

Shri Shivaji Education Society. Amravati's  
**Shri Shivaji College of Arts, Commerce and Science,**  
Near Shivaji Park, Akola (MH)  
NAAC Reaccredited with "A" Grade with CGPA 3.11 (Very Good) up to 28 March 2015  
UGC Status "College with Potential for Excellence"

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## **The Annual Quality Assurance Report (AQAR) of the IQAC**

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**2014-15**

Submitted to ,  
National Assessment and Accreditation Council  
Bangalore

**NAAC Track ID** MHCOGN10611

**NAAC Executive Committee No. & Date:** EC/52/RAR/20 dated 28 March 2010

Submitted by,  
**Principal,**  
**Shri Shivaji College of Arts, Commerce and Science, Akola (MH)**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year

2014-15

### I. Details of the Institution

1.1 Name of the Institution

Shri Shivaji College of Arts,  
Commerce and Science, Akola

1.2 Address Line 1

Near Shivaji Park

Address Line 2

City/Town

Akola

State

Maharashtra

Pin Code

444001

Institution e-mail address

principal@shivajiakola.org

Contact Nos.

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Name of the Head of the Institution:

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Dr. M. Musaddiq

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IQAC e-mail address:

dr\_m.musaddiq@rediffmail.com

1.3 NAAC Track ID

MHCOGN10611

OR

1.4 NAAC Executive Committee No. & Date:

EC/52/RAR/20 dated 28 March 2010

1.5 Website address:

www.shivajiakola.ac.in

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 <sup>st</sup> Cycle	B+	78	2004	2009
2	2 <sup>nd</sup> Cycle	A	3.11	2010	2015

1.7 Date of Establishment of IQAC:

25/01/2005

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

- i. AQAR            2006 – 2007            22/ 04/ 2007
- ii. AQAR           2007 - 2008            24/ 04/ 2008

iii. AQAR	2008 – 2009	05/ 05/ 2009
iv. AQAR	2009 – 2010	02/ 05/ 2010√
v. AQAR	2010 – 2011	26/ 04/ 2011
vi. AQAR	2011 – 2012	20/ 04/ 2012
vii. AQAR	2012 – 2013	25/ 07/ 2013
viii. AQAR	2013 – 2014	21/08/2014

### 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)

Home Science

### 1.11 Name of the Affiliating University (for the Colleges)

Sant Gadge Baba Amravati  
University, Amravati

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text" value="22"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level   
 University level

(ii) Themes

1. "Role of IQAC in Quality Enhancement in Higher Education"
2. Workshop on Current trends in Spectroscopic Technique
3. Annual Marathi Arthashastra Parishad
4. International Conference on Modern Aspects in Microbial Sciences
5. Workshop on Right to Information
6. Pollution and Global Warming
7. 2<sup>nd</sup> Shivaji Vidyan Parishad

2.14 Significant Activities and contributions made by IQAC

- College administration decentralized by different committees constituted as per seven criteria of NAAC.
- Academic planning and review
- Academic audit conducted every year
- Self-appraisals filled up by all the staff and analysed at the end of academic year
- Review of students and staff achievements
- Monitoring all the criteria of the NAAC
- SWOC Analysis

## 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
1.To Organize Workshop , Seminar and Conferences	1.Organized different Workshop, Conferences and seminars for Staff & Students
2.Academic calendar 2014-15	2. Activities run according to Academic calendar
3. Recognition of New Guides for Ph.D.	3. Dr. M. U. Kulat and Dr. A. M. Raut recognized as Ph. D. Guide by SGB Amravati University
4.Submission of Minor and Major Research Project proposals	4.one Major project from BRNS and five minor research projects from UGC have been sanctioned.
5. Construction of additional Toilets for Boys and Girls, renovation of Administrative building, Girls Common Room and extension of Library reading Room.	5. Constructed
6. To Start B.Sc. Forensic Science and M.Sc. Pharmaceutical Chemistry	6. Admission Process to these course started from 2015-16
7. To introduce Smart Board in teaching learning process as a learning tool	7. Smart Boards are installed in several departments.
8.To establish Video Conferencing centre	8.Established Video Conferencing centre
9.To make campus eco-friendly and pollution free	9.Installed Biogas plant , vermicompost unit , Gappi fish tank and solar powered lamps in campus. And organized different environment awareness programmes.

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

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

- Reviewed the student's results and felicitated the faculty members and merit students.
- Attention of management was focus towards the retirement and the transfers of teaching and non-teaching staff which has created difficulties in administration.
- Satisfaction expressed by the management about the overall development of College.

## Part – B

### 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	14	01	15	
PG	16	06	20	
UG	05(29 subjects)	01Subject	06 subjects	
PG Diploma				
Advanced Diploma	01			01
Diploma	05	02	05	07
Certificate	11	02	11	13
Others		02	02	02
<b>Total</b>	52	14	49	23
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: Choice Based Credit System (CBCS)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG 2, PG 3
Trimester	
Annual	UG 03, PG 01



1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

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

*\*Please provide an analysis of the feedback in the Annexure*

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

We are following the syllabus designed by SGB Amravati University and Syllabi are updated from time to time and this year many syllabi of B.Sc. have been Updated.

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

UG Forensic Science, PG Pharmaceutical Chemistry, PG Maths, PG Food and Nutrition, PG Political Science, PG Psychology, PG Philosophy

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
85	51	30	04	

2.2 No. of permanent faculty with Ph.D.

54

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
---	44	--	--	--	--	--	--	--	44

2.4 No. of Guest and Visiting faculty and Temporary faculty

15

36

91

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	49	25
Presented papers	12	49	25
Resource Persons	3	5	7

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

1. Use of Smart Boards and visualizers.
2. Interactive lectures by Experts,
3. Use of LCD as a routine technique in teaching
4. Book review competition
5. Use of E-resources
6. Moodle learning platform

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

204

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

Examination pattern of the Parent University is followed

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

13

08

15

2.10 Average percentage of attendance of students

82.5

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA III year	131		20	38	01	58.02
B.Com. III year	188		52	34	00	54.26
B.B.A. III year	07		01	00	00	14.29
B.Sc.III year	224		115	37	00	67.86
B.Sc. III Home Sci.	Result Awaited					
M.A. II Economics	22			06	05	50
M.A. II English	Result Awaited					
M. A, II Marathi	08			01	00	12.50
M.A.II Sociology	Result Awaited					
M. A. II Music	09		06	0	0	66.67
M. Com. II	Result Awaited					
M.Sc. II Chemistry	Result Awaited					

M.Sc. II Physics	Result Awaited					
M.Sc. II Botany	13		06	04	00	76.92
M.Sc. II Zoology	11		07	04	00	100
M.Sc.II Microbiol.	12		07	04	00	91.67
M.Sc.II Biochem.	05		05			100
M.Sc. II Comp. Sci	Result Awaited					
M.Sc.II Geo. Inf.	08		01	02	00	37.50
M.Sc.II(H.Sc.)C. D	Result Awaited					
M.Sc.II(H. Sc.)T.T.	Result Awaited					

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

- Monitoring committee take care of teaching learning process
- Academic calendar is prepared which is followed throughout the year
- Staff promoted to use ICT Method for teaching learning
- Academic audit is conducted at the end of each academic year.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	07
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	04
Faculty exchange programme	
Staff training conducted by the university	05
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others ( Short Term Course )	19

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	42	08	--	15
Technical Staff	38	19	--	--

## Criterion – III

### 3. Research, Consultancy and Extension

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

Research recognition committee takes care of all research activities such as publication of the quality research papers, forwarding the cases for recognition of guide, recognition of the research laboratories, and registration of the research fellow's, recommendation of Minor and Major research projects to funding agencies like DST DBT etc.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	03	01	--
Outlay in Rs. Lakhs	9.99	37.41	24.49	--

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	06	05	--
Outlay in Rs. Lakhs	2.75	7.6	13.30	--

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	75	43	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015-2017	BRNS	24.49	17.50
Minor Projects	2015-2017	UGC	13.30	11.97
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2014-2015	BSR	3.33	3.33
Any other(Specify)				
Total			41.12	32.8

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	01	01	01	05	05
Sponsoring agencies	UGC/CPE	ICSSR	SSES	SGBAU/SSES/CPE	SSES

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 College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	01
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
31	02	02	02	06	11	8

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

35

88

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

03

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

JRF 03      SRF 02      Project Fellows 01      Any other

3.21 No. of students Participated in NSS events:

University level 07      State level 15  
National level -      International level -

3.22 No. of students participated in NCC events:

University level 09      State level 01  
National level 01      International level -

3.23 No. of Awards won in NSS:

University level -      State level 03  
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	06	College forum	30		
NCC	04	NSS	29	Any other	02

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

- Farmer's rally
- Eradication of superstition
- Diabetic detection camp
- Environment awareness program
- Female feticide program
- Cleanliness drive
- Counseling to farmers' family who has committed suicide
- Blood donation camp
- Personality development program
- Free medical check-up camps
- Beta thalessemia awareness program
- AIDS awareness program
- Ban on liquor in Akola district

## 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	7.2.Acores	Nil	--	7.2 Acores
Class rooms	23	03	--	26
Laboratories	49	Nil	--	49
Seminar Halls	12	Nil	--	12
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	01	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil

\*Laboratories furniture, girls common room , electrification and teaching aids amount spent Rs. 1,18,58470.00from UGC, CPE and Management share.

#### 4.2 Computerization of administration and library

- Administrative office and library is fully computerized.
- The office runs with **Campus ERP** Software where as library is well operated by **SOUL 2.0**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	48224	9817870.00	989	364081.00	49213	10181951.00
Reference Books	15400	750325.00	477	24356	15877	774861.00
e-Books	51000	NLIST	40500	NLIST	91500	NLIST
Journals	42	15412	44	16362	86	31774
e-Journals	1500	NLIST	300	NLIST	1800	NLIST
Digital Database	315	--	101	--	416	315
CD & Video	517	10,000/-				517
Others (specify)	405		50		455	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	239	85	broadband	40	23	20	49	22
Added	51	15	WiFi	10	10	--	10	06
Total	290	100		50	33	20	59	28

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Upgradation (Networking, e-Governance etc.)

- The college administration is fully computerized.
- The teaching staff is trained in computer use.
- Most of the teachers are using internet for preparing their lectures and preparing their own power point presentations.
- Internet facility is available at each department.
- Network Resource Centre is used for e-resources.

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

i) ICT	3.7
ii) Campus Infrastructure and facilities	6.0
iii) Equipments	2.45
iv) Others	6.29
<b>Total :</b>	<b>18.44</b>



## Criterion – V

### 5. Student Support and Progression

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

- There are committees for different activities related to student support services.
- Information related to scholarships and free ship provided to student through notice boards and published in prospectus and also available on website.
- The staff of the college adopted poor and downtrodden students for educational purpose.
- The financial assistance to poor and downtrodden students is provided through college poor boys fund generated by staff members.
- “Earn while Learn” is an important scheme of the college for the poor and needy students, through which job skills are provided to students.

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

PG courses provided in Arts/ Commerce /Science and Home Science Faculties, Competitive Exam cell encouraging students and Career Guidance and Placement cell conducting Campus for the students to get into the job directly

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

UG	PG	Ph. D.	Others
3204	884	84	622

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

02
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#### (c) No. of international students

00
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	No	%
Men	2363	57.83

	No	%
Women	1723	42.17

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
919	727	89	1364	02	3101	1235	765	150	1936	02	4088

Demand ratio 1:1

Dropout % UG – 9.43 PG- 5.67

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

Workshops and seminars are organized to train students on how to prepare for competitive examinations. The college is having NET/ SET Coaching centre and Entry in Services

through Competitive exams. Guidance lectures on various opportunities is also organized by the Career guidance and Placement cell of the college. The institution regularly organizes seminars/ guest lectures / workshops/ fairs for informing the students on the various competitive exams and the modality of examinations. Students are trained in mock entrance tests, group discussions, interview techniques, personal grooming

No. of students benefitted 250

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

NET	1	SET/SLET	1	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	01	UPSC	-	Others	86

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

College has active career Counselling and placement cell. Students are informed about the various companies coming on campus for recruitment by notices displayed on notice boards that are strategically located in the college and also on the website.

- A placement officer coordinates with the industry and arranges for campus recruitment, thereby making it a student friendly environment for interviews. He organizes lectures/seminars/ workshops on various career option.
- Training programs in Functional English, Communication Skills, Personality Development, CV Writing, Group Discussion and Interview techniques are conducted by the Placement Officer, to enhance the skills of the students and increase their chances for selection at interviews.
- Workshops and Seminars are conducted in various areas like Personality Development, Group Discussions, Interview Techniques, how to prepare for competitive examinations .
- Different types of companies are invited on campus for recruitment thus catering to the needs of students of different specializations.
- The placement officer has excellent communication with the students via SMS, institution website and via face book page.

No. of students benefitted 750

#### 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
04	181	51	05

## 5.8 Details of gender sensitization programmes

1. Equal opportunity to boys and girls in every activity.
2. Adoption of girl students by faculty members.
3. Beti bachao programme, jagar janivancha ( gender sensitization programme introduced by government of Maharashtra)
4. Felicitation of women's from different area on women's day.
5. Eminent women personalities are invited for talk during Durga utsav.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	51	65,900.00
Financial support from government	2801	13,183,264.00
Financial support from other sources	370	72,115.00
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level	01	National level		International level	-
Exhibition: State/ University level	01	National level		International level	-

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: nil

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

<h3>Vision</h3> <p><b>“Excellence in higher education, empowerment through knowledge, inclusive for socio-economic change and sustainable development”</b></p> <hr/>
<h3>Mission and Goal</h3> <ul style="list-style-type: none"><li>• To impart quality education to the poor, downtrodden masses and to the last man of the society.</li><li>• To provide facilities for the acquisition of knowledge and information and advancement of culture.</li><li>• To undertake and make available facilities for research in Science.</li><li>• To carry on experiments with a view to improve methods of teaching.</li><li>• To ensure and inculcate perfect discipline in terms of regularity, Sincerity, and punctuality amongst the students.</li><li>• To encourage at overall physical and cultural development of students fraternity through various curricular activities.</li><li>• To encourage the women education by admitting the various subjects and faculties.</li><li>• To help, assists any institution by advice, guidance, and supervision.</li><li>• To organise exhibitions, and cultural weeks etc. to inculcate and acquaint student with cultural Heritage.</li><li>• To organize and run tournaments, Competitions, cultural festivals, etc.</li><li>• To undertake advertisement and propaganda of the ideal thoughts and teachings of our historic personalities by all possible means, such as lectures, debates, and demonstrations.</li><li>• To hold, organize, arrange, seminars, conferences, kavi sammelon.</li></ul>

## 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 is affiliated to SGB Amravati University. The curriculum is designed by the parent university. There are a large number of staff members who are members of Board of studies and sub-committees for framing the syllabus. The college decides the plan for execution of the syllabi, as per the quality of students and their learning capacity.

### 6.3.2 Teaching and Learning

- Introduction of Smart boards and visualizers in several departments.
- Renowned academicians are appointed as Visiting faculty in several departments.
- The staff members are provided with internet facility. The class rooms are provided with LCD projectors. Most of the teachers use LCD for teaching.
- Workshops are arranged to enrich the knowledge of the students.

### 6.3.3 Examination and Evaluation

- The college follows semester system for some programmes and some are still annual pattern. The college examination committee arranges the tests for internal assessment and the terminal examinations
- Evaluation of the University examination is done at the Central Assessment Programme (CAP) in the University campus. The staffs from the college are assigned.
- Students are allowed to ask for re assessments of their internal assessments.

### 6.3.4 Research and Development

- Staff members and students are encouraged to participate in conferences and publish research papers.
- Staff members are motivated to submit their research proposals to different funding agencies.
- RAC organize annual workshop for research paper writing.
- RAC organize workshop for Patenting.
- Undergraduate students are also encouraged to participate in seminar

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

- Development of Interactive Library website.
- Library provides E-resources to Students and staff.
- Organized Book Review Competition to attract users toward Reading new arrivals.
- Established Video Conferencing Unit.
- Training programme arranged for Library staff

### 6.3.6 Human Resource Management

- Decentralisation of work by distributing work to four Professors (HRD, IQAC, Examination, PRO).
- Human resource is well managed
- The teaching and nonteaching staff and students were distributed their suitable workload.
- Each teaching staff is given proper workload. They are given full liberty to teach and conduct the process of evaluation.
  - All staff members are assigned the duties of co-curricular and extra circular activities

### 6.3.7 Faculty and Staff recruitment

As per Government Rules

### 6.3.8 Industry Interaction / Collaboration

#### ■ **International Collaboration:**

- Rajshahi University, Rajshahi, Bangladesh.
- Moulana Bhashoddin Institute of Food Technology, Tangail, Bangladesh.
- Saudi Pharmaceutical & Medical Research, Saudi Arabia.

#### ■ **National Collaboration:**

##### **Institutes:**

Mahatma Gandhi Institute Rural Industrialization, Magan Wadi Wardha, (MS)

- Rallies India limited Akola.
- Wokhart Research Division, Aurangabad
- Birbal Sahni Institute of Paleobotany, Lucknow
- Jamia Hamdard University, New Delhi.
- Board of Research in Nuclear Sciences, Mumbai
- Department of Atomic Energy, Mumbai.  
Bhabha Atomic Research Centre,

### 6.3.9 Admission of Students

- Admissions process is Computerised.
- Government rules followed for Admission process.

6.4 Welfare schemes for

Teaching	2
Non teaching	3
Students	5

6.5 Total corpus fund generated

NIL

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	Yes	SSES	Yes	IQAC
Administrative	Yes	SSES/ Government	Yes	Auditor

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?

NIL

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

- They have sent many circulars regarding Autonomy.
- University has organized several workshops on Autonomy of Institutes.

6.11 Activities and support from the Alumni Association

- Alumni Association is quite functional body of the college
- Meeting of the Alumni Association are arranged time-to time.
- Alumni supports the college socially, encourage the students,
- Some alumni visit the college to engage guest lectures
- Some ex-students of the college who are at good positions provide job opportunities for the students and career guidance.
- Alumina of our college guides students for competitive examination regularly.

6.12 Activities and support from the Parent – Teacher Association

- Parent- Teacher association is an important activity of the college
- It is a platform for collection of feedback from the parents, taking review of the achievements
- The students are felicitated for their academic and other achievements in presence of their parents
- The suggestions of the parents are very useful for the development of the college.

6.13 Development programmes for support staff

- There are several programs for development of the staff members of the college, some of them are:
- Facilities for different trainings
  - They are motivated and allowed to attend training programmes.
  - The promotions and placements at higher scales are done regularly, at proper time
  - Trainings are conducted for soft skill development, computer awareness, Use of IT. etc
  - Salary earner's society of the college helps them in saving, and getting loan facilities.
  - A very healthy work culture.
  - Best Teaching/non teaching staff award to male and female staff.



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

- No vehicle day is observed on 1<sup>st</sup> day of every month.
- Car pooling by staff members.
- Biogas plant installed.
- Vermicompost unit is installed.
- Gappi Fish tanks.
- Solar powered lamps, LED lamps are used.
- Wind coolers, solar heaters are used.
- Campus is made eco-friendly with gardens, which includes a botanical garden.
- Plantations are done by different dignitaries visiting the college. Some stockholders have planted the plants in memories of their closed persons
- Botanical garden has good collection of the medicinal plants.
- Rain water harvesting is done for all buildings
- Gardens are maintained properly.
- Burning of waste is prohibited in campus.

## Criterion – VII

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

As the college nurtures the spirit of innovation and experimentation, it keeps introducing new mechanisms for the improvement of its functioning. The following innovations and new strategies have been adopted in this regard:

- Public Address System is used to make important and urgent announcements to the Students.
- The installation of video conferencing system will further create a positive impact on the working of the college.
- Smart boards to some of the departments for improving teaching learning process.
- Introduction of B.Sc. Forensic Science, M.A. Political Science, MA Psychology, MA Philosophy and M.Sc. Mathematics, M.Sc. Pharmaceutical Chemistry, M.Sc. Food and Nutrition courses. Addition of Career Oriented Programmes (COP) covering Library and Office Automation, Electronic Kits development, Skill development programmes of Govt. of India (Tally and Web Designing and advanced Excel Programming).

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

- Introduction of B.Sc. Forensic Science, M.A. Political Science, MA Psychology, MA Philosophy and M.Sc. Mathematics, M.Sc. Pharmaceutical Chemistry, M.Sc. Food and Nutrition courses. Addition of Career Oriented Programmes (COP) covering

Library and Office Automation, Electronic Kits development, Skill development programmes of Govt. of India (Tally and Web Designing and advanced Excel Programming).

- Organized Second Shivaji Vidhyan Parishad in Colaboration with Homi Bhabha Center for science education, One Day International Conference for Students on Modern Aspects in Microbial Science, State level Seminar on Role of IQAC in Quality Enhancement. Organized Yuvak Mahotsav of SGB Amravati University.
- Appointed visiting faculty and Arranged guest lectures.
- Submitted College SSR for NAAC 3<sup>rd</sup> cycle.
- Library website at [www.libshivajiakola.org](http://www.libshivajiakola.org) developed.
- Organized workshop on small scale business.
- Work is in progress for Central instrumentation cell and Library reading room.

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

#### Best Practice I

1. Title of the Practice: **EARN WHILE LEARN SCHEME**

2. Goal:

- To employ students to work in the college after academic activity.
- To enhance the skills of students and to make them employable/competent

3. The Context:

Our college is a multi faculty college having total of about 4000 students enrolled for various UG/PG programmes. Most of the students studying in the college are from socio economically weaker sections of society. Financial assistance is provided to them under various government schemes and college devised schemes. The college Management has devised EARN WHILE LEARN SCHEME to financially support the economically backward and needy students who possess some general skills like DTP work, data entry work, photography and video shooting work and other work which finds use in the day to day office work of the college. The students are offered these jobs which they can perform after their academic schedule is over.

4. The Practice:

College has several part-time jobs for the students to work in the college under “Earn While Learn Scheme”. The college offers data entry work, scholarship related work, printing work, video shooting and photography work and other work where college needs manpower to the students. The students are trained to assist the office staff members in different types of regular non-technical work. The college also provides outdoor DTP and Data entry jobs to the students.

The students can work without affecting their regular academic schedule. In this programme, the students having requisite skills and who need financial assistance, are selected. The students are paid for the work performed or services rendered.

5. Evidence of Success:

Under this programme, several students get financial support to meet their expenditure during their studies in the college. The students working in this scheme have successfully undertaken the jobs like stitching and supplying uniforms for college students, design, manufacture and

supply of identity cards for the college staff and students, Shivdnyan Magazine editing and printing, design and printing of reports, brochures, invitation etc. The students have undertaken statistical surveys, e-filing of income tax returns and participated in census. The students assist office staff for scholarship related work. The students find the jobs in the college interesting and useful to understand the office work. The students learn the intricacies of the services the college office staff provides to them. This has improved the relationship between the staff and the students. The jobs undertaken and the services rendered by the students under the EARN WHILE LEARN scheme and the corresponding earnings are shown in the table below for the duration 2011 to 2015.

Sr. No.	Description of service/job/consultancy	Earnings in Rs. during 2011-12	Earnings in Rs. during 2012-13	Earnings in Rs. during 2013-14	Earnings in Rs. during 2014-15
1	ICT Training	9,500/-	12,000/-	-	-
2	e-Filling of Income Tax Return	-	-	4,600/-	1,400/-
3	Data Entry	5,000/-	9,960/-	25,000/-	13,721/-
4	On line Scholarship Form filling	42,000/-	50,000/-	40,000/-	39,000/-
5	DTP Work and Photography	15,000/-	24,348/-	6,18,389/-	2,82,000/-
6	6 <sup>th</sup> Socio-economic Survey 2013-14	-	-	5,81,000/-	-
7	Pre-Election Survey of Vidhan Sabha	-	-	40,000/-	-
8	E-literacy Program for Economically Backward & Slum Area	-	8,800/-	11,400/-	1,100/-
9	Stitching and Selling of Uniforms				11,000/-
10	Working as Attendants in Laboratories				
	Total	71,500/-	1,76,608/-	13,20,389/-	3,48,221/-

## 6. Problems Encountered and Resources Required:

Identification of needy and economically backward students with requisite technical skills has been the most important issue to be dealt with. Secondly, the students must be trained to perform routine non-technical office work. Resources necessary for functioning of the scheme are provided by the budget allocation for the “Earn-While Learn Scheme”. Under this, a full fledged DTP centre with several desktop computers, one colour Xerox machine, a scanner, an inkjet printer and other related tools has been established in the college.

### Best Practice II

#### 1. Title of the Practice: **HEALTH SERVICES**

#### 2. Goal:

- To check health problems of students and staff
- To provide services to Community
- To keep students and staff healthy and physically fit for the academic work

#### 3. The Context:

The college is proud to have high number of girl students admitted to various UG/PG programmes run by it. Most of these girl students have low socio economic status, rural and illiterate family background. These girls are in the adolescence phase of life cycle. Adolescence is a phase of rapid growth in the life cycle with increased iron requirement. The monthly excessive bleeding during menstrual cycle is a major cause for anaemia amongst the adolescent girls. Low dietary intake of iron, blood loss due to Hookworm infestation and Malaria are the other causes of iron deficiency. It is estimated that 65% to 75% adolescent girls in India are anaemic. The anaemic condition of the girl students can adversely influence their physical well being and academic performance. Secondly, the girl students with Rh –ve factor of blood group are considered as high risk future mothers. Anti-D injection is used to treat this disorder. Such girls and their parents need counseling on risks associated with Rh –ve factor and available treatments. Another concern about the girl students is Rubella or German measles infection which is a childhood infection. The Rubella infection during pregnancy may result in serious congenital defects (birth defects) in the baby child.

Considering the above, the management of our college has adopted the policy of compulsory haemoglobin check up, blood group check up and rubella vaccination for girl students followed by remedial measures. Personal hygiene and health of the girl students is ensured further by installing and commissioning of sanitary napkin vending machine providing low cost and safe sanitary napkins.

Our college is committed to fulfill its social responsibility. The Institution aims at ensuring easy accessibility and adequate supply of safe blood and blood components collected from voluntary blood donors to that in need. The staff and students of the college voluntarily participate in blood donation. The blood is stored and transported under the stipulated medical conditions with the help of Red Cross Society volunteers and local government hospital staff. The Health centre regularly checkups Blood Sugar, BP, and Lipid Profile of Staff and maintain Health Card of staff.

#### 4. The Practice:

This practice includes haemoglobin & blood group check up of girl students followed by remedial measures, rubella vaccination of girl students and blood donation for needy people.

Estimation of haemoglobin and blood group of all girls' students of college is done every year. The detail history of each student regarding menstrual problems & other health problems is taken. Proper medicines, tonics and De-worming tablets are given to all students. The college alumni, teaching and non teaching staff of the college, doctors from Akola city, philanthropic individuals and organizations from and around Akola city, generously donate iron and nutritional supplement tablets and tonics for the students. Follow-up of students is taken every month to observe improvement and problems are solved by counselling. Healthy eating habits are imbibed in students. Awareness against ill effects of junk food is also created.

Rubella or German Measles is a childhood infection, usually mild or short duration, of about 3 days accompanied by low grade fever, lymphadenopathy, maculopapular rash. The infection during pregnancy may result in serious congenital defects (birth defects) in the baby child. To protect potential future mothers from such risk, the girl students are vaccinated

against Rubella. The vaccination improves immune response, health status and learning capacity of girl students.

A major camp of Pap smear test for cancer detection for ladies staff of college and women of slum area was organized by the Deptt. of Home Science of our college on 3<sup>rd</sup> August 2010. The team of doctors comprising Dr. Sandhya Joshi, Dr. Seema Tayade, Dr. Leena Agashe and Dr. Shalini Hinge contributed to the success of this camp.

Our college organizes regular blood donation camps. During the last ten years, the college has collected 1494 units of blood in collaboration with Red Cross Societies and Government Hospital, Akola. The Institution aims at ensuring easy accessibility and adequate supply of safe and quality blood and blood components collected from voluntary blood donors to those in need. The blood is stored and transported under the stipulated conditions with the help of Red Cross Society. Transfusion is always carried under the supervision of trained and qualified medical personnel.

#### 5. Evidence of Success:

This practice has succeeded in developing awareness about anaemia, Rh –ve factor of blood group and Rubella infection in adolescent girl students of the college. It has improved haemoglobin percentage in the anaemic girl students. The girl students have been de-wormed. The blood group of every girl student has been identified. It has helped to identify Rh –ve girls. Such girls are high risk future mothers so parent counselling is done to avoid complications during pregnancy and delivery. Importance of Anti-D injection is explained to them. Potential future mothers are protected from Rubella infection and related risks by vaccinating them. Rubella vaccination has improved the immune response and learning capacity of girl students. It has improved health status of girl students. Recently, a sanitary napkin vending machine is installed to provide low cost safe sanitary napkins to the girl students. The girl students have expressed their satisfaction about the practice. Overall effect of this practice is all round development, improved attendance and excellent academic performance of girl students. The girl students are excelling in academics, sports and extracurricular activities. No ladies staff member was found to be affected by the breast and uterus cancer in the Pap Smear test based cancer detection camp organized for the women by the college.

#### 6. Problems Encountered and Resources Required:

Most of the girl students studying in the college have poor, rural and illiterate family background. Hence, initially, efforts have to be taken to create awareness about anaemia, Rh –ve factor of blood group and Rubella infection, their effects on physical health and medical treatment to alleviate them. The college management has made haemoglobin percentage check up, blood group determination and Rubella vaccination compulsory for the girl students. The practice since then is functioning extremely well. The practice requires the resources like sterile syringes with needles, surgical spirit, medicinal cotton, rubella vaccine, glucon-D with salt, dietary iron and nutritional supplement tablets and tonics, weighing machine, height chart, distilled water and trained medical personnel.

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

#### 7.4 Contribution to environmental awareness / protection

- CFL/LEDs have been installed
- In non reading and non working areas reduced lighting is used.
- For outdoor lighting, high pressure sodium or metal halides lamps are used.
- All the office windows are covered by blinds or curtains to reduce heat conduction.
- Employees and students of college observe “No Vehicle Day” on 1<sup>st</sup> day of every month.
- Paperless administration use of Whatsapp, E-mail and Facebook for Communication.
- Unit settings for all ACs are at 22-24°C.
- Members of student council and faculty have been deputed to check the wastage of electrical energy by ensuring that fans and lights should not run in unoccupied classrooms or laboratories.  
The following devices have been installed in the college as alternative to electrical appliances.
- Solar Lights
- Solar Water Heaters
- Wind operated Ceiling Coolers
- Biogas Plant

7.5 Whether environmental audit was conducted?      Yes

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

#### **Hazardous Waste- Management**

- Waste chemicals in the chemistry laboratories are properly disposed off.
- Heavy waste furniture is sent to the workshop for dismantling and recycling or re-using.

#### **E-Waste Management**

- Electronic waste, such as discarded computers, office electronic equipments, television sets, and refrigerators are disposed off as per their conditions, sometimes donated to the needy institutions.
- Inverter batteries are handed over to expert persons only for dismantling or recycling.
- Oxygen park is being developed by planting Ocimum species (Tulsi).
- **Student Feedback System (SWOC)**
  - The college has developed the student feedback mechanism. The feedback forms are developed by the IQAC. The submitted feedback forms are analyzed by the feedback committee & the outcome is communicated to the concerned. As per the feedback of students, separate and spacious toilets are constructed, girls common rooms are constructed, WIFI facility is provided in most of the department and library facility is provided in the girl’s hostel.
  - Internal Assessment of the college is done by “SAAC” Shri Shivaji Assessment & Accreditation Council of our parent society
- Organised speeches of social thinkers on the thoughts of Shivaji Maharaj, Dr Panjabrao Deshmukh, Babasaheb Ambedkar etc.
-

Following Parameters are analyzed from Akola city.

1.Janganana, 2.ExitPoll 3. Suggestion from departments regarding survey and sampling such as soil testing, water hardness testing under taken.

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

- The college submitted proposals for new academic courses to SGBAU such as BPA ( Bachelor of Performing Arts), B.A. ( English Medium)

Name Dr. M. Musaddiq

Signature of the Coordinator, IQAC

**Co-ordinator**  
Internal Quality Assurance Cell  
Shri Shivaji College, AKOLA



Name Dr. Subhash G. Bhadange

Signature of the Chairperson, IQAC

**PRINCIPAL**  
Shri Shivaji College of Arts,  
Commerce & Science, AKOLA  
A Grade C.G.P.A. 3.11, by NAAC

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