.No.	Festival	Day and Date
1	Ramzan Eid	Monday, 26 June 2017
2	Independence Day	Monday, 15 August 2017
3	Pateti	Thursday, 17 August 2017
4	Ganesh Chaturthi	Friday, 25 August 2017
5	Bakri Eid	Saturday, 02 September 2017
6	Dasara	Saturday, 30 September 2017
7	Mahatma Gandhi Jayanti	Monday, 02 October 2017
8	Eid-e-Milad	Saturday, 01 December 2017
9	Christmas	Sunday, 25 December 2017
10	Republic Day	Thursday, 26 January 2018
11	Chh. Shivaji Maharaj Jayanti	Sunday, 19 February 2018
12	Mahashivratri	Tuesday, 13 February 2018
13	Holi(Dhulivandan)	Friday, 02 March 2018
14	Mahavir Jayanti	Thursday, 29 March 2018
15	Good Friday	Friday, 30 March 2018
16	Dr. B.R.Ambedkar Jayanti/ Good Friday	Friday, 14 April 2018

SHRI VYANKATESH ARTS, COMMERCE & SCIENCE COLLEGE DEULGAON RAJA

SHRI VYANKATESH ARTS, COMMERCE & SCIENCE COLLEGE DEULGAON RAJA

ACADEMIC CALENDER 2017-2018			
June - 2017	**July - 2017**	**August - 2017**	**September - 2017**
1	1	1	1
2-	**2-Sunday**	2	**2-Bakri Eid**
3	3	3	**3-Sunday**
4-Sunday	4	4	4
5-	5	5	**5**
6	6	**6-Sunday**	6
7	7	**7**	**7- Group Discussion**
8	8	8	8
9	**9-Sunday**	9	9
10	10	10	**10-Sunday**
11-Sunday	11	11	11
12-Admission	12	12	12
13-Admission	13	**13-Sunday**	13
14-Admission	14	14	14
15 -Admission	15	**15 - Independence Day**	15
16 -Admission	**16-Sunday**	16	16
17 -Admission	17	**17-Pateti**	17- **Sunday**
18 - Sunday	18	18	18
19-Admission	19	19	19
20 -Admission	20	**20-Sunday**	20
21 -Admission	21	21	21
22- Admission	22	22	22
23 -Admission	**23-Sunday**	23	23
24 - Admission	24	24	**24-Sunday**
25 -Sunday	25	**25-Ganesh Chaturthi**	25
26 –Ramzan Eid	26	26	**26- Test**
27 -Admission	27	**27-Sunday**	27
28 - Admission	28	28	28
29 -Admission	29	29	29
30 --Admission	**30-Sunday**	30	**30-Dasara**
	31	31	
16 days	**26 days**	**24 days**	**24 days**

SHRI VYANKATESH ARTS, COMMERCE & SCIENCE COLLEGE DEULGAON RAJA

ACADEMIC CALENDER 2017-2018			
October – 2017	**November - 2017**	**December - 2017**	**January - 2017**
1-Sunday	1	**1-Eid E Milad**	1
2- Mah.Gandhi Jayanti	2	2	2
3	3	**3-Sunday**	3
4	4 **W.V. End**	4	4
5	**5-Sunday**	5	5
6	6	6	6
7- Sem. I Exam	7	7	**7-Sunday**
8-Sunday	8	8	8
9- Sem. I Exam	9	9	9
10- Sem. I Exam	**10**	**10-Sunday**	10
11- Sem. I Exam	11	11	11
12- Sem. I Exam	**12-Sunday**	12	12
13- Sem. I Exam	13	13	13
14- Sem. I Exam	14	14	**14-Sunday**
15-Sunday	15	15	15
16 **W.V.Start**	16	16	16
17	17	**17-Sunday**	1 7
18	18	18	18
19	**19-Sunday**	19	19
20	20	20	20
21	21	21	**21-Sunday**
22-Sunday	22	22	22
23	23	23	23
24	24	**24-Sunday**	24
25	25	**25 –Christmas(Sunday)**	2 5
26	**26-Sunday**	26	**26-Republic Day**
27	27**-**	27	27
28	28	28	**28 - Sunday**
29-Sunday	29	29	29
30**-**	30	**30- Test**	**30- Test**
31		**31-Sunday**	31
11 days	**22 days**	**24 days**	**26 days**

ACADEMIC CALENDER 2017-2018			
February - 2018	**March - 2018**	**April - 2018**	
1-Seminar	1-Quiz Contest	**1 -Sunday**	**Total Days** **365**
2	**2-Dhulivandan**	2 -Uni.Exam	
3	3	3- Uni.Exam	
4-Sunday	**4-Sunday**	4 -Uni.Exam	
5	5	**5 -** Univ. Exam	
6	6	6 –Uni. Exam	
7	7	7 -Uni.Exam	
8	8	**8-Sunday**.	**Sunday -45** **Holiday -16** **Winter Vacation -21** **Summer Vacation - 41** **Total Vacation** **(44 + 16 + 22 + 43)** **123**
9	9	**9-** Univ. Exam	
10	10	10 - Uni.Exam	
11- Sunday	**11-Sunday**	11 -Uni.Exam	
12	12	12 -Uni.Exam	
13-Mahashivaratri	13	13- -Uni.Exam	
14	14	**14 - Dr. Ambedkar Jayanti**	
15	15	**15- Sunday**	
16	16	16- Univ. Exam	
17	17	**17-** Uni.Exam	**Total Working Days** **(Academic Days)** **(365-123)** **242**
18-– Sunday	**18**. **-Sunday**	18 -Uni.Exam	
19- Chh. Shivaii Mah. Jayanti	19- Univ. Exam	19- Uni.Exam	
20.	20- Univ. Exam.	20 – Uni. Exam	
21	21 -Uni.Exam	21 -Uni.Exam	
22	22-Uni.Exam	**22 -Sunday**	**Admission - 16** **Exam - 40** **Programme-04** **Total - 60**
23	23 –Uni.Exam	23- Univ. Exam	
24	24- Univ. Exam.	24- Uni.Exam	
25-Sunday	**25 - Sunday**	25 -Uni.Exam	
26	26- Univ. Exam	26 -Uni.Exam	
27	27- Univ. Exam.	27 --Uni.Exam	
28	28- Univ. Exam	28 -Uni.Exam	**Total Teaching Days** **(242-60)** **182**
	29 –Mahavir Jayanti	**29 -Sunday**	
	30 –Good Friday	30-(S.V.Start)	
	31 -Uni.Exam		
22 Days	**24 Days**	**23 Days**	

Analysis of feedback of students, alumni and parents for the year 2017-18

Sr.No.	Students'	Alumni's	Parents'
1	• Maximum students are found satisfactory about syllabus prescribed for them some expressed the need of semester system. • All students are satisfied about the extent of coverage of course, clarity and relevance of textual reading material. • All students are found satisfied with the knowledge of subject teachers and their ability to teach the course, teachers' approach and their teaching methods. • All students are also found satisfied about the evaluation methods.	• The alumni are found satisfied with the infrastructural facilities in the college. • The alumni suggested starting some professional courses. • The alumni expressed their wish for semester system.	• The parents are satisfied about the infrastructural facilities in the college. • The parents are satisfied about the administration in the college. • The parents are found satisfied about the discipline in the college.
2	• Maximum students are quite happy with the infrastructural facilities in the college. • Few students have asked for more practice for some sports events. • A few girls have demanded separate table tennis room.	• The alumni are satisfied about the library services in the college. • The alumni are satisfied about the competitive examination dept.	• The parents are satisfied about teachers and their teaching in the college.
3	• Almost all students are satisfied about the library services. • Some students have demanded for more practice examinations for competitive examinations.	• The alumni are satisfied with the various cultural and sports activities in the college.	• The parents are satisfied about various sports events in the college.
4	• Students are satisfied with sports facilities in the college. • All students are satisfied with NSS and NCC departments. • Almost all students are satisfied with cultural programmes organized in the college.	• The alumni demanded more facilities in sports department. • They have also demanded more facilities in Competitive Examination department.	• The parents have suggested to improve the participation in cultural activities in the college. • The parents demanded bus service for the outstation students.