

ANNUAL QUALITY ASSURANCE REPPORT

2016-17

Submitted to –

National Assessment and Accreditation Council
Bangalore

NAAC Track ID MHCOGN21144

NAAC Executive Committee No. & Date:

EC(SC)/19/A&A/43.1 dated 02-12-2016

SUBMITTED BY -

SATPUDA EDUCATION SOCIETY, JALGAON (JAMOD)'S

ARTS & COMMERCE COLLEGE, WARVAT BAKAL

DIST- BULDANA (MS) 444202

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year 2016-17

I. Details of the Institution

1.1 Name of the Institution

ARTS & COMMERCE COLLEGE

1.2 Address Line 1

AT POST- WARVAT BAKAL

Address Line 2

TA- SANGRAMPUR

City/Town

WARVAT BAKAL

State

MAHARASHTRA

Pin Code

444202

Institution e-mail address

327accwb@gmail.com

Contact Nos.

07266-237126

Name of the Head of the Institution:

DR. JAGANNATH S. CHAUDHARI

Tel. No. with STD Code:

07266-237126

Mobile:

9423489722

Name of the IQAC Co-ordinator:

MR. NISHIGANDH SATAV

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCOGN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.27	2016	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)

This being the first AQAR, no previous AQAR submitted.

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

SANT GADGEBABA AMRAVATI UNIVERSITY, AMRAVATI

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes

Anyother (*Specify*)

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

NIL

2.4 No. of Management representatives

01

2.5 No. of Alumni

NIL

2.6 No. of any other stakeholder and
community representatives

NIL

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

01

2.9 Total No. of members

09

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders:

No.

03

Aculty

01

Non-Teaching Staff Students

01

Alumni

01

Others

NIL

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

02

International

NIL

National

NIL

State

NIL

Institution Level

02

(ii) Themes

1. NAAC Awareness 2. Sexual Harassment of Women at Workplace
(Prevention. Prohibition & Redressal) Act 2013

2.14 Significant Activities and contributions made by IQAC

1. Organised a Motivational Workshop for the staff.
2. Motivating the staff for research articles to publish in journals.
3. Motivating the staff to participate in seminars, conferences.
4. Motivating the students to participate in various cultural activities, games and sports.
5. Enriching the library.
6. Motivating the students to keep the campus and surroundings clean.

**Attached Annexure II*

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
<ol style="list-style-type: none"> 1. To make arrangement for Parking 2. To enrich the furniture 3. To Construct Auditorium 4. To develop Computer Literacy among students 5. To purchase Reference Books in Library 	<ol style="list-style-type: none"> 1. Parking 2. Furniture 3. Auditorium Construction complete 4. Computer lab is developed 5. Good number of reference books purchased.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Any other

Provide the details of the action taken

The Management approved the Plan of Action for the next year and committed possible resources and support for its implementation.

Criterion – I

I. 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				
UG	03			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03			
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	01
Trimester	-----
Annual	02

- 1.3 Feedback from stakeholders* (On all aspects)
- Alumni Parents Employers Students
- Mode of feedback : Online Manual Co-operating schools (for PEI)

*Attached Annexure III

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

Ours being an affiliated college, the revision or update of regulation of syllabi is done by the university.

- 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
08	07	01	00	00

2.2 No. of permanent faculty with Ph.D.

03

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
07	00	01	00	00	00	00	00	00	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	1	10	01
Presented papers	1	09	NIL
Resource Persons	NIL	NIL	NIL

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

Institution adopted innovative teaching methods like use of power point presentations, subject videos, classroom seminars etc. Members of faculty guide the students to prepare their assignments.

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

180 days

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

Examination / Evaluation Reforms are initiated by University from time to time.

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

NO

2.10 Average percentage of attendance of students

77 %

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.	78	00	00	29.49%	19.23%	48.72%
B.Com.	63	00	39.68%	28.57%	14.29%	82.54%
B.Sc.	12	00	25%	00	66.67%	91.67%

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

IQAC contributes by arranging orientation programs on Teaching Learning Process. It monitors the teaching and learning process. Evaluation of teaching process is done on the basis of classroom tests and the feedback from the students and other stake holders.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	--	--	03
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

IQAC sensitized the staff members towards the need to publish research papers in journals of national and international repute. Steps were taken to encourage the staff members to attend and present papers in conferences and seminars. The staff members were encouraged to pursue either M.Phil. or Ph.D.

3.2 Details regarding major projects:**NIL**

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

3.3 Details regarding minor projects:**NIL**

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	3	
Non-Peer Review Journals	-----	-----	-----
e-Journals	-----	-----	-----
Conference proceedings	1	10	-----

3.5 Details on Impact factor of publications:

Range index ps. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: **NIL**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Organized by the Institution					
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

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 : **NIL**

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 and students registered under them

01

02

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

NIL

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: **NIL**

University level State level
National level International level

3.23 No. of Awards won in NSS: **NIL**

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	NIL	College forum	NIL		
NCC	02	NSS	05	Any other	NIL

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

- Visit to the 'A' Grade Library at Paturda
- Visit to the Historical Well at Paturda (one of the important movements during Dr. Ambedkar's movement for Untouchables)

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	23147.98 sq.m	NIL	-----	-----
Class rooms	10	NIL	-----	-----
Laboratories	04	NIL	-----	-----
Seminar Halls	01	NIL	-----	-----
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	NIL	NIL	-----	-----
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	NIL	-----	-----
Others	NIL	NIL	-----	-----

4.2 Computerization of administration and library

The college intends to have the computerization of Library in future. Administration was computerized by dot-com Amravati for students' application forms, fees certificates, transfer certificates etc.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3539	4,57,000/-	176	55,235/-	3715	512235/-
Reference Books	82	23,303/-	05	6685/-	87	29988/-
e-Books	-----	-----	-----	-----	-----	-----
Journals	14	9500/-	Renewed		14	9500/-
e-Journals	-----	-----	-----	-----	-----	-----
Digital Database	-----	-----	-----	-----	-----	-----
CD & Video	-----	-----	-----	-----	-----	-----
Others (periodicals)	11	3672/-	Renewed	-----	11	3672/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	23	16	-----	NIL	NIL	05	NIL	02
Added	-----	NIL	NIL	NIL
Total	23	16	-----	NIL	NIL	05	NIL	02

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

NIL

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs. 13400/-
ii) Campus Infrastructure and facilities	Rs. 69315/-
iii) Equipments	NIL
iv) Others	Rs. 6000/-
Total:	88,715/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Different committees related to Student Support Services are formed.
- The staff members of college have adopted poor students for educational purpose.
- Information of scholarships and free ship is provided to students through notice board and published in prospectus.
- One Day Orientation Program was conducted for the first year students on the opening day and all Student Support services were enlisted in detail.

5.2 Efforts made by the institution for tracking the progression

Students' progression is tracked through feedback from students and parents, Alumni Association and Counseling Cell.

Suggestions are collected from students through suggestion box.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
902	NA	NA	NA

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	409	45.34%		493	54.66%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
170	125	52	555	NIL	902	165	112	45	514	NIL	836

Demand ratio 1:1

Dropout: 36.43 %

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

An effective students counseling is done through various programs.

The teachers are instrumental in identifying and redressing the grievance of needy students.

The Third year UG students were given special coaching in communication skills to enable them to face the interviews confidently.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counseling and career guidance

The college has a counseling and guidance cell which helps students to speak about their problem with their mentors. The mentoring system helps to keep a close watch on the students so as to identify those with problems. Counseling sessions are arranged.

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

- There is a Committee 'Sexual Harassment and Violence against Women' in college formed vide the University norms.
- Students are encouraged to perform cultural activities related to woman empowerment.
- 'Save the Girl Child' Rallies are organised.
- Equal opportunities to college boys and girls are given in every activity.

5.9 Students Activities

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

State/ University level	National level	International level	
	40	05	NIL

No. of students participated in cultural events

State/ University level	National level	International level	
NIL	NIL	NIL	

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

Sports : State/ University level	National level	International level	
06	02	NIL	

Cultural: State/ University level	National level	International level	
NIL	NIL	NIL	

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NIL	NIL
Financial support from government	732	2181622
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

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

Exhibition: State/ University level	National level	International level	
NIL	NIL	NIL	

5.12 No. of social initiatives undertaken by the students

NIL

5.13 Major grievances of students (if any) redressed:

NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the college :

To impart value based education which will be most befitting in this land of great Saint Gadgebaba and to impart quality education and inculcate social and ethical values among the youth to build a strong nation.

Mission of the college :

- * To strive and provide education to those poor, downtrodden and exploited community of this area who are refrained from the opportunity of higher education in this rural area.
- * Institution plans to offer the facilities of higher education in Arts, Commerce and Science stream to remove the feeling of inferiority complex among the students of this area.
- * To accelerate the development of this region and establish confidence among the youth.
- * To afford facilities of training to dumb, deaf, disable, orphans, economically backward and socially handicap youth which will definitely help to create a new culture and social sense, conducive to the realization of just and fair society which is a dream of tomorrow.

6.2 Does the Institution has a management Information System

YES

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

6.3.1 Curriculum Development

- The College being affiliated to SGB Amravati University, the curriculum is designed by the parent university.
- The college prepares the plan for execution of syllabi.

6.3.2 Teaching and Learning

- Use of ICT in teaching and learning
- Guest Lectures are organised
- Departmental libraries are established and maintained by some teachers
- Classroom Seminars and Workshops are conducted.

6.3.3 Examination and Evaluation

- The college follows semester pattern for Science stream and annual pattern for Arts & Commerce faculty.
- The college examination committee plans the schedule of unit tests and term examinations and executes it accordingly.
- Internal Assessment and Viva-Voce are conducted as per academic calendar.
- Evaluation of University Examination is done at the university Level and the teachers are assigned the duties for the assessment program.

6.3.4 Research and Development

- Staff members and students are motivated to participate in conference and publish research papers in journals.
- Duty leaves are sanctioned to teachers to attend Seminars, Conference and workshops at different levels.
- Students are motivated to publish their articles in college magazine 'ZEP'.
- The various departments are encouraged to organise Seminar, Conference and Workshops.
- The teachers are encouraged for the registration of Ph.D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Laboratories and Library are updated
- ICT based instruments are purchased and maintained.
- Departmental Libraries are established and maintained by the respective teachers.

6.3.6 Human Resource Management

- Different committees are formed for administrative, academic, research and extension purpose.
- The teachers are given the proper workload and liberty to carry out the teaching, learning and evaluation process.

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is done as per Government rules and regulations and UGC guidelines.

6.3.8 Industry Interaction / Collaboration

Students are encouraged to visit industries and other organizations like APMC, Banks and Small Industries at MIDC.

6.3.9 Admission of Students

Students are admitted on the basis of marks scored in HSSC Board Examination to first year.

Government rules are followed for admission process.

6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none">1. Duty leave is sanctioned to the Faculty members to attend various workshops, Seminars, Conferences and academic trainings.2. Career Advancement benefits for those with higher qualifications like M.Phil., Ph.D. as per the UGC norms.3. Medical reimbursement scheme as per the Government of Maharashtra norms.4. Loan facility is provided by the co-operative Society of the Mother Institute.
Non teaching	<ol style="list-style-type: none">1. Duty leave is sanctioned to the Staff members to attend various workshops and administrative trainings.2. Felicitations of Special achievement is observed.3. Medical reimbursement scheme as per the Government of Maharashtra norms.4. Loan facility is provided by the co-operative Society of the Mother Institute.
Students	<ol style="list-style-type: none">1. Meritorious students in University Exam are given prizes.2. Medical and Physical Efficiency Test is conducted.3. Various Government Scholarships are given to students.4. Admission fee is allowed to pay in instalments as per students' requirement.5. Sufficient guidance and practice is given to the students interested in sports and extra-curricular activities.

6.5 Total corpus fund generated

University corpus fund generated from students is Rs. 9020/-

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- The University has implemented online generation of question papers for examination.
- University Examination Committee takes appropriate steps regarding reforms in examination.

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

NA

6.11 Activities and support from the Alumni Association

- Alumni Association is a functional body of the college.
- Alumni Association Meetings are organised from time to time.
- Alumni supports the college socially and encourages students.
- Alumni gives feedback and suggestions for improvement in infrastructure and academic activities.

6.12 Activities and support from the Parent – Teacher Association

- Parent- Teacher Meet is organized.
- The students are felicitated for their academic and other achievements in presence of their parents.
- Parents' suggestions are very useful for the development of college.

6.13 Development programmes for support staff

- They are motivated and allowed to attend training programs.
- The promotions and placements at higher scales are done regularly at proper time.
- They are encouraged to develop computer literacy.

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

The campus is made eco-friendly with different drives like Energy Conservation, Water Harvesting, Tree Plantation, Cleanliness Drive, Plastic Eradication, Solid Waste Management etc.

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.

- For the administrative affairs, DotCOMInfoTechPvt. Ltd. Software is installed.
- Internet access is provided to the students and staff of the institution.
- Auditorium with the seating capacity of 1500 students is constructed.
- Morning Prayer and communicative programs are organized to instil spiritual values among students.

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

- **Parking & Furniture**
- **Auditorium Construction complete Computer lab is developed**
- **Good number of reference books purchased.**

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

1. Facility of Higher Education with minimum expenses
2. Book Bank

****Attached Annexure IV(A) & IV (B)***

7.4 Contribution to environmental awareness / protection

- Tree Plantation on 1st July, 2016.
- Rain Water Harvesting
- CFL/LEDs have been installed
- Reduced lighting is used during non-working areas.
- Fans and lights are switched off during non-working hours

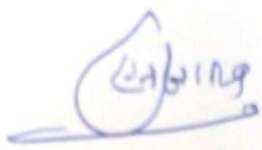
7.5 Whether environmental audit was conducted? Yes No

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

- We are committed to learner-based quality teaching and regular classes.
- The Department uses modern technology. Power point presentation is available for the students.
- Question Paper Sets and short notes are available.
- Community and extension activities through NSS and NCC
- Scholarship schemes to large number of students.
- Students' Feedback System
- WiFi Facility
- Botanical Garden

8.Plans of institution for next year

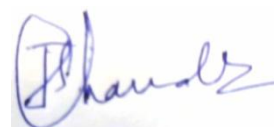
- Green and Clean Campus
- Submitting research proposals to different funding agencies
- Organizing seminars, workshops for students
- Organizing Guest Lectures
- Organize College Level Competitive Exams
- Enriching Library facilities



Mr. N.P. SATAV

*(IQAC Co-Ordinator)
ARTS & Commerce College
WarvatBakalDist- Buldana*

Signature of the Coordinator, IQAC



DR. J.S. CHAUDHARI

*(Principal)
ARTS & Commerce College
WarvatBakalDist- Buldana*

Signature of the Chairperson, IQAC

Abbreviations:

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

ACADEMIC CALENDAR OF IQAC2016-17

Part – A of AQAR (2.14)

Vide Ordinance No. 2 of SGB Amravati University, admissions to the degree college commenced from 13th June & onwards. While admitting the students in UG classes due care is being taken about quota of the reservation seats as per the Directives of Government of Maharashtra from time to time. As a part of Academic planning for the succeeding year, Committee for admission in BA I, II, III, B.Com. I, II, III & B.Sc. I, II, III is formed in the meeting of the College Council. The Academic Calendar for the year 2016 – 2017 is given as below.

JUNE

- 1st June 2016: Admission Committee started functioning as per the norms laid down by the University & Government of Maharashtra.
- 13th June 2016: College reopened after summer vacation.
- 15th June 2016: College Council Meeting
- 20th June 2016: Time Table Committee distributed workload to the teachers and prepared tentative time – table for the year 2009 -2010.
- 21st June 2016: Celebrated International Yoga Day

JULY

- 1st July 2016: Welcome ceremony of the newly appointed Principal of the College Dr. J. S. Chaudhari.
- 1st July 2016: Tree Plantation in College Campus
- 1st to 15th July 2016: Admissions in NSS finalized. Orientation class for the boys & girls conducted by the NSS Co-ordinator.
- 26th July 2016: Homage paid to Martyr of ‘Kargil Victory Day’.

AUGUST

- 1st Aug. 2016: Homage paid to LokmanyaBalgangadharTilak.
- 3rd Aug. 2016: ‘Friendship Day’ celebrated by the students.
- 3rd Aug. 2016: Final Time-Table of the College displayed on Notice Board.
- 7th Aug. 2016: College Cleanliness Campaign by NSS Volunteers.
- 9th Aug. 2016: On the auspicious occasion of ‘Kranti Din’ NSS volunteers and college students took the programme of ‘Congress Grass Eradication’ in the college campus.

- 10th Aug. 2016: Principal had a dialogue with the students. In his opening address Principal appealed to all the students to keep attendance in the college and cautioned them about the observance of general discipline of the college.
- 12th Aug. 2016: Workshop on 'Financial Planning For Young Investors'
- 15th Aug. 2016: Independence Day was celebrated. Flag was hoisted at the hands of Principal. Sweets were distributed to students.
- 24th Aug. 2016: Voter Registration Awareness Rally by NSS
- 27th Aug. 2016: Observed 'Swachha Bharat Abhiyan'

SEPTEMBER

- 5th Sept. 2016: 'Teachers' Day' celebrated in the memory of Dr. S. Radhakrishnan. Students spoke on the life of Dr. S. Radhakrishnan and expressed their deep sense of regards about the teachers by offering a bouquet to all teachers of the college. Self-Governing Day was observed.
- 6th Sept. 2016: Trekking at Satpuda Mountain (Salaiban) by College NCC Unit.
- 6th Sept. 2016: Inauguration of 'Marathi Study Circle' and 'Science Study Circle'.
- 8th Sept. 2016: 'Leadership Development Program' in association with Young Inspirators' Network and Daily Sakal.
- 10th Sept. 2016: NSS Volunteers & NSS Program Officer attended the Meeting for Communal Harmony during Ganesh Festival.
- 11th Sept. 2016 : Workshop for NSS Volunteers
- 13th to 16th Sept. 2016: Participation in Inter-collegiate Kho-Kho (Boys) Tournament at Shegao.
- 15th Sept. 2016 : Inauguration of History Study Circle.
- 19th to 24th Sept. 2016: Participation in Inter-collegiate Kho-Kho (Girls) Tournament at Murtizapur.
- 19th Sept. 2016 : Inauguration of Political Science Study Circle.
- 19th to 22nd Sept. 2016 : First Unit Test
- 22nd Sept. 2016: Inauguration of English Study Circle and Economics Study Circle.
- 26th Sept. 2016: Class Seminar by Dept. of Economics on 'Fischer's Quantity Theory of Money'.

OCTOBER

- 2nd Oct. 2016 : 'Mahatma Gandhi Jayanti' and 'College Raising Day' was celebrated in the College.
- 3rd to 7th Oct. 2016: Participation in Inter-collegiate Kabaddi (Boys) Tournament at Walgao
- 3rd to 5th Oct. 2016: Participation in Inter-collegiate Athletics (Boys & Girls) Tournament at Amravati.
- 4th Oct. 2016: Class Seminar by Dept. of Economics on 'Concept on Money and Function'.
- 5th Oct. 2016 : One Day Workshop on 'Competitive Exam'
- 6th Oct. 2016 : Workshop on 'Financial Planning For Young Investors'

- 7th Oct. 2016 : Visit to Pan Pimpri Farm by the Dept. of Economics.
- 10th Oct. 2016 : Workshop on 'Women Empowerment'
- 14th Oct. 2016 : Visit to 'Ambika Urban Co-op Society' and APMC, WarvatBakal by the Dept. of Economics.
- 15th Oct. 2016: Class Seminar by Dept. of Economics on 'Population Education and Causes of Low Productivity in Agriculture'.
- 18th Oct. 2016: Visit to Library and Historical Well at Village Paturda.
- 23th Oct. to 13rd Nov. 2016: Diwali Vacation
- 25th Oct. 2016: Blood Donation Camp held at College by NSS.
- 28th Oct. 2016: Inauguration of 'Commerce Study Circle'.
- NOVEMBER**
- 21st to 23rd Nov. 2016: NAAC Peer Team Visit
- 26th Nov. 2016: Observed 'Indian Constitution Day'
- 28th Nov. 2016: Homage paid to Mahatma JyotiraoFule.
- DECEMBER**
- 1st Dec. 2016 : Organized a Rally on 'World Aids Day'.
- 6th Dec. 2016 : Paid homage to Dr. BabasahebAmbedkar.
- 8th to 11th Dec. 2016 : First Term Exam
- 20th Dec. 2016 : Homage paid to SantGadge Baba, a great Saint of 20th century.
- 21st Dec. 2016: 'Swachha Bharat Abhiyan' at village WarvatBakal.
- 22nd to 28th Dec. 2016: Medical Examination of the students held.
- 23rd Dec. to 30th Dec. 2016: NSS Special Camp at adopted village Karmoda (Sansad Adopted Village)
- 27th Dec. 2016: Homage paid to Dr. PanjabraoDeshmukh.
- JANUARY**
- 3rd Jan. 2017: 'StreeMuktiDin' celebrated in the memory of Late SavitribaiFule, the pioneer of women education in India.
- 4th Jan. 2017: Program on 'Save Girl Child'
- 10th Jan. 2017: Alumni Meeting
- 12th Jan. 2017 : Observed 'Youth Day' and Swami Vivekanand&JijamataJayanti.
- 20th Jan. 2017 : 'Voter Awareness Rally' & 'Swachha Bharat Abhiyan' at Sangrampur
- 21st to 22nd Jan. 2017 : Annual Social Gathering
- 21st Jan. 2017 : Unveiling of College Magazine 'ZEP'.
- 26th Jan. 2017 : Celebrated Republic Day.
- 21st Jan. 2017 : Pulse Polio Vaccination Drive
- 23rd to 27th Jan. 2017: Physical Education Efficiency Test (Boys)
- 28th to 31st Jan. 2017: Physical Education Efficiency Test (Girls)
- 30th Jan. 2017 : Homage paid to Rashtrapita Mahatma Gandhi.

31st Jan. 2016: Seminar on 'Farmers' Suicides' by Dept. of Political Science.

FEBRUARY

8th to 14th Feb. 2017: Annual Common Test

20th Feb. 2017: Farewell Party to BA III students by the students of BA II.

MARCH

8th March 2017: Observed 'World Woman Day'

20th March 2017: SGB Amravati University Examination commenced in the College Center.

APRIL

25th April to 1st May 2017: Stock verification

29th April 2017: Last Working Day and Meeting of College Council held

MAY

1st May 2017 : Celebrated 'Maharashtra Din' & 'Kamgar Din' in the College. Principal hoisted the flag at 7.15 a.m.

30th April to 11th June 2017: Summer Vacation

FEEDBACK ANALYSIS 2016-17**Part B of AQAR (1.3)**

The feedback forms were duly filled up preferably by final year students as per the subjects. Ten forms were selected by randomization as a sample of each subject to analyze the data. The form consists 20 multiple choice questions having 04 options to each. Hence, 20 questions × 10 forms = 200 questions were taken for evaluation. The percentage of evaluation falls into four options i.e. A, B, C & D as shown in the following table.

Notes : A = Strongly Agree B = Agree
 C = Agree D = Strongly Disagree

Sr. No.	Name of Teacher	Department	A	B	C	D
01	Mr. RajendraKorde	Political Science	75 %	15 %	06%	04%
02	Dr. SubhashGurjar	Economics	78 %	15%	05%	02%
03	Mr. GajananPaikat	Physical Education	75 %	14%	08%	03%
04	Mr. Sunil Makode	Librarian	70%	20%	08%	02%
05	Dr. SubhashPawar	History	78%	14%	07%	01%
06	Mr. AnandDhundale	Marathi	77%	15%	04%	04%
07	Mr. NishigandhSatav	English	80%	16%	02%	02%
08	Miss. PratibhaAkarte	Zoology	70%	20%	07%	03%
09	Mr. Santosh Bhagat	Zoology	75%	15%	08%	02%
10	Mr. PavanPanpatil	Zoology	70%	18%	09%	03%
11	Mr. VivekKalpande	Botany	73%	13%	09%	05%
12	Mr. Prashant Gotmare	Chemistry	80%	15%	03%	02%
13	Miss. PunamUpadhyay	Chemistry	70%	17%	10%	03%
14	Mr. SiddharthIgle	Marathi	69%	15%	12%	04%
15	Mr. Anil Dabre	English	60%	20%	15%	05%
16	Mr. SiddharthTayade	Commerce	67%	18%	10%	05%
17	Mr. Prashant Wankhade	Commerce	70%	20%	07%	03%
18	Mr. Ashish Tayade	Commerce	70%	18%	07%	05%
19	Mr. ShivshankarKhanderao	Commerce	65%	18%	15%	02%

Best Practice I Part B- Criterion VII - (7.3)

Title of the practice: Facility of Higher Education with minimum expenses

Goal:

Today this number has gone up to 1000. Initially only Arts faculty was run by the college. But in ensuing years as the scope of college activities increased, for the sake of convenience, Higher Secondary School in Science stream and Commerce and Science at degree level faculties are started in 2003 and 2009 respectively on Non-Grant basis.

Context:

We are well aware of all difficulties and adversities, rural communities have to face, therefore they made it a specific point to create favorable atmosphere on the campus to meet the needs of such students. They frequently visit our campus and interact with students and their guardians. This close association and bonding makes rural students to rush for admissions in our college. Teaching and non-teaching staff also maintain a rapport with students, thus shy and diffident rural students very soon get used to the college atmosphere.

Practice:

By remaining true to our mission, the Society has set an objective before itself of providing quality education to most disadvantaged and down-trodden section of the society. Towards this Society has made all possible efforts and succeeded in achieving its goal during last 22 years. Annual income of majority of families belongs to Below Poverty Line. The institute has made it a point to provide all essential facilities to such students so that financial constraints should not deprive them of education.

- 1) Students avail all government welfare schemes and scholarships easily in the college, because they are always provided timely information about all such schemes through college prospectus, notice boards and prior publicity.
- 2) Scholarship forms of all students are filled up on-line.
- 3) Scholarship transactions are done through banks.
- 4) Students are informed about scholarship through Telephonic communication also.
- 5) Essential documents and certificates are issued to the students getting accommodation in government hostels.

Along with financial difficulties, academic difficulties of the students are also properly taken care of by the college-

- 1) Rural and tribal students obtaining comparatively average marks in S.S.C. and H.S.S.C. examination and that to in more than one attempts also are not denied admissions in our college.
- 2) Students belonging to reserved categories are given admissions on priority basis.
- 3) Admission forms and prospectus are made available in Regional Language.
- 4) Members of admission committee extend proper guidance regarding admissions.
- 5) Admission to degree classes is completed on the same day.
- 6) Compulsory English is taught considering general level of grasping and understanding of rural students, by reducing its difficulty level and making it interesting.
- 7) Revision of entire syllabus is taken for the benefit of slow learners.
- 8) For internal assessment, marks are given to attendance, participation in various programmes, tests and tutorials.
- 9) All text books are made available in the central library.
- 10) Entire prescribed syllabus of the year is completed in the classrooms.
- 11) Preparation of university examination is done with the help of test examinations.
- 12) All students taking admissions to the college are consistently given proper guidance so that they can successfully complete their degree education.
- 13) On the campus, maximum essential physical facilities for educational needs are available.
- 18) In Chemistry, Zoology, Botany and Computer Science Departments well equipped laboratories are available.
- 19) ICT technology has been adopted to impart education to students in a modern way.
- 20) In the Central Library there are more than 4000 books including text books, reference books, encyclopedia etc.
- 21) Discussion sessions, workshops and seminars are organized in the college from time to time.
- 22) Study tours and excursions are organized regularly.
- 23) An affectionate rapport is continuously maintained between teachers and students.
- 29) Alumni actively participate in college activities.

Evidence of success:

As a measure of Best Practice of the college our institute has taken up a responsibility of imparting quality education to students belonging to tribal, backward, down trodden and farming communities of the region. To succeed in this area and fulfill the goal, our institute has made every possible sincere effort during last 22 years. Even cursory retrospective of the Society's performance during this period reveals and bring to the notice a number of milestones of success. Student is at the focal point in entire education system, with this view

the Society has set before itself a noble goal of bringing disadvantaged and neglected sections of the society into national mainstream by employing medium of education, in this aspect of increasing social conditioning. The Society has achieved glorious success by starting Higher Education in Agriculture, Horticulture, Agriculture Engineering, Agriculture Polytechnic and KrishiVidnyan Kendra (KVK) at headquarter i.e. Jalgaon (Jamod) . The review taken for the purpose of the NAAC's assessment and accreditation measure itself is self evident.

It is, in our view, one of the indicators of the Best Practice adopted by the college. Thus majority of our students achieve their goal of self development and enrichment, contributing to overall social development by completing their education.

Problems encountered and resources required:

Difficulties encountered and faced in order to fulfill the noble goal adopted as a part of Best Practice of the institute are equally vast and varied. Of course the institute has employed various meaningful and effective measures to overcome them.

The major problems in achieving desired goal before the institute are as follows:

- 1) To attract students from tribal and rural regions towards the college
- 2) To reduce and decrease difference level and shyness of students and to instill and develop communication skills among them.
- 3) To minimize the Drop-out rate.
- 4) To upgrade the Exam Result.
- 5) To provide financial assistance to the poor and B.P.L. families along with their wards.
- 6) To lessen undue fear complex regarding English language from the minds of the students.
- 7) To fill on-line application forms and other related documents essential for availing of various free ships, scholarships and similarly to open accounts of each student in the banks.
- 8) To provide vocational guidance for seeking employment opportunities to students.

Taking in to consideration all above stated problems, the institute has conducted an in-depth study to find out solutions and measures for the same. Review of the same is as follows:

- 1) Reputation of any institute is a yardstick to measure its success and performance and it could be the right kind of advertisement of the institute. Since our institute never made any adjustments as far as merit and quality was concerned, there was never a single instance in the history of 22 years of the college, when any doubt or question was raised about its reputation in the entire region of SGB Amravati University. It is due to this flow of students and adequate feeding had never been a matter of concern for us. Even today the college has maintained the same steady flow of students. We sincerely believe that our alumni are our real missionaries who voluntarily canvass of our quality.

- 2) As it has been earlier stated, shy and diffident tribal and rural students generally hesitate to mix and communicate. Our teachers help them a lot to shed their shyness and establish communication with others.
- 3) Majority of Girl students after H.S.C. would stop education. They are provided guidance about various future prospects.
- 4) Since many of our students come from nearby villages; commuting was the main problem for them as no transport is available in the morning. So, an elaborate college time-table has been devised and put into practice using noon shifts.
- 5) Students are well Aware and in desperate need of financial assistance in the form of free ship and scholarships. To ensure utmost fairness, all activities and applications and forms are completed on-line. For this students have to open their accounts in the Bank. The college makes prompt recommendations to the bank, so that it becomes easy for students to complete the formalities of the bank.

Best Practice II

Part B - Criterion VII - (7.3)

Title of the practice: Book Bank

Goal:

- To help the students of poor and weaker sections of the society with reading materials in the form of books.
- To help those students who can't purchase the books necessary for their studies.
- To help them to come at par with the students of privileged class of the society.
- To inculcate the habit of reading among students.
- To enhance the reading skill of the students.
- To enable them to improve their performance in the examination.

The Context:

The institution is committed to inculcate human values incorporated in the preamble of the Indian constitution: liberty, equality, fraternity and justice. National integration is the sole motto while imparting education to the students irrespective of caste, creed, sects and religion. The institution is located in Warvatbakal which is a small village in Buldana District. The institution has been serving the educational needs of people living in WarvatBakal and its adjoining areas, especially those who come from the weaker sections of the society. More than 90% of students belong to educationally backward classes and poor families with no proper guidance at home.

As a part of social commitment, the Library of the college give aid in the form of books to the students who come from weaker section of the society in order to create the educational interest among them.

The practice:

After the beginning of the session, the college invites applications from the students of weaker section of the society for the book bank scheme every year. The college informs about the scheme by notifying it on the college notice board as well as circulating notices in the class rooms. The students are required to submit income certificate to ensure whether they are eligible for financial support in the form of books. After the applications along with income certificate are received from the students for books, the Library Staff verifies them with the records from the office to determine the financial condition of the respective students

and come to the conclusion whether the student concerned are very poor and need help from Book Bank.

Later on, the students are allotted the books for a session.

Evidence of success

During the last four years, more than 150 students were benefited from this scheme. Apart from this, the institution has succeeded in inculcating the habit of social commitment, creating educational interest and increasing reading habits among the students. Many students of the college have achieved ranks in the university examinations. Some students have also got success in competitive examinations and other fields. In this way, this scheme contributes to the development process of the college.

Problems Encountered and Resources Required

The institution does not encounter any problem for implementing this unique practice.