SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SHIVSHAKTI ARTS AND COMMERCE COLLEGE

SHIVSHAKTI ARTS AND COMMERCE COLLEGE, AT POST. BABHULGAON.
TQ. BABHULGAON. DIST. YAVATMAL. (M. S.)
445101
www.shivshakticollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Shivshakti Arts & Commerce College aims to impart quality higher education with moral values to the students of Babhulgaon Taluka and nearby rural areas. The efforts are focused at all round development of students through their community orientation, awareness with respect to competitive examination and participation in sports, cultural, and co-curricular activities. The aims, goals are very much inclusive with the Mission of our parent university.

Shivshakti Education Society, Kotha (Veni) was established this institution on 15th August 1990 in view of providing education to all the students who belong to this rural area. The campus area is spreading over 4 acres. The college is permanently affiliated to S. G. B. Amravati University, Amravati. Various UG programmes are offered in Humanities, Commerce and Science faculties and a PG Program in Marathi in addition to newly established value added and career oriented programmes.

The college is reaccredited by National Assessment and Accreditation Council and obtained B grade with CGPA 2.19 in the academic session 2012-13.

Location : Rural

      At: Babhulgaon

      Dist: Yavatmal

      State: Maharashtra

      Pin: 445101

Vision

'To raise the academic, cultural & social standard of the students in rural & tribal area and to create discipline & social responsibility among them'.

http://www.shivshakticollege.ac.in/

Our logo contains a Sanskrit phrase '**Tejaswi Nav Dhitmastu'** This phrase reflects the vision of the institution which means our institution will make vigorous and effective efforts to quench the thirst of knowledge of the students in the area and to create radiance in the field of Education.

Mission

1. To impart quality valuable service in the field of education particularly in rural areas.
2. To attain community and social development.
3. To ensure and inculcate discipline in terms of regularity, sincerity and punctuality among the students & staff so that they can contribute to the society and nation as the most responsible and respectable citizens.
4. To aim at overall personality development of the students by organizing various social, cultural, co-curricular and extra-curricular activities.
5. To provide a platform to the students by giving them an opportunity to face all the challenges and to nurture the competitive spirit with utmost utilization of their full potential in sports, athletics and other events.

Core Values:

Character building, career and overall development of the learner.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The college is situated in a calm and quiet eco friendly atmosphere.
2. Thrust for the overall development of students and effective teaching-learning.
3. The teacher –student relationship enabling the teacher to act as a mentor and guide in solving the academic and personal problems of the students.
4. More than 60% of the faculty are now Ph.D. holders.
5. Library enriched with N-list, internet facility and adequate number of books for competitive examination.
6. The vision, mission and objectives of our College are framed in clear terms.
7. Committed management, faculty and staff for ensuring quality in every aspects of education.
8. Very good ambience for teaching, learning and other curricular and extra-curricular activities
9. Curricular, co-curricular and extra-curricular programmes aimed at the holistic development of students.
10. High level of discipline to mould the rural students which are socially and economically backward.
11. The College conducts courses of open university, value added courses, Certificate courses and remedial coaching for slow learners.
12. Various welfare schemes like Loans, Pension Schemes, Group Insurance Scheme, Loan through Employee's Credit co-op. society are provided to the staff members.

Institutional Weakness

1. Lack of Departmental libraries.

2. Revenue is not generated through consultancy.
3. Lack of research departments and less PG courses.
4. Economically and Socially backward area.

Institutional Opportunity

1. The accreditation by NAAC has enabled the college to avail development grants and UGC sponsored programmes.
2. Strong support from Alumni, and other well-wishers.
3. Science and Commerce departments have the opportunity to strengthen consultancy services.

Institutional Challenge

1. To run non-grant courses to full capacity.
2. Make a mark at the national level in the realm of research with high impact publications, patents and technology transfers.
3. Efforts to educate the socially and economically backward students to bring into the main stream of education.
4. To enhance Infrastructural facilities with the changing time.
5. Lack of placement Opportunities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Shivshakti Arts & Commerce College has made adequate progress in curricular aspects specifically by adopting the curricula of parent University. The college started functioning since 1990 by implementing a double faculty college with limited desired subject combinations. Gradually as a result of demand of the region, it has convoluted to be a multi faculty college, presently, having a large number of subject combinations. The college has three faculties, Arts, Commerce & Science with almost all subject combinations prescribed and approved by the university.

It offers three years course in B.A., B.Com & B.Sc. in various optional subjects. It also offers Post graduation in the subject Marathi. The academic programmes introduced during the re-accreditation phase are Bachelor of Science, Career Oriented programme and certain value added courses at college level. In addition it has started specific programmes of Yaswantrao Chavhan Maharashtra Open University (YCMOU), Nasik by establishing the special centre of the University.

The college follows the curriculum designed by S.G.B. Amravati University, Amravati. Although the college has limited scope for innovation in curriculum & a little scope for making dynamic changes, the college faculty has used its full involvement by proposing desired changes in the curriculum in Board of Studies in respective subjects of the University.

Thrust has been given to relevant knowledge, skills, value addition and value based education leading to improve overall personality. Active platforms and the strategies are established for giving exposure to carrier

opportunities, entrepreneurship, skills development and placements opportunities.

The College has introduced new Certificate Courses at UG level from the session 2017-18 as listed below:

1. **Certificate Course in Tally**
2. **Certificate Course in Retail Sales Associate**
3. **Certificate Course in Food and Beverage service**
4. **Certificate Course in Soil Testing**
5. **Certificate Course in Personality Development**
6. **Certificate Course in Yoga and Meditation**
7. **Certificate Course in Social Justice and Integrity**
8. **Certificate Course in Fundamentals of Accountancy**
9. **Certificate Course in Research Methodology**
10. **Certificate Course in Gender Sensitization**

Teaching-learning and Evaluation

The admissions to various classes/programmes are made in accordance with the procedures prescribed by the State Government and SGBAU.Due publicity of the admission programme is made by displaying detailed notifications of admission programme on college notice boards as well as on college website (www.shivshakticollege.ac.in) ahead of the schedule. This helps the prospective candidates from all over the country as well as abroad to gain easy access to the admission process. Online admission form-filling facility as well as declaration of merit list on college website helps in maintaining transparency. On the campus, counseling is provided to all the candidates' approaching to the counseling centre. This centre works all the day during the admission period at a prominent location in the campus.

Help and assistance is offered to all the students in selection of subjects at the time of admission with special attention being given to socially and physically challenged candidates. The college has made special efforts to make **student-centric education** by supplementing the traditional learning practices, with the use of innovative learning techniques.

The number of students admitted in the institution is increasing year by year on account of introduction of various academic programmes. Every department constitutes subject Associations every year and through it they organize various programmes for the overall development of the students.

To enhance the teaching-learning process advanced teaching aids & ICT enabled learning resources are used. Faculty members participate in Conferences, Seminars, Workshops, Short Term Courses, Refresher Course and Orientation Programmes to update the pedagogical skills & knowledge. To maintain discipline and regularity in teaching-learning process annual plan of teaching & academic diaries are maintained. The performance of the students is evaluated throughout the academic year. The outcome of the unit tests and term-end examinations ensures the learning level of the students.

Faculty Coordinators have been appointed to monitor teaching-learning process. Evaluation process is actually carried out by the parent University. However, to enhance the performance of students the institution conducts unit tests & common practice tests after adopting Remedial coaching classes for the needy students in the respective subjects.

Research, Innovations and Extension

To promote research culture among the faculty and students 'Research Guidance Cell' has been established. Thirteen faculty members received Ph.D. Two faculty members received recognition as the supervisors to conduct research. Thirteen Faculty members are M. Phil holders. Three faculty members have registered for Ph. D. and two faculty members have submitted their thesis to the university. Majority of them attended & presented papers in University, State, National & International Conferences, Seminars etc.

The faculty members are invited by the other institutions to deliver lectures. The N.S.S. Unit consists of 150 students of the college and it is very active in rendering extension services. Considering the past and present dedication of the institution towards N.S.S. activities the parent University nominated one faculty member as an area co-coordinator in the Yavatmal District. Three volunteers have been selected for state level camps of N.S.S.

Extension Activities

The college runs a large number of extension activities. They include the activities for the welfare of neighborhood. The activities are governed by different departments of the college and NSS. The college has also adopted Four neighborhood villages,(Malapur, Gimona, Mangul and Antargaon) for regular extension activities related to health, hygiene, and water harvesting.

Our College has organized following conferences workshops seminars during the reaccreditation period:

- One Day National level conference on Teaching Various Subject at U. G. level in rural area-Problem and remedies. 26 Dec. 2013
- One Day National level seminar on Olympic: A Perspective. 29 August 2016.
- One day Taluka level workshop on 'How to write research project'.3/10/2016
- One Day Taluka level workshop on Health & Hygiene .20/01/16
- One Day University level workshop for non-teaching staff.27/05/2016
- One Day State Level Seminar on 'Revised Assessment and Accreditation Process of NAAC'. 7 Sep. 2017.
- One day State level Seminar on Solar Energy Generation. 28/3/2017
- One day National Seminar for students on Water Management, Health and Hygiene. 27/02/18
- One Day National level seminar on Teaching Methodology .28 March 2018.

Infrastructure and Learning Resources

Infrastructural facilities are augmented from-time to time as per need and proposed future expansion indicated in Master Plan. It is used optimally from 7:30 a.m. to 6 p.m. by the Junior College wing/UG/COP/remedial course and different programmes. The infrastructure is made available to the parent University & NGO's on demand for organizing various curricular, extra-curricular activities and examination purpose.

The institution has developed well equipped library with automation with soul-software. The institution has a two-storey building including class rooms and administrative office. Separate science, Computer laboratories are well equipped. The college has ICT rooms, Botanical Garden, Common reading room, Girls common room. A soak pit is prepared for Water-harvesting. Safe drinking water coolers are available in the college. The college maintains spacious playground for games and sports. The college established Internal Quality

Assurance Cell, Grievance Redressal Cell, Counseling and Career Guidance Cell, Health Centre/Gymkhana.

The institution prepares its Master Plan every year through which necessary material of convenience is purchased by the Planning board. Women's Hostel is constructed in the college premises. Medical and Physical Tests of the students are done by the Physical Education Department. The college also strives to provide necessary facility to the physically disabled student.

Library Advisory Committee is functioning effectively. There are various text books, reference books, magazines,e- journals and daily newspapers are available in sufficient numbers to cater to the needs of the students. There are computers with internet facilities in the library. The college has feedback committee which functions to take feedback from the students. There is a complaint and suggestion box as well. The total number of computers in the college is 40 including the office, various departments, library and the computer lab etc.

Student Support and Progression

As the college runs UG programmes in Arts & Commerce, around 42% students pursue the post UG programmes in university and other colleges. Many students have got jobs in various departments. Remedial coaching classes and ICT enabled teaching learning process have been introduced to enhance students progression. Various student support services, such as Grievance Redressal Cell, Career Counseling Cell, Alumni Association, Parent Teachers Association, incentive marks provision, are available. Students are encouraged to take active part in co-curricular, extracurricular activities like Seminar, Presentation, Project Work, and Publication of Annual Magazine, Wall Magazine. The Best Reader Award, Felicitation of outstanding performance & meritorious students by the Parent Society are the support services available for students. Network Resource Center has been established.

- The institution is committed to provide services to the learners. During the last academic year, eligible students got Government scholarship and free sheep which were disbursed among SC/ST/VJNT/ SBC/OBC students.
- The Government of India scholarship forms are filled online & free of cost. The college gives admission to all the students by charging minimum fees. There is a Girls' Common Room for girl students. The physically disabled students are provided necessary facilities in the college. They are also given additional time in the universityas well as College level examination as per university and government rules.
- There is a first-aid-box available in the college. The college has Career Councelling cell which provides necessary guidance to the students for appearing in the competitive examinations.
- The institution publishes "Shivshakti" an annual college magazine, for publishing poems, articles, short stories written by the students.
- The College makes substantial efforts to facilitate entrepreneurial skills among the students. The college arranges industrial tours to visit neighboring MIDC, Oil industries and also visiting other industries in the locality. Visit to historical town and visit to banks are regularly maintained.

The students' council is constituted every year in a democratic way. The college forms various academic and administrative bodies for the welfare of the students.

Governance, Leadership and Management

An objective behind the institutional vision is "To raise the academic, cultural & social standard of the students in rural & tribal area and create discipline and social responsibility among them." The Principal plays vital role to fulfill the above objective & determining the institutional policy and its execution. College Development Committee, College Council, Students' Council & various committees play effective role in organizational arrangement of the institution. Advanced managerial concepts, such as strategic planning, delegation of authority, team work and unanimous decision making are used for strategy deployment and development by the institution. Mechanism for performance assessment of faculty and staff is available in the institution, in the form of self Appraisal & confidential Report.

- The college is run by Shivshakti Education Society, Kotha (Veni). The College Development Committee functions under the chairmanship of the President of Shivshakti Education Society, Kotha (Veni) to manage the college work very efficiently. The college Principal is the secretary of The College Development Committee. Teaching and non teaching staff are given representation in The College Development Committee.
- Various committees are formed at the college level to fulfill the objectives and development of the college.

All important decisions are taken in the College Development Committee meetings.

- As per the guidelines of UGC and Govt. of Maharashtra, the qualified candidates are appointed for a probation period of two years. After completing the probation period, the employees are confirmed and made permanent. These employees are sent for trainings time to time to update their knowledge and skills.

The college receives financial aid from the government and the grants from the UGC. The audit of the college is made by the internal and external agencies. Chartered Accountant made the internal audit while the external audit is done by the senior auditor of Higher Education, Amravati. Internal Quality Assurance Cell (IQAC) has been formed in the college. The IQAC also prepares Annual Quality Assurance Report (AQAR) every year and it is sent to NAAC.

Institutional Values and Best Practices

Internal Quality Assurance Cell is in existence, Website of the College has been launched. SWOT analysis of the institution is conducted by the institution. The institution involves all its stake holders in planning, implementation and evaluation programme by conducting meetings of College Development Committee, College Council, Students Council, and Alumni& Parent Teachers Association. All the stake holders are invited and involved in various programmes organised by the institution. While conducting the institutional activities and programmes the core values of NAAC are used as the benchmark for the gradual development of the institution.

- The institution has made a farm pond, tree plantation, water conservation campaign to increase vigilance for the environment.
- The institution has taken initiatives for innovative practices such as competitive examinationand started some value added Certificate Courses for the students. The institution has been conducting Vimaltai Bhore Competitive Examination for last 17years for the students of Babhulgaon and Kalamb tahasil and we consider it as one of our best practices. According to the recommendation of the NAAC Committee our college has already started the use of ICT in teaching learning process.

- The students learning in this institution belong to economically backward and rural area. Therefore, the college has charged minimum fees for taking admissions to all the streams.
- The Botanical Garden is formed in the college premises to help science students to be familiar with various plants and herbs.
- The students are motivated to prepare wall posters, manuscripts, handicrafts etc. to give scope to their latent skills.

The institution has made innovations by organizing breast feeding week, nutrition week and workshop on premarital awakening to make girls students aware of nutrition science and important breast feeding etc.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHIVSHAKTI ARTS AND COMMERCE COLLEGE
Address	Shivshakti Arts and Commerce College, At Post. Babhulgaon. Tq. Babhulgaon. Dist. Yavatmal. (M. S.)
City	Babhulgaon
State	Maharashtra
Pin	445101
Website	www.shivshakticollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Deepak D. Koturwar	07203-270560	9422817034	07203-270162	iqacshivshakti@gmail.com
IQAC / CIQA coordinator	Gajanan B. Mane	-	9921954792	-	gbmane2011@gmail.com

Status of the Institution	
Institution Status	Private , Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	

Date of establishment of the college	15-08-1990

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Maharashtra	Sant Gadge Baba Amravati University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	18-05-2007	[View Document](#)
12B of UGC	18-05-2007	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Shivshakti Arts and Commerce College, At Post. Babhulgaon. Tq. Babhulgaon. Dist. Yavatmal. (M. S.)	Rural	3.85	4694

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Physics	36	Twelve pass	English	360	95
UG	BSc,Zoology	36	Twelve pass	English	360	118
UG	BSc,Botany	36	Twelve pass	English	360	118
UG	BSc,Computer Science	36	Twelve pass	English	360	59
UG	BSc,Mathematics	36	Twelve pass	English	360	95
UG	BCom,Commerce	36	Twelve pass	Marathi	360	216
UG	BA,Political Science	36	Twelve pass	Marathi	460	149
UG	BA,Geography	36	Twelve pass	Marathi	460	229
UG	BA,History	36	Twelve pass	Marathi	460	185
UG	BA,Economics	36	Twelve pass	Marathi	460	158
UG	BA,Home Economics	36	Twelve pass	Marathi	460	133
UG	BA,English	36	Twelve pass	Marathi	460	262
UG	BA,Marathi	36	Twelve pass	Marathi	460	262
UG	BSc,Electronics	36	Twelve pass	English	360	36
UG	BSc,Chemistry	36	Twelve pass	English	360	118
PG	MA,Marathi	24	Any Graduate	Marathi	80	21

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				8				23
Recruited	0	0	0	0	5	3	0	8	12	1	0	13
Yet to Recruit				0				0				10
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				7
Recruited	4	1	0	5
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				6
Recruited	6	0	0	6
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	3	0	6	0	0	13
M.Phil.	0	0	0	4	3	0	7	0	0	14
PG	0	0	0	5	3	0	12	1	0	21
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	5	0	9
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	347	0	0	0	347
	Female	446	0	0	0	446
	Others	0	0	0	0	0
PG	Male	6	0	0	0	6
	Female	15	0	0	0	15
	Others	0	0	0	0	0
Certificate / Awareness	Male	147	0	0	0	147
	Female	205	0	0	0	205
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	67	79	63	70
	Female	63	89	94	92
	Others	0	0	0	0
ST	Male	19	28	40	34
	Female	22	36	51	38
	Others	0	0	0	0
OBC	Male	122	181	177	183
	Female	119	198	194	223
	Others	0	0	0	0
General	Male	56	66	56	52
	Female	40	33	63	30
	Others	0	0	0	0
Others	Male	44	59	74	50
	Female	40	58	74	72
	Others	0	0	0	0
Total		592	827	886	844

Extended Profile

1 Program

1.1

Number of courses offered by the institution across all programs during the last five years

Response: 15

File Description	Document
Institutional Data in Prescribed Format	View Document

1.2

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	5	4	4	4

2 Students

2.1

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
814	844	886	827	592

File Description	Document
Institutional Data in Prescribed Format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
655	655	622	637	613

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
111	72	61	43	37

File Description	Document
Institutional Data in Prescribed Format	[View Document]

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
21	19	16	17	17

File Description	Document
Institutional Data in Prescribed Format	[View Document]

3.2

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
31	30	30	30	30

File Description	Document
Institutional data in prescribed format	[View Document]

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 11

4.2

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
45.77	54.17	47.16	29.90	24.58

4.3

Number of computers

Response: 31

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Response:

Shivshakti Arts and Commerce College is affiliated to the Sant Gadge Baba Amaravati University Amaravati, it follows the university designed curriculum. The college operates at UG and P.G.(in Marathi) level keeping in mind goals and objectives that is to make the students employable through holistic education and skill development.The College runs Arts, Commerce and Science faculties in terms of degree course and post graduation in the subject Marathi. It also runs five career oriented certificate courses and Six value added courses.

Shivshakti Arts, Commerce College develops and practices its teaching and learning plan of action for effective implementation and delivery of the curriculum through the well defined process. The institution follows the curriculum recommended by Sant Gadge Baba Amravati University Amaravati. Before commencement of the session, Principal conducts a meeting with all the heads of department for effective implementation of the curriculum. The students are also informed in advance about the curriculum and academic calendar through the notice boards.

Shivshakti Arts & Commerce college offers three years course in B.A., B.Com & B.Sc. in various optional subjects and P.G in the subject Marathi. The academic programmes introduced during the re-accreditation phase are Bachelor of Science, Career Oriented programmes,Value added Courses and various programmes of open University centre i.e. YCMOU Nasik. As a matter of fact there is a little scope for making dynamic changes in the syllabi as it is designed by the parent University and it was published on its website. The curriculum of value added Courses have been designed by the faculty .Every teacher at the beginning of every session gives details about the curriculum and syllabus of his respective subject to the students. He also imparts the information regarding the paper pattern to all the students. Curriculum of above all the subject is also made available on the website of the college. All the teachers fill up their academic diaries every year. They also submit Annual Planning of their respective subject at the beginning of every session. To enhance the teaching-learning process advanced teaching aids & ICT enabled learning resources are introduced. Faculty members participate in Conferences, Seminars, Workshops, Refresher Course and Orientation Programmes to update the pedagogical skills & knowledge. The planning and organisation of the teaching-learning and evaluation schedules are as under:-

i) The college follows the academic calendar prepared by the parent university. The details regarding the period for admission process, teaching-learning process, evaluation process and non-instructional days are given in this calendar. The college follows the schedule mentioned in the calendar published by the university.

ii) Annual syllabus plan and the planning of departmental activities are prepared and submitted to the

Principal at the beginning of the session.

iii) The planning of unit test and common test schedule is prepared and implemented by the examination committee. The data regarding evaluation is submitted to the head of examination committee by all the faculty members.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
04	0	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 61.11

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	01	02	02

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 66.67

1.2.1.1 How many new courses are introduced within the last five years

Response: 10

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 26.67

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 04

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 10.64

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
352	20	14	16	24

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The syllabi of the academic programmes of Arts, Commerce & Science faculties adopted by the college are framed by the Parent University, as per UGC guidelines. All the members of Board of Studies try to inculcate issues related to Gender, Environmentand Sustainability, Human Values and Professional Ethics into the Curriculum.

1. The College offers career oriented programme i.e. Child-care and Welfare for the women students in the college.
2. Our College started 'Certificate Course in Gender Sensitization' from the Session 2017-18.
3. Environment subject is taught at IInd year level of each faculty to create awareness among the students regarding balance of environment; similarly, these aspects are covered in the syllabus of Geography.
4. For the purpose of community and national development among the students the college organizes various Co-curricular activities & N.S.S. programmes. .For instance: - Annual Gathering, Research activities by the students, Self-Administration –day, Sports Competitions, Book-exhibitions, celebration of Birth & Death anniversary of Social-reformers.
5. Value based practices like prayer of Sarswati Stawan and National anthem is followed regularly to create discipline and regularity amongst the students. Wise thoughts are also written by some students on the Display-Board regularly under the guidance of faculty. Legal camp and counseling camp for women are also regularly organized in the college.
6. De-addiction programmes are conducted by the college to make the students responsible citizens of the nation.
7. To maintain equity among the students co-education facility is already in existence in the college. While constituting the various committees of the students special care is taken to maintain equity among them. For instance:- Constitution of Student Council, Annual Magazine, Editorial Committee, Library Advisory Committee & various subject committees.

   The list of core courses

U.G. Courses - B.A., B.Com.,B.Sc.

P.G. Courses - M.A.Marathi

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 6

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 06

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 48.16

1.3.3.1 Number of students undertaking field projects or internships

Response: 392

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Response: A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	[View Document]
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 64.65

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
814	844	886	827	592

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1260	1260	1197	1226	1180

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 90.97

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
619	640	619	611	412

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

At the beginning the members of the admission committee examine the ability and enquire the interest of the students through interview technique in accordance with the optional subjects selected by the students at the time of admission. The members of the admission committee assess the students in terms of knowledge and skills before finalizing his admission.

After completeion of admission process when the actual teaching session begins, the teachers try to identify the advanced learners through the informal discussions based on their academic performances in the previous examinations. Similarly, through the process of personal counseling the advanced learners are identified.

Orientation programme is conducted for the newly admitted students which gives them the whole idea about the curriculum and different courses in the college. Some of the departments conduct basic awareness test regarding their previous subject knowledge. After the basic awareness test, the concerned faculty members are intimated to cope up with the knowledge of the forthcoming curriculum. Some of the departments organize encouragement porgrammes for the weak students.

The advanced learners are identified by their academic performance and achievements through continuous evaluation system rendered throughout the year. Special guidance and consultation are given to the advanced learners to secure high percentage of marks in university examination.

The advanced learners are selected as the office bearers of several subject associations on the basis of their

interest in the subjects. The annual magazine committee selects editors and sub-editors for the Annual Magazine 'Shivshakti' every year. Similarly, they are selected as editors and sub. Editors for wall magazine of several subjects, which are brought out by the subject associations.

All the faculty members and the career guidance cell constantly encourage the advanced learners to take part in many competitive examinations. Advanced learners are also motivated to join the certificate courses and they are encouraged to participate in various competitions. The slow learners are also identified through the unit tests and they are suggested to join the remedial coaching classes run by the college.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 814:21

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The institution adopts student centric methods for teaching-learning process. Lecture method is generally adopted by all the faculty members mainly. But whenever they need, they use different kinds of methodologies which are suitable for the content such as experimental learning in science, geography and home-economics faculty. Participative learning methodologies are adopted in various kinds of project work. In economics and commerce problem solving methodology is used.

The institution concentrates much on various modern techniques to make learning more effective for the

better understanding of the students and give them better learning experiences. The learning process is enriched and empowered by the practices which develop communication skill and participation in various academic programmes, and co-curricular activities. Students are motivated to participate in seminars, group discussions, workshops, presentations, conferences, poster competitions, science exhibitions etc.

Reading skill, listening skill, interview skill development training is also provided to the students through interactive methods by the faculties in the dept. of English. Computer assisted learning is practiced through computer laboratories by the faculties of the college. Experimental learning is also practiced in the practical subjects through practical laboratories. Project based learning is practiced in banking, insurance, home-economics, geography and environmental subjects. Visits to industries, eco-balanced spots, banks, geographical places, historical places, cottage industries are organized.

Question-answer method is adopted after the completion of the topic to satisfy the queries of the learners.

File Description	Document
Link for Additional Information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 80.95

2.3.2.1 Number of teachers using ICT

Response: 17

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 47.88

2.3.3.1 Number of mentors

Response: 17

File Description	Document
Any additional information	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

All the faculty members of all departments adopt the modern, latest and innovative teaching methodology with the use of ICT for better teaching-learning process. The faculty members use LCD projectors, laptops, PPTs, CDs, overhead projectors, audio-visual facility, and computers with internet facility in teaching-learning process.

Assignments, exhibitions, paper-presentations, poster-presentations, participation in seminars, work-shops, conferences, organizations of various competitions etc are adopted as new and innovative approaches by the faculty members for teaching and learning process. The remarkable achievement and growth are found among students by adopting constant and continuous use of innovative teaching methods by the faculties.

As per syllabus, assignements and project works are assigned to the students. Traditional as well as advanced teaching aids are used in teaching-learning process. Students participate in class seminars, workshops, group-discussions, guest-lectures, practical, field projects to achieve the academic excellence and improve their knowledge through these practices.

Primarily importance is given by the institution to the competencies which are necessary for over all personal fulfillment and development, social involvement, active citizenship and employment of the students. The teaching-learning methods are adopted in such a way that the students can acquire the fundamental skills such as communication skill, arithmetic competency, leadership qualities, basic of science and technology, cultural awareness and social awareness among themselves.

The institution adopts cognitive approach in teaching-learning process. It helps the students to think and develop their intelligence. To understand complex ideas learning through PPTs, through animated videos is practiced.

Apart form, this the department of English has developed a blog of the department. Learning material, assignments and MCQ are uploaded on this blog so that students can access the material as per their convenience.

Self administration day is celebrated in college on 5th spetermber on the occasion of birth anniversary of Dr. Sarvapalli Radhakrishnan. On this day the students are provided opportunities to play the role of teachers to augment their interest in teaching-learning process.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 59.55

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 49.6

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	10	8	8	7

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 16.33

2.4.3.1 Total experience of full-time teachers

Response: 343

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 5.56

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Our institution adopted various kinds of measures to assess the achievements of the students. The continuous evaluation process helps to ensure an improvement in the performance of students. The academic plans and the academic calendar inclusive of various activities of the institute are already displayed on notice board and website at the beginning of the session. All the stake holders including students are made aware about the evaluation process followed by the institution. All the faculty members discuss examination pattern and the role of students in academic performances, about the unit test and the common practice examination at the beginning of the session. Every faculty imparts details about the marking system of his respective subjects according to the university norms in detail. Institute organizes four unit tests throughout the session and one common practice examination at the end of the session. According to the university norms there are 30 marks for internal evaluation and 70 marks for external

evaluation till the end of the session 2016-17. From the current session 2017-18 university made reforms in this examination system in which distribution of marks for theory and practical, internal assessment varies according to the subjects. Similarly the minimum passing marks also varies as per the guidelines of university in various subjects. From the current session, the institution conducts first semester and second semester examination of first year undergraduate programmes at college level. Class teacher and subject teachers informs students about the evaluation process. The internal evaluation method is assessed by the faculty members.

Seminars, group-discussions, presentations, assignments, viva, personal interview are the components of internal evaluation system. There is a separate passing in internal and theory papers. Theory and practical classes are conductedas per the S. G. B. A. U. guidelines. Internal Assessment System motivates the students to attend regular classes, for active participation, and better interaction with teachers during the classes.

As a part of continuous internal assessment of the students the performance of the students is analyzed through assignments, class tests, group-discussions, presentations etc. Students are encouraged to participate in curricular and extra-curricular activities. Toppers in each subject are awarded with prizes and certificates to motivate the students by conducting a special programme. Such kind of encouragement programmes are organized by some of the departments to motivate and to create confidence among the students.

Field projects are done as per the curriculum of the respective subjects. The evaluation system is as follows:

- Attendance
- Unit Tests
- Seminars
- Assignments
- Practical Examination
- Internal Evaluation
- Theory Written Examination

Major evaluation reforms are done by the university itself from the current session. The institution adheres strictly to the norms for conducting internal and external examinations. The university provides a provision for the students for revaluation and getting photocopies of answer-scripts of the university examinations.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

A transparent student evaluation is an integral part of teaching-learning process. So the institution makes effective arrangements for the smooth application of the rules about the evaluation process. The institution has developed a proper mechanism. For this purpose time to time staff meetings are also conducted concerning evaluation process. The institution takes the following measures to ensure that students are aware of the evaluation process. The information about the evaluation process is given to students and faculty by issuing notices.

The entire process of the evaluation in all its details is made known to all stakeholders through announcements made by the university much in advance whenever the system undergoes a change.

Every teacher provides guidance to the students regarding the steps and procedures involved in the process of internal assessment at the beginning of the session.

Every student is made aware about the process of evaluation of theory examination / practical examination / internal examination throughout the period of his/her study. In the PTA meetings the whole evaluation process is clearly explained to the parents. All internal examinations are conducted by the respective faculties of the institution.

The previous examination question papers and model papers are made available to the students in the library. The students are informed about the unit tests, class tests and assignments in advance and the marks assigned are communicated to the students in the class and also displayed on the notice board.

The institution forms various committees for conducting University level home examination such as examination controlling, masking and de-masking, valuation, revaluation and tabulation committee. The committees discharge their responsibilities as per the guidelines of S. G. B. Amravati University.

The institution has a separate mechanism for conducting internal assessment at institutional level. The marks secured by the students in the tests are informed to the students. The details of evaluation process and the methodology are conveyed to all the students by the faculties for their clear understanding in the beginning of the session.

File Description	Document
Any additional information	[View Document](#)

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

The institution has an efficient mechanism to redress the examination related grievances of the students. The university has appointed a co-ordinator to redress examination related grievances of the students. The students having grievances lodge their appeal to the co-ordinator. The co-coordinator forwards these grievances to the university at a priority. The cell tries to solve the issues within the stipulated time given by the university. The redressed grievances are communicated to the grievance redressal cell.

Some of the results are with-hold by the university such students contact to the grievance redressal cell. The responsible authority tries to solve the issues by providing the necessary guidance to the students.

The university also has set process of grievance redressal. It is adopted and executed at college level too. This includes theory examinations, practical examinations, and internal examinations: the queries and complaints about this evaluation are recorded by the examination cell of the college and submitted to the university for corrective action. These actions are normally re-evaluation, re-checking, providing photo

copy of answer-sheet to the students etc. At university level students can apply for verification, re-evaluation and for photo copy of answer book. The university examiners re-verify, re-assess the answer books and revised marks if any are sent to the institute which are communicated to the students. Further institution has taken following measures for the effective implementation of the evaluation introduced by the university.

The institution adopted the following mechanism to deal with the grievances related to all the examinations. Our college established Grievance Redressal Cell for examination which consists of senior and experienced, highly qualified staff members. The students can represent their problems and grievances any time before the cell for solving. Another mechanism, which helps the students to have a good rapport between the students and the faculties, is mentor-mentee system and this system enables to discuss various problems with their mentor, related to their academic performance and examination. The student council of the college also represents the grievances, problems to the principal and management.

After declaration of the results S. G. B. A. U. University avails the following facilities to the students regarding their grievances in examinations –

1. Revaluation
2. Photo copies of the answer-sheet.

Written test results are displayed on notice board. The results are also discussed in class by respective faculty members. Students are free to meet the teachers to redress his/her performance

The corrected assignments and evaluated answer scripts are returned to the students with suitable comments on the presentation of answers with exemplary remark as motivation.

File Description	Document
Link for Additional Information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The Affiliating University i. e. S. G. B. Amravati University publishes the academic calendar of the session well in advance. The institution follows the academic calendar published by the affiliating University. For the conduct of CIE our institution strictly follows the academic calendar. Academic calendar is prepared at the beginning of every session by the academic calendar committee of the college. The committee consists of principal and senior faculty members. The academic year usually starts in the month of June and all the academic curricular and co-curricular activities are planned by the committee in this month.

The calendar includes teaching schedule, admission process, important events of academic year, working days and the list of holidays, details of curricular, extra-curricular activities and period regarding examination schedule. The examination cell prepares their annual planning of unit tests, class tests, practice examination and internal examination of university. Faculty wise tentative dates of practical are displayed on the notice board and communicated to the students.

The academic calendar shows the dates of Commencement and end of each session and all the examinations are conducted according to the planning. Every year the students are given an orientation by the faculty about the examination system at the beginning of every session. Each department separately gives orientation to newly admitted students about continuous internal evaluation system, question paper pattern, re-evaluation options and rules regarding their conduct during class tests and examinations. In this way the institution tries to adhere to the academic calendar.In this way the institution tries to follow the academic calendar.

File Description	Document
Link for Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The institution has its clearly stated learning outcomes of all subjects. Learning outcomes are displayed on the website. The continuous internal assessment reveals the learning outcomes and academic performance in the university examination. The students are motivated to improve their performance by giving them appropriate guidance.

The institute tries to judge the learning outcomes through class test, assignment, seminars, group discussion, presentations, classroom activities etc. Periodic meetings are conducted to discuss on the progress of syllabus completion, performance of student in class test and practice examination test. If the class teacher finds that the performance of any student is not satisfactory then it is informed to that particular student and his parents. Assessment of project work and presentation is done periodically which helps to obtain the learning outcomes of that particular subject. Weaker students are properly guided for improvement & advised to join Remedial coaching classes.

Faculty members use innovative methods for improvement of student learning outcomes. Computers, LCD, OHP projectors, Internet are used for teaching learning process.

The overall regularity, performance and sincerity of student matters as an indicator for overall performance.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The College offers UG as well as PG Program in Marathi. Generally, the objectives as well as the importance of these Programs are communicated to the teachers and the students in the formal way of discussions.

The outcome of BA Program may be as follows:

- To participate in community engagement and enhance their global understanding
- To sharpen Critical and creative thinking of students
- To develop Communication skills
- To promote Inculcation of human values

The outcome of B. Com Program may be as follows, it helps the students to:

- Develop application of basic skills necessary for analysis of programs in Accounting, Marketing, Management and Finance related issues.
- Facilitate national level economic and business scenario.
- Contribute to the successful operation of business.

The outcome of B. Sc. Program may be as follows:

- To understand and demonstrate the local and the global contexts in which Science is practiced.
- To understand the role of Science in addressing current issues like Climate Change, Sustainable Energy etc.
- Implementation of Science knowledge across the range of all fields

Subsequently, the College takes care of the attainment of above mentioned programs and follows following methods of measuring attainments:

1.Academic Calendar, 2) Academic Diary, 3) Annual Teaching Plan, 4)Half yearly Reports, 5) Feedback from Stakeholders, 6) Students' Progression to Higher Studies and the result analysis of last five years of above mentioned programs show that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies that is from UG to PG seems to be increasing consistently and rapidly in the last five years. In a similar vein, the ratio of students' placement is also increasing. Our College is very serious and takes utmost care of measuring the level of attainment of POs, PSOs and COs. We follow formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we take feedback from all the stakeholders in this respect and try to take necessary steps accordingly.

2.6.3 Average pass percentage of Students

Response: 65.68

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 111

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 169

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.56

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0.2

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.2	0	0	0	0

File Description	Document
List of project and grant details	[View Document]
e-copies of the grant award letters for research projects sponsored by non-government	[View Document]
Any additional information	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 9.52

3.1.2.1 Number of teachers recognised as research guides

Response: 02

File Description	Document
Any additional information	[View Document]

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.24

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 01

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 21

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Any additional information	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Current knowledge and innovative ideas are essential for economic development and are important tools to bring fundamental change in all fields. With this view the college has established incubation center to enrich current knowledge and inventive skill of the college students. The centre provides a platform for the students to nurture their ideas into viable business.

The incubation centre along with the career guidance cell and department of Home-economics impart special training regarding tailoring, handicraft, painting, embroidery, cookery etc.

During the session 2017-18 the center in collaboration with Home-economics department of the institution organized 30 days training programme for the students. In this training programme 20 students were taught the following innovative skills:

Preparing purse, mats, flowers, garlands from microns.

1. Preparing Carry-bags of cloths.
2. Preparing toys.
3. Sewing baby frocks.
4. Embroidery

Apart from this the college has been conducting various career-oriented and certificate programmes for the betterment of the students. Career Guidance Cell provides coaching and training to improve skill of employability in various fields.

Industrial visits for students are organized by the department of science and Commerce. Faculty members of science regularly interact with the industry to understand the functions of the particular industry. Expert lectures by industry personals for students are organized by the college.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Report of the event	[View Document]
List of workshops/seminars during the last 5 years	[View Document]
Any additional information	[View Document]

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	[View Document]
Any additional information	[View Document]

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 3.5

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 07

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 02

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 4.83

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
39	27	09	08	04

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 5.17

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	07	18	40	14

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The institution maintains a good rapport with neighborhood community through extension activities like N. S. S., Adopted Village Scheme,tree plantation, and other awareness programmes. With the help of the society various programmes are conducted for the betterment of the society and to inculcate the responsibility towards social issues &holistic development among the students. Following is the list of significant activities conducted by the institution during the last five years:

- Blood donation Camp
- Tree Plantation
- Yoga and Meditation
- Village Cleanliness Drive
- *'BetiBachaoBetiPadhao'* Rally
- Digital/Cashless Economy Awareness Programme
- Water Management.
- Construction of *ShoshKhadde*
- De-addiction Programme
- Medical Checkup Camp.
- MahilaMelava
- Hotel Management
- Plastic Eradication Programmes
- Presenting Books in various schools.
- Social Projects
- *BalMelava*
- Cultural Programmes to remove superstitions
- Voter Awareness Rally
- Health Center Service
- English Literacy Survey
- Ek Gaon Ek Sainik Programme
- Slogan Competition to motivate the farmers.

- Late Vimaltai Bhore Competitive Examination

Through these activities the neighborhood community and the students are sensitized about, fitness of health, importance of cleanliness, water management, cashless economy, competitive examination, environment protection, the right of vote. They are also made aware of self-employment, de-addiction, farmers' suicide and girl child. We try to cultivate and nurture moral and ethical values among the students for their holistic development.

Our institute organized different kinds of extension activities through NSS with the help of community. They are as below:

1. N. S. S. Unit regularly organized special camp for nurturing the importance of physical work among the students, for ensuring social justice among the society. The students participated and organized programme on significance of cleanliness at villages through Swach Bharat Abhiyan, farmer suicide, Youth self employment, water conservation, dowry system, construction of Bandhara and construction of small dam at adopted village Rani Amravati.

The college carried out extensive programmes such as gender sensitization, plastic eradication, wild life week, environmental awareness, Aids awareness programme, nutrition week, blood donation, free health check up camps, hygiene awareness etc, jointly with various regional agency, civil hospital Babhulgaon, etc.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 59

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	10	17	13	10

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 55.65

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
551	570	787	416	23

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document](#)
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institution has adequate infrastructural facilities for effective teaching and learning. The governing body of the college provides the required adequate infrastructural facility, when there is a need and demand for improvement. The college has well equipped and adequate classrooms with black-boards/green-boards/white-boards. Some of the classrooms have LCD projectors and internet connectivity. The classrooms have sufficient and good quality furniture. All laboratories are well equipped with latest equipments as per the norms. The practical are performed as per the syllabus of Parent University. The charts and models are also displayed in laboratories for easy understanding of practical. Library of the college has sufficient number of books and references as per the curriculum of S. G. B. Amravati University. It is equipped with books, journals, magazines and e-resources. It has a semi automated SOUL 2.0 Library Management software system. Library has a well furnished reading room. The college has a seminar hall with ICT facility for conducting guest lectures, paper presentations, workshops, seminars and conferences.

The institution has following facilities:

1. Spacious Classrooms
2. Well-equipped Laboratories
3. Well furnished Staff room
4. Automized Library
5. Girls Hostel
6. Well furnished Study room
7. Girls Common Room
8. Computers
9. Printers with Xerox facility
10. Laptops
11. LCD Projectors
12. Interactive Board
13. Wi-Fi facility

For the sake of effective teaching and learning the governing body periodically discusses with the principal about the infrastructural facilities and enhancement of infrastructure.

File Description	Document
Any additional information	[View Document](#)

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga

centre etc., and cultural activities

Response:

The institute has adequate sports and cultural facilities which are as follows:

1. A specious play ground with all facilities for games and sports such as Volley ball, kho-kho, Soft-ball, Base-ball, Kabaddi court and Gymnasium.
2. Athletic events are conducted.
3. Warming up area (Double Bar & Single Bar)
4. Multi-station Health Centre consist of all required instruments
5. Yoga Center has been established in the college for doing yoga and meditation
6. Cultural activities are periodically organized in the institution and our students are participating in various cultural competitions with other educational institutions also
7. Vehicle Stand, Waiting Room, Student Facility Centre are available
8. Multi-purpose Hall with audio-visual resources are established for conducting cultural programmes

The details of these facilities are as under:

Sr. No.	Facility	Area/size	Year of establishment	User rate
1.	Outdoor Play-ground	3500 Sq. Meter	1991	70students/day
2	Multi-station Health Centre	600 Sq. Feet	2004	40 students /day
3	Vehicle Stand	600 Sq. Feet	2004	150 students /day
4	Waiting Room	180 Sq. Feet	2016	20 students /day
5	Multi-purpose Hall	1846 Sq. Feet	2017	120 students /programme

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 54.55

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 06

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 21.71

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
10.00	9.9	8.0	7.0	6.9

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Library is automated with Integrated Library Management System

Software for University Libraries (SOUL 2.0) is a integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries with the help of UGC. It is a user-friendly software developed to work under client-server environment.

SOUL 2.0 consists of the following modules.

Each module has further been divided into sub modules to cater to its functional requirements:

- **Acquisition**
- **Catalogue**

- **Circulation**
- **Serial Control**
- **Administration**

We use major modules to serve the College Library Users. By using the software like SOUL 2.0 the accuracy in computing the library data is increased and repetition of work can be avoided with the help of software. The reports are generated and submitted continuously to the principal within a short period of time with the help of software. We obtain regular help to upgrade and to maintain the software on demand by the helpline. The books are catalogued by using main entry and added entry of the modules. Users are entered with the help of membership forms by scanning his Passport size photo and some essential documents. In campus issue (books) can be possible with the help of this software. We issue one book at a time for the period of 10 days. It can be renewed by the Users for next 10 days. Software generates user id card.

OPAC is used by Users to find out the availability of books by subject, authors and other options. Library has been using SOUL automation software since 2004 developed by the INFLIBNET center Ahamadabad. All software modules are functioning properly. Newly purchased books are entered regularly. OPAC is used from all students and staff. OPAC is accessed only in local access. The institution plans to link web opac through Internet on college website in future.

SOUL Help lines

- : 079-2630 0007 (office hours from 9.30 to 6.00pm)

Google Chat @ SOULHelp0007

SOUL User Forum: http://lin.inflibnet.ac.in/mailman/listinfo/soul

- : soulsupport@inflibnet.ac.in

For Further Information Please Contact:

Dr Jagdish Arora

Director, INFLIBNET Centre

(An Inter University Centre of UGC)

Gujarat University Campus, Post Box No. 4116

Navrangpura, Ahmedabad – 380 009 (Gujarat) India

Phone Nos. : +91-079-26308528, 26305971, 26304695

Fax Nos : +91-079-26300990, 26307816

E-mail : jarora@inflibnet.ac.in,director@inflibnet.ac.in

URL: http://www.inflibnet.ac.in/SOUL/

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Sr. No.	Accession No.	Name of the Book	Name of the Publisher	Name of the Author	Number of Copies	Year of Publishing
01.	1498	Dnyaneshwari Bhavdarshan	Shree Dnyaneshwar Mauli Prakashan Mandal, Kolhapur	Khandarkar, Shankar	01	1985
02.	957	Ajuni Chaltochi Vat	Dr. Prakash Mistri Kulguru, Nagpur Vidyapith, Nagpur	Kolte, Vishnu Bhikaji	01	1994
03.	1499	Shree Namedo Gatha	Maharashtra Rajya, Mumbai	Dandekar, Shankar Waman	01	1970
04.	4544-4568	Encyclopaedia of World Geography	Sarup and Sons, New Delhi	Sharieff, Dr. Afzal Khan, Dr. Masood Balakishan, Dr. A	01	2007
05.	607	Grampanchayat	Chaudhari Law	Chaudhari,	01	1995

		Adhiniyam, 1958	Publishers, Jalgaon	D. H.		
06.	308	Marathi Samrajyacha Uday ani Etihas	Ajab Pustakalaya, Kolhapur	Pawar, Jaisingrao	01	1972
07.	281	Prachin Bhartacha Etihas	Shree Sainath Prakashan, Nagpur	Paralkar, Dr. Ramesh K.	01	1992
08.	131	Bhartiya Rajyaghatana: Swarup ani Rajkaran	Mangesh Prakashan, Nagpur	Ghangare, Chintaman Ganesh	01	1978
09.	921	The Mayor of Casterbridge	Macmillan India Limited	Hardy, Thomas	01	1978
10.	253	Arthshashtra	Vidya Prakashan, Nagpur	Thakkar, K. H.	01	1911
11	111	Arthashashtrache Sidhant	Anshul Prakashan, Nagpur	Mahore, R. Y.	01	1990
12.	340	Ankekshan Tatva ani Praptikar	Vidya Prakashan, Nagpur	Ukhalkar, A. S.	01	1979

Apart form these more than 450 rare ebooks are in collection with Calibri Digital Library Ebooks

Management Software in the Central Library.

File Description	Document
Link for Additional Information	[View Document](#)

4.2.3 Does the institution have the following:

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.1

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.05	1.11	1.32	0.93	1.10

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.23

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 27

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Sr.No.	IT Facility	Date of Updation
01	Computers and Accesories	AS Per Need
02	The College Website	Frequently as per need
03	Licenced Libray Software	As Per Need
04	Wi FI	Frequntly
05	Broadband Internet Connections	Frequently

The college has adequate facilities of the information technologies including Wi – Fi and the broadband internet connections well spread through the campus and it is updated frequently as per the needs either by the corresponding technical staff present in the college

Updation of IT Facilities including Wi-Fi

The institution has forty computers and Sixteen computers systems connected with LAN facility for laboratory purpose.

Admission process, accounting and examination related works are performed using software. Routine activities related to students like fee receipts, issuing i-cards, bonafide certificates, leaving certificates.

The said software is updated frequently as per our needs. The college has all computers with latest configuration and all the computer systems are protected with antivirus.

The library of the college is partially automated. The accession of the books and transaction of the books to the students and teachers is done with the help of the SOUL 2.0 software with printer and internet connectivity. Our college has three Broadband connections serviced by BSNL.

The college has a well equipped classrooms. Which has all the modern facilities concerning ICT, The conference hall is also consisting a computer with internet and LCD Projector along with these five classrooms are provided with LCD Projector facility for the Teaching and Learning process. Those facilities are also updated frequently.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 814:31

File Description	Document
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Response: 5-20 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 10

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
4.87	3.63	3.68	4.03	2.80

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Our institute follows a certain way for maintaining and utilizing physical, academic and support facilities as below:

- All the campus cleaning service is done by appointed non-teaching staff. All classrooms, college premises and the infrastructural material are maintained by the non-teaching staff.
- All the lab in-charge maintains equipments and clean lab and other equipments.
- The electrician maintain and solve all the electrical problems. The institution has made a contract with a local electrician for five years.
- Stock verification of all the electric lab instruments, library books, stationary, furniture, sports equipments are done once in a year.
- With the help of electrician, technician the instruments are calibrated whenever necessary.
- A contract is given for five years for the maintenance of computer related facilities.
- All the instruments suppliers are maintaining the instruments and equipments according to the need.
- The college has installed three invertors and one small generator to maintain the power supply all the time.
- One boar well is available in the college premises for constant and regular water supply.
- Two water purifier are available to supply mineral and purified drinking water.
- Library is maintained by library attendants.
- Sports room, Gym and play ground are maintained by the peons of the college.
- Principal maintains and supervises all the activities of the institute.
- Physical facilities including laboratories, classrooms, computers and so forth are made available for the students those who are admitted in the college.
- The college yearly allocates budget for the maintenance of the laboratories and classrooms which is a crucial part of the teaching-learning process.

- The college has a small garden which is maintained by the peons and Botany Department.
- All the stake holders have equal opportunity to use all the facilities available in the institution as per the rules.
- A contract is made with a local sweeper for cleaning bathoorms/toilets.
- A contract is also made with a local plumber.
- A provision of the library maintenance is made by the college in its annual budget.

File Description	Document
Any additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 70.12

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
496	585	668	594	433

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 8.62

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
69	66	68	70	63

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 19.62

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
326	134	63	44	176

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 4.15

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
88	20	14	16	24

File Description	Document
Details of the students benifitted by VET	[View Document]
Any additional information	[View Document]

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document]
Details of student grievances including sexual harassment and ragging cases	[View Document]

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 24.26

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	12	19	13	12

File Description	Document
Self attested list of students placed	[View Document]
Details of student placement during the last five years	[View Document]

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 43.24

5.2.2.1 Number of outgoing students progressing to higher education

Response: 48

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 46.81

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
04	06	06	04	03

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	08	14	12	07

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 9

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	02	05	02

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Our college aims for the all-round development of the student. At the beginning of every academic year student council has been established according to the norms and regulations of S. G. B. Amravati University and Maharashtra University Act. The college student council consists of girls' representatives nominated by the principal, class representatives and a representative from N. S. S., Sports and Cultural department. The primary objective of creating students council is to assimilate and integrate the students from all branches of our college. It provides the students a platform to harness their creative activities in an integrated manner. The aim of the institution is to promote collective and constructive leadership within students' community.

The office bearers gather grievances and requirements from the students and they represent it to the principal to solve the problems and redress the grievances of students. Student Council organizes various programmes inside and outside the campus such as, Teachers' Day, Women's Day, and Celebration of birth and death anniversaries of great leaders, Farewell Function, Cultural and sports activities during the Annual Gathering etc. Students also participate in number of co-curricular, extra-curricular activities, conferences, seminars and workshops organized by the college.

The Council prepares planning of various extra-curricular sport games activities at the beginning of the session in the first meeting and executes the planning throughout the year.

In order to conduct the activities like Annual Gathering, Youth Festival Participation, Study Tours, Inter-University Sports participation fund is provided by collecting fee for extracurricular activities & sports as per University norms.

Various academic and administrative bodies which have students' representation on them are constituted in the institution. They are as under.

Academic Bodies:-

1) Subject Committees

1. English Literary Forum
2. Marathi Subject Association
3. Rajkiy Vichar Manch
4. Economics Subject Association
5. History Subject Association
6. Geography Subject Association
7. Home- Economics subject Association
8. Commerce subject Association
9. Zoological Society
10. Student Association Of Botany
11. Student Association of Chemistry.

2) Co-curricular Committees:-

1) Annual Magazine Committee

2) Wall Magazine Committee

3) Vimaltai Bhore Cometitive Examination Committee.

4) Sports Committee

5) Cultural Committee

6) Annual Gathering Committee

3)Administrative Bodies/Committees:-

1. Student Council as per Maharashtra University Act.
2. N. S. S Advisory Committee.
3. I Q A C
4. Women Grievance Redressal Committee.
5. Grievance Redressal Committee.
6. Anti-Ragging Committee.

Alumni Association.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 5.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	7	6	5	5

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The institution established Alumni Association from the session 2000-2001.

-Alumni association meetings with management and staff are periodically conducted in the college and it is functioning effectively.

-Eminent, Higher position experts and talented alumni are invited to college to deliver lectures and motivate students and provide counseling for achieving career opportunities.

 -Alumni discuss with stake holders on various matters and academic performance and feedback is obtained by them.

 -On the basis of feedback obtained from alumni, the college modifies and updates all the academic performance and all other programmes.

-The current Annual Meeting of the Alumni Association was held on 10/02/2018**.**

-Three Top Alumni were felicitated by offering bouquets. The alumni expressed their opinion on the development of the college.

-Majority of the alumni assured to extend their co-operation in development of the Book-bank Scheme of the College by contributing or donating books to the Book-bank Scheme.

- The alumni assured to extend their co-operation in the organization of various extensions, curricular and extracurricular activities organized by the institution.

-Alumni Association cooperates during N. S. S. Camp organized at adopted village.

The financial assistance is not collected from the Alumni.

-organisation of tree plantation by the Alumni Association**.**

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 10

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	02	02	02

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Nature of governance, perspective plans and participation of the teachers in the decision making bodies can be enumerated as below:

Governance:

College Development Committee (CDC) comprising of the representatives of management, principal, IQAC co-ordinator, teaching staff, non-teaching staff, alumni and eminent educationist is the directional magnetic compass of the institution. The meetings of CDC are conducted regularly and unanimous decisions are taken to enhance the performance of the institution in different areas.

The CDC decides the development policies of the institution for example introduction of new academic programmes, faculty recruitment, taking policy decisions etc. For effective and efficient transaction of teaching-learning process the proposals regarding, extension of infrastructure, purchase of modern equipments, learning resources, audio-visual aids, computers and other necessary equipments in the Laboratories are placed in the meetings of CDC and necessary resolutions are passed in this regard.

The decisions taken by CDC are executed under the leadership of the principal.

Perspective Plan:

The institution is always keen to augment the standard of teaching-learning process. After the second accreditation by National Assessment and Accreditation Council (NAAC), Internal Quality Assurance Cell of the institution worked on a comprehensive five years perspective plan of the institution which was approved by CDC to achieve the mission of the institution. The perspective plan is prepared taking into consideration the quality indicators of seven criteria determined by NAAC i. e. 1) Curricular Aspects, 2) Teaching-Learning and Evaluation, 3) Research, Consultancy and Extension, 4) Infrastructure and Learning Resources, 5) Student Support and Progression, 6) Governance and Leadership and 7) Innovative Practices. Under each of these criteria the institution planned some initiatives to raise administrative and academic standards of the institution. Sincere efforts are taken to justify the perspective plan by fulfilling as much as possible requirements.

Participation of Teachers in Decision Making Bodies:

Participative management is the core of the institution. CDC and the IQAC are the apex decision making bodies which controls the qualitative standards of the institution. Both of these bodies are constituted as per the rules of Maharashtra University Act and NAAC respectively.

Apart from this in various other statutory bodies and need based committees sufficient representation is provided to the teachers. Co-ordinators for each faculty (stream) have been appointed by the principal for

the effective and efficient implementation of the decisions taken in CDC. These co-ordinators observes regularity, punctuality, use of various teaching methods and modern teaching equipments used by the faculty members to enhance the standard of teaching-learning process.

The institution has effective internal co-ordination and monitoring systems. To conduct a programme assigned to a specific committee the convener convenes a meeting of faculty members and non-teaching staff under the chairmanship of Principal, for smooth conduction of the programme. Various sub-committees are constituted by including faculty members and non-teaching staff members and students representatives. This practice creates co-ordination among all the staff members and students which helps to develop team spirit among them.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

Decentralization and Participative Management of the Institution: A Case Study.

Shivshakti Arts, Commerce College has been established in 1990 to provide educational facilities to the students living in nearby villages in Babhulgaon Tahesil. Ever since the college witnessed administrative skill of Seven principal's in the course of its progress towards 3rd cycle of NAAC. The concept of decentralization and participative management has already been existed in the college since 1st cycle of NAAC. Formation of different committees, appointing in-charges for different activities, constitution of steering committees etc has been the practice for the smooth functioning of academic and administrative activities. However, with the changing demand of time a new initiative has been taken i. e. appointing Head of the faculty to carry out some academic responsibilities.

The head of the institution has to discharge various academic and administrative responsibilities. However, it is practically impossible to carry out all the responsibilities single handedly. Therefore, the principal of the college put forward the proposal of creating the post of vice-principal in the meeting of Local Management Committee, dated 11/02/2017. Though the proposal could not have been passed due to technical difficulties, the CDC unanimously gave consent to appoint coordinators of the faculty for each faculty/stream and allot them some of the academic responsibilities. As per the decision taken in the CDC meeting the principal appointed the coordinators for Arts, Commerce, Science faculties and Post Graduation . He allotted following responsibilities to them:

- To endorse the Identity Cards of the students.
- To collect annual plans from the teachers.
- To observe that the teaching learning process is in tune with time-table and annual plans submitted by the teachers.
- To check whether the marks of Practical/Internal Assessment/Viva-voce examination are forwarded

to the university in stipulated time.
- To check attendance registers and academic diaries of the teachers and forward it to the principal for endorsement.
- To observe that the unit tests and practice examination are conducted as per schedule by the examination committee.
- To collect the annual reports with photographs, hardcopies of PPTs, research projects, from the teachers and submit it to the principal.
- To submit the annual report of the work done as a coordinator of the faculty.

The filled up questionnaires by the coordinators were analyzed and it is observed that all the coordinators sincerely carry out most of the responsibilities allotted to them. As far as the endorsement of identity card is concerned the right is imparted to the PG coordinator only. It is also observed that the principal reserved all the financial and other academic rights excluding above.

Decentralization and participative management provides an opportunity to others to work and exhibit their leadership qualities. As a result of the division of work the burden of work on a single person gets reduced and it can be done more systematically. Hence, decentralization and participative management is the need of an hour in educational institutions.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

An Activity successfully Implemented Based on the Strategic Plan

The perspective plan is prepared taking into consideration the quality indicators of seven criterions determined by NAAC to achieve the mission of the institution. The institution is dedicated to impart quality education to the students of surrounding rural backward area. At the same time it is sensitive to have a pace with the needs of the changing modern society.

The institution has achieved most of the goals as decided in perspective plan. In its perspective plan, in the very first criterion i. e. Curricular Aspects the institution has planned to introduce career-oriented/value added programmes that suit the needs of the students in local environment. While implementing this initiative the institution has started 10 different certificate courses to cater the diverse need of the students as per present modern trends during the session 2017-18 though a UGC sponsored career oriented course, 'Child-care and Welfare' was already in existence. The list of these courses is as below:

1. **Certificate Course in Tally**

2. **Certificate Course in Retail Sales Associate**
3. **Certificate Course in Food and Beverage Service**
4. **Certificate Course in Soil Testing**
5. **Certificate Course in Personality Development**
6. **Certificate Course in Yoga and Meditation**
7. **Certificate Course in Social Justice and Integrity**
8. **Certificate Course in Fundamentals of Accountancy**
9. **Certificate Course in Research Methodology**
10. **Certificate Course in Gender Sensitization**

The objective of starting these courses is to help the students in seeking placements in different areas. Out of these ten courses, four courses are run under the Life Long Learning Centre of Parent University. Whereas remaining six courses are run by college itself. The courses are run for minimum 30 contact hours during which they are taught the prescribed syllabus. At the end of the contact hours an examination is conducted and students successfully completing these courses receives certificate of completion.

Many students having successfully completed these courses acquired new knowledge and skill apart from their regular study which places them distinct from other students.

File Description	Document
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The College Development Committee (CDC) is the apex body which decides the development policies of the institution in respect of administration, academic and finance. The unanimously taken decisions in CDC are executed by the principal. The institution has established an Internal Quality Assurance Cell (IQAC) to develop a system for conscious, consistent and catalytic action and to improve the academic and administrative performance of the institution. It also promotes measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. The non-teaching staff, Heads of the Departments, Director of knowledge and resource centre, Director of physical education and other faculty members works under the principal of the institution.

Various statutory bodies are formed as per the direction of Maharashtra University Act, UGC regulations and affiliating university directions. These bodies carry out their work as per the directions. Non-statutory bodies are also formed as per the requirements by the principal.

Service rules, procedures, recruitment and promotional policies are followed as laid down by Maharashtra

University Act, UGC regulations, MHRD, Maharashtra government, affiliating University and concerned joint-director office.

Staff Council, Students Council, Students' Grievance Redressing Cell and Girls Sexual Harassment Prevention Cell are in existence in the institution. The students are asked to lodge their personal, administrative, academic grievances to the cell. A suggestion box is also placed in the campus to receive complaints.

Apart from these many other committees and cells are established to facilitate the diverse needs of the students and faculties.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

Response: E. Any 1 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

All the statutory bodies work effectively and maintain the record of the meetings and implementation of their resolutions. Notices of meetings are drawn well in advance, after meeting minutes are recorded and unanimously passed resolutions are implemented. IQAC regularly conducts its meetings to improve

academic performance and develop quality culture in the institution. In its meeting conducted on 6th July 2017, IQAC chairman placed the proposal of organizing state level seminar on 'Revised Assessment and Accreditation Process of NAAC'. The proposal was discussed in detail and proposal was approved unanimously.

The principal called upon the meeting of teaching and non-teaching staff and informed them about state level conference. In this meeting the head of the dept. of English suggested to organize the event in association with dept. of English which was accepted by all. An organizing committee was formed and the responsibility of planning the event was given to the committee. The committee prepared a tentative planning and placed it for approval before the principal. The planning of the committee was approved by the principal with some suggestions and preparation of the event was started.

The seminar was organized on 7th September 2017 in the college campus. It was divided into three technical sessions. In the first technical session the resource person explained Fifth and Seventh Criteria of revised assessment and accreditation guidelines of NAAC. Whereas the resource persons unfolded Fourth, Seventh and First, Second and Third Criteria in second and third technical session respectively. The technical sessions were followed by question-answer sessions during which the participants cleared their doubts about revised assessment and accreditation process. Total 101 participants were participated in this seminar from all over the state.

The seminar turned fruitful as it provided detailed analysis of the revised assessment and accreditation process. The participants through their feedback admired the venture and conveyed that they received a plan of action for assessment and accreditation process of their own institutions.

Hence, the minutes and resolutions of the meetings of all bodies, cells and committees are actually implemented in the institution.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The institution is always keen to support the teaching and non-teaching staff by providing them academic, financial, infrastructural facilities along with motivation to enhance their efficiency. The welfare measures of the institution for the non-teaching staff and faculty are as follows:

- Facility of loan through 'Shivshakti Sevakanchi Sahakari Patsanstha'.
- Providing service to get medical reimbursement, Home Loan, Vehicle loan etc.
- GPF/DCPS is collected according to the rules.

- Faculty members are encouraged to attend seminars, conferences, orientation and refresher courses and provided financial assistance.
- Members of teaching and non-teaching staff are felicitated for their outstanding achievements in the programmes conducted by the college.
- Group insurance facility
- Leave facility as per norms
- Wi-Fi facility
- Monthly salary bill through email.
- Research Guidance Cell

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 3.81

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document]

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 19.37

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	4	4	4

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	[View Document]
IQAC report summary	[View Document]
Details of teachers attending professional development programs during the last five years	[View Document]

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institution has an effective performance appraisal system for teaching and non-teaching staff. Teaching and non-teaching staff maintain a daily diary which they submit to the principal at the end of each session. The last page of the diary is designed to assess the overall performance of the staff. The principal/head of the dept. puts his/her final remarks in this page, if needed; he issues a letter to him/her and suggests some solutions to improve the performance in a particular area.

Similarly, teaching staff members submit their Annual Performance Indicator Formats and Self

Assessment Report whereas non-teaching staff members submit their Confidential Report at the end of each session.The principal examines/analyses these reports and give his remarks.

The institution has initiated Academic Administrative Audit (AAA) form the session 2016-17. Filled up AAA formats are submitted to the principal by the faculty at the end of the session. The principal invites the peer committee for the assessment of the formats. The peer committee examines/analyzes these formats and put down their comments.

Apart from this, the principal with regular intervals conducts the meetings to take feedback from the faculty about teaching-learning process of the institution.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Enumeration of External and Internal Audits

The institution carries out the financial audits every year of the funds received from Government, UGC and other sources. A chartered accountant is appointed to execute an internal audit who verifies income and expenditure. After satisfactory verifications of daily transaction he issues an audit statement to the institution. The principal puts these audit statements in CDC meetings for approval. The CDC members discuss the statements and furnish their suggestions if any. These duly approved internal audit statements are available in the institution.

The external audit is performed by the account section of concerned Joint-director office. This office has verified the income and expenditure of the institution up to 2012-13. Ever since, the institution has not received any invitation from the office for external audit.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Resource Mobilization Strategy

The resource mobilization strategy provides a line of action to the institution in managing its finances. Successful resource mobilization requires specific targets, careful planning and successful implementation. It proposes strategies for mobilizing resources to support the implementation of the institutions perspective plan and the fulfillment of its vision and mission. Shivshakti Arts and Commerce College has established its own resource mobilization strategy and procedure to mobilize the resource which can be enumerated as below:

At the beginning of each financial year, a budget is prepared by the institution taking into consideration the perspective plan and the immediate requirements of the institution. This tentative budget is placed in the CDC meeting for approval. The CDC members express their views about the budget and suggest some heads to be included or deleted in the budget if any. Thus after a thorough discussion the CDC members approve the budget and this approved budget is implemented for the financial year. In general, broadly the following heads are included in the budget:

- Staff Salary
- Infrastructural Developments
- Maintenance & Repairing
- Professional Development of Faculty
- Innovative initiatives
- Knowledge Dissemination (Conference, publication, training)
- Travel Expenses
- Enrichment of Library
- Sports, Cultural,Co-curricular and extra-curricular Activities

Currently, the institution gets funds from government, UGC and management. The funds received from government as a salary grant is disbursed among the staff of granted section. UGC funds are utilized on the heads for which it is sanctioned. Over the past few years, the government of Maharashtra has stopped non-

salary grants to the institutions while the demand for student enrolment continues to grow. Therefore, the resource gap is widening which is adjusted by borrowing loan from management to expedite development activities of the institution as per perspective plan.

Hence, though the institution has limited scope in generating funds, it strives for systematic and priority based resource management to satisfy as much aspects as possible of the perspective plan and to achieve its vision and mission.

File Description	Document	
Link for Additional Information	View Document	

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The institution has established Internal Quality Assurance Cell (IQAC) in the year 2004 as per the guidelines of NAAC. Ever since, it has been striving hard for quality enhancement, quality encouragement and quality sustenance of the institution in all respects. It has achieved considerable success in developing quality culture in the institution. Late Vimaltai Bhore General Knowledge Test and Use of ICT in Teaching-learning Process are the two best practices of the college. The details of these best practices can be viewed by following the link below:

Best Practices Link: http://www.shivshakticollege.ac.in/index.php/component/content/article/8-left-corner-strip/116-vimaltai-bhore-general-knowledge-test

File Description	Document	
Link for Additional Information	View Document	

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Review of Teaching-learning Process

The institution reviews its teaching-learning process and methodology of operations and learning outcomes at periodic intervals. The IQAC of the institution has initiated some steps in this respect. The best two noteworthy initiatives are as below:

1. Organization of periodic meetings:

The IQAC conducts separate meetings with teaching staff members and students' representatives periodically to discuss the existing teaching-learning process. During these meetings the teaching staff members share the teaching methods adopted by them to teach his/her subject. If anyone finds it suitable to teach his/her subject he/she applies in his classroom. In students' meetings students are asked to suggest the teaching methods suitable for them to enhance their learning ability.

2. Half-yearly report of teaching-learning process:

The IQAC collects half-yearly report from the teaching staff members during each session. In this reports the teaching staff members write about the syllabus covered, teaching methods used, co-curricular / extra-curricular activities conducted, unit test record and the learning outcomes achieved at the end of first and second half session respectively. The IQAC chairman analyses these half yearly reports and gives suggestions to the concerned if needed.

The IQAC collects feedback from students on teaching-learning process and analyzes it. Along with this, the institution has initiated Academic and Administrative Audit (AAA) from the session 2016-17.

All the above initiative taken by the IQAC has remarkably influenced the quality in teaching-learning process.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	2	0	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The college is dedicated to impart quality education to the students of surrounding rural backward area. At the same time it is sensitive to have a pace with the needs of the changing modern society. The post accreditation Quality Initiatives taken by the college can be enumerated as follows:

- Secured affiliation to P. G. course in Marathi which has already been started to cater the diverse educational needs of the students.
- Introduced 10 different career-oriented / value added programmes that suits the needs of the local environment.
- Increased the number of rooms with LCD projectors.
- Encouraged the teachers to use ICT based teaching-learning methods and apply project-based teaching through meetings.
- Organized various National / State / University / District level Seminars / workshops on academic

and administrative issues.
- The slow learners were admitted to Remedial Coaching classes.
- Research guidance cell was established to promote research culture among the students and teachers.
- Organized lectures / workshops on research methodology and Intellectual Property Right.
- Social research projects were carried out in the surrounding area.
- Science laboratories were renovated.
- Programme hall, additional classrooms and toilets for teaching and non-teaching staff separately were constructed.
- Computers, projectors, interactive board and invertors were purchased.
- Decentralization of authority is done by appointing faculty (stream) heads.
- Office is automated by purchasing software for admission.
- Healthy relationship with surrounding community is developed by adopting four surrounding villages.
- Green audit of the college has been initiated.
- Tree plantation programme is carried out in college campus and surrounding village.
- Awareness programmes like blood donation camp, AIDS awareness, female feticide, Right to Vote etc have been organized time to time.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 25

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	06	04	02	02

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

> **1. Institution shows gender sensitivity in providing facilities such as:**
> > **1. Safety and Security**
> > **2. Counselling**
> > **3. Common Room**

Response:

The institution shows gender sensitivity by providing safety and security, CCTV cameras, counseling, common room facility and organizing various gender sensitivity programmes. The institution has fixed CCTV cameras in the college campus. During N. S. S. Special Camp, Educational tours, Youth festival and cultural programmes organized by other organizations a woman professor is accompanied for the safety measures of girls. First aid facility is also available in the institution for girl students. Physical education department conducts physical test and Medical test. A special female doctor is appointed for Medical tests of girls. Woman Grievance Redressal Cell and Woman sexual harassment and prevention cell is also established in the institution. Assistance is sought form Maharashtra Police during cultural programmes organized by the institution and University examination period. Dress code is also made compulsory for girl students in the college campus.

Ragging in any form is strictly prohibited inside the college campus. Students who indulge in any such activities are dealt seriously by the authority of college. Anti-ragging committee has been established in

college as per the UGC and it plays a vital role for the welfare of the students.

Women Sexual harassment prevention cell cares for the well being of students and staff in the college. A committee has been constituted to deal with the claims of sexual harassment for the alleged victims and the alleged assailants.Apart from this the college organizes various other gender sensitizing programmes such as:

DaminiShibir

Legal Guidance Camp

MahilaMelava

MahilaJanivJagrutiAbhiyan

Women Empowerment programme

  Faculties of each department provide academic and personal counseling to the admitted students time to time.

  For the security and privacy of girl students the college has a separate girl's common room.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

> **1.Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 7075.5617

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 5.03

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 355.7780

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 7075.5617

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:
* **Solid waste management**
* **Liquid waste management**
* **E-waste management**

Response:

Our institute adopted number of initiatives to achieve the target of zero waste and to reduce its impact on healthy environment through the philosophy of reduce-reuse and recycle.

Solid Waste Management systems:

Pollution from waste results in large number of litter in communities which can cause health problem. Waste such as paper waste, food waste, plastic waste, glass waste, construction waste, biodegradable waste, chemical waste etc. solid waste audit is based on the volume, type and management practices of disposal in Shivshakti Arts and Commerce College.Solid waste can be divided into two categories: general waste and hazardous waste. General wastes include what is usually thrown away in homes and schools such as garbage, paper, tins and glass bottles. Hazardous waste is waste that is likely to be a threat to health or the environment like cleaning chemicals and petrol. The solid waste collected was paper waste, plastic biodegradable and other miscellaneous waste.

The total solid waste is collected on daily basis. Waste generation from litter fall is the main solid waste generated in the campus.Now a days paper waste is reduced in the institution, whereas one sided papers are reused for reprinting and writing in office works and other departments to minimize its waste. Small piece of papers and biodegradable waste are sent for composting. The institute has adopted vermin-culture composting in artificially made culture area of 72 sq. ft. The main purpose of this is to reduce disposable waste in the college campus. After complete process of vermin-composting, it is used as manure in the garden and lawns.Plastic waste is generated in college but in less quantity so neither categorized at point source nor sent for recycling.Metal waste and wooden waste is stored and given to authorized scrap agents for further processing. Some of the glass bottles are reused in laboratories.The chemical waste whatsoever collected in little quantities are diluted to harmless level and disposed in soak-pit.

E-waste generation:

E-waste can be described as consumer and business electronic equipment that is near or at the end of its useful life. E-waste generated in the campus is very less in quantity. The E- waste and defective item from computer laboratory is being stored properly. The institution has decided to contact approved E-waste management and disposal facility in order to dispose E-waste in scientific manner.

Waste water Management:

Water is a natural resource; all living matters depend on water and freely available in many natural environments. This includes the water consumption, water sources, water conservation and fixtures.In survey water used at wash-rooms, laboratory, botanical garden, as well as leakages and over flow of water from overhead tanks has been evaluated. From water coolers (Girls hostel) are seen overflowing frequently, that water is used for irrigation for nearby the cultivated plants.The major use of water is in summer season to irrigate college premises and botanical garden plants. There is small water conservation unit to conserve water during rainy season. Other source of water is bore-well.Rain water is collected in small containers and used by the science laboratories for experiments as single distilled water.

Dust beans are kept at various places in the college campus. Every day, the beans are emptied in the pit. Plastic awareness programmes are conducted to make the students sensitize about plastic free environment. Heavy waste furniture is sent to the workshop for dismantling. Then it is repaired and the repaired furniture is used by the institution. Electronic waste such as discarded computers, office electronic equipment etc. is disposed of as per their condition. UPS batteries are repaired and recharged. The electronic instruments in poor working conditions are exchanged by the dealers. Environmental club is established in the college with a staff member as a co-ordinator and students to dispose off the wastages and for maintaining cleanliness. Waste liquid chemicals in laboratories are properly disposed off in the pits.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

7.1.6:

'Water is life'. This line doesn't remain a part of quotable quote only, but water conservation has become the part of practical human life today. Considering the importance of water, our institution has attempted to conserve the rain water by means of available resources and infrastructural facilities. The rain water falling in the area of college is accumulated, conserved and percolated in the following manner which helps to maintain the water level beneath the land surface in the college campus.

Activity:

1. The college has four acres of land which consists of its academic, administrative buildings and other necessary infrastructural facilities. Larger portion of this land excluding its infrastructure is open to sky and is covered with gardens and greenery. The rainwater which falls upon the open unoccupied space in the campus is conserved by means of planting several trees like Neem, Teak and Delonix Regia and Aegle Marmelos in the back left corner of the campus. The holes dug around the trunks of these trees not only help to nourish the trees but also to absorb the water and it is, automatically, percolated into the ground. It helps to conserve the water level under the ground surface in the college campus.

2. The N.S.S. unit of our institution has constructed a 'Farm-Pond' of 20*20 size in the left farthest corner of the college campus. As the land of the campus has its natural inclined slope in the same corner, the rain water falls in the entire campus area flows in this corner and it gets percolated in the 'Farm Pond'. It helps to maintain the water level beneath the ground surface in the college area.

3. The roof top of the shed erected just in front of the administrative building is used for the purpose of 'Rain-water Harvesting'. The rain water which falls on this shed is accumulated and diverted through a pipeline into a special hole dug near the bore-well. The water accumulated in the pit percolates into the ground which helps to recharge the bore-well in the campus. Prior to establishment of this process the institution used to face water scarcity, particularly in the month of May in summer. But we have noticed an amazing change after having established Rain-water harvesting system in the college. The bore-well which is supposed to be the principle source of water supply in the college never fails to provide water even in the month of May since then.

4. As the larger portion of the land is open to sky, the rain water flows and erodes the upper layer of the soil in the college campus. Hence with a view to avoid soil erosion the natural grass and seasonable plants are allowed to grow during the rainy season. It resists the flow of water resulting in the process of soil erosion and helps to percolate the rain water into the ground. It also helps to promote water conservation and its percolation into the ground area of the college.

File Description	Document
Any additional information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Most of our students are from nearby villages. All of them make 'up and down' to the college by cycles. A bicycle is the easiest, most economical way for many students as they belong to the very backward economical class of the society. We encourage all the students, staff members to use bicycle as the means of transportation and strive to improve the overall health and well-being of the campus community. It is virtually cost free, pollutionless which allows much closer access to reach ones destination. Many of the students make up and down by the Bus of Maharashtra state Road Transport Corporation (MSRTC). College provides necessary documents to all the students to get concession facility from MSRTC.

Public transportation service is used by the college employs and students. This service is convenient and affordable to all employees and students. Local students and staff members prefer to walk to reach up to the college. It promotes the habit of walking among students and employees.

Various programmes are organized on eradication of plastic at college premises in collaboration with NSS unit and dept. of environmental science. As a part of this initiative, college strictly prohibites the use of plastic in premises.

Several attempts have been made to reduce paper use in actual work. Different works such as students' scholarship forms, salary slip of staff and admission process is completed through computerized process. Our institution carries out tree plantation programme in rainy season every year. We have small botanical garden. Regular pruning of the trees and watering of the small sapling in the garden is done to maintain green campus.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.18

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.0463	0.0328	0.1118	0.03309	0.0925

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)
Any additional information	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 3

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)
Any additional information	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 23

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	10	0	0	0

File Description	Document
Report of the event	[View Document](#)
Any additional information	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 33

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	8	6	7	6

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Our college organize several programmes related to national festivals and birth/death anniversaries of great Indian personalities every year as follows:

1. Every year Indian Independence Day was celebrated at the college by hoisting the national flag in the morning.
2. On June 21st the college celebrated the international Yoga Day at college premises. Staff and students were enthusiastically participated in this programme.
3. Every year on November 26th our institute celebrates Constitutional Day. On this occasion college organizes a competitive exam *'SanvidhanDnyanSpardhaPariksha'*.
4. On 5th of September Teachers Day was celebrated every year in the college. This day was celebrated as Self-administrative Day by the students of our college.
5. Birth anniversary of Mahatma Gandhi, Dr. BabasahebAmbedkar, Swami Vivekananda, SavitribaiFule, Chhatrapati Shivaji Maharaj and Late Dr. A. P. J. Abdul Kalam were respectively celebrated by cultural department of the college,
6. Programme on death anniversary of SantGadgeMaharaj and. BabasahebAmbedkar were organized by the cultural department.
7. Birth anniversary of Major Dhyanchand was celebrated as Sports Day in the college.
8. Birth anniversary of Raganathan was was celebrated as Librarians Day in the college.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The college maintains complete transparency in its Financial, Academic andAdministrative level as given below:

1. For the effective and transparent use of financial resources, all the financial things are monitored by the principal of our college.
2. Details regarding the admission fees are published in the prospectus every year.

3. Students are given pre-admission counselling regarding fees, stream and subject selection process by the admission committee.
4. Administration is partially computerized. Students were given receipts of their fees regarding admission through computerized process.
5. Admission process is transparent. From last two year online admission process is started in our institution.
6. To receive the grievances of students' complaint box is kept outside the cabin of principal and it is regularly checked.
7. Feedbacks on teaching and syllabus are collected from the students and analyzed.
8. Information regarding admission, fees, rules and regulations about the courses are mentioned in the prospects in detail.
9. Financial audit is done by the auditor every year.

Our institution strives hard to make this college a best workplace to work for all the staff. Its goal is to ensure production, security, cultural and social development. It offers equal opportunities for all according to their ability without any discrimination. It strives hard for the welfare and creating good environment for the learner and teacher. Our belief is that education is a process of all-round development of every learner including his physical, intellectual, emotional, social, ethical and spiritual level. Teachers are not only the mentors of the students but they are facilitators and inculcator of good values among the students. Our institution does not consider education as a mere acquisition of information, knowledge, passing examinations and getting degrees but we try to implement all these things in real life. We try to instil a deep sense of humanism, a deep concern for the well-being of others and the Nation and the whole world through number of curricular and extra-curricular activities.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice-I

Title :   **Late Vimaltai Bhore General Knowledge Test**

Goal :

- To kindle the interest among students about competitive exams
- To make them aware about the competitive atmosphere they are likely to face in their future.
- To groom students for MPSC, UPSC and other examinations.

The Context:

Every human being has to face many challenging situations in his life. Competitive Examinations work as trainer and prepare persons to face difficult situations which might confront them in life. Being rural, all the students who belong to Babhulgaon and Kalamb tahsil are economically, socially and educationally backward. So, to eradicate the inferiority complex from the minds of the students towards the competitive examinations, our college has been conducting this particular examination for last 17 years, for the students of primary to degree level. This examination was conducted in the memory of *Shrimati Vimaltai Bhore*, (wife of our patron *Shri Bhausaheb Bhore*, founder president of our society) in the month of December.

The Practice:

Late Vimaltai Bhore G. K. Test was conducted for the first time in the session 2000-2001. It usually contains 50 Multiple Choice Questions carrying 02 marks for each. It is conducted in three different groups. Group A includes the students from 11th standard to degree level, group B includes the students from 8th standard to 10th standard and group C includes the students from 5th standard to 7th standard. Near about 20 to 25 schools in Babhulgaon and Kalamb Tahsil participate in this activity. The examination covers subjects like General Knowledge, English, Arithmetic and mental ability studies in addition to the regular curriculum of their respective standards.

The curriculum of the examination is designed to concur with the school curriculum of every class. Therefore, the students do not have to study separately for this examination.

Evaluation of the Examination:

The assessment of the answer sheets is done by all the staff members of the college. The results are declared within 15 days. A special 'Prize Distribution' ceremony is organized to felicitate meritorious students by the guest of honour, generally, in the month of January. Every participating school is rewarded with a memento and felicitation certificate.

Awards:

Three meritorious students from each group are given cash prizes of 1001/-, 701/- and 501/- respectively along with mementos and achievement certificates.

All the cash prizes are sponsored by the staff members and the management of the college.

Evidence of Success:

In the session 2017-18 near 3013 students from 21 different schools of Kalamb and Babhulgaon tahsil were participated in this competitive examination. 50% marks were secured by more than 70% students. From the result we can say that students were acquainted with the pattern of competitive examinations and they were motivated to face such examinations in the near future.

Problems encountered and resources required:

Problems encountered:

1. Many schools were not interested to take part in this activity due to the admission fee of rupees 10/-.
2. Many students do not know the importance of competitive examinations so they are unwilling to appear for this examination.
3. Limited human resources.

Resources Required:

1. Books related to competitive examinations to donate to each participating school.
2. Financial support for the better implementation of the examination.

Contact Details:

Dr. D. D. Koturwar

Principal

Shivshakti Arts, Commerce College, Babhulgaon.

Dist. Yavatmal. Maharashtra. India.

Pin. 445101

Mail- shivshaktiprincipal@gmail.com

Best Practice 2

Title :   Use of ICT in teaching-learning process.

Goal :   To make teaching learning process more interesting.

The Context:

Now a day teaching has become one of the most challenging professions in our society, where knowledge is expanding rapidly and much of it is available to student as well as teacher at the same time. Hence, information and communication technology became the essential tool for teaching and learning to make it more interesting. Research indicates that ICT can change the way teachers teach and that it is especially useful in supporting more students centered approaches to instruct and in developing the higher order skills and promoting collaborative activities.

The Practice:

It has been already decided by all to make use of ICT in teaching and Learning to make the teaching learning process more interesting. Teachers use PPT's, Internet animation Videos, Video Clip's, VCD's and CD'S to make their lectures more interesting.

Evidence of Success:

- Teachers have prepared teaching material with the help of ICT .
- Students' participation in the classroom activities is increased.
- Teaching learning process became playful and interesting activity.

Problems encountered and resources required:

Problems encountered:

1. Frequent failure of electricity.

2. Frequent failure of internet connectivity.

Resources Required:

1. Inverters.

2. Wi –Fi internet connectivity in the campus area.

Contact Details:

Dr. D. D. Koturwar

Principal

Shivshakti Arts, Commerce College, Babhulgaon.

Dist. Yavatmal. Maharashtra. India. Pin. 445101, Mail- shivshaktiprincipal@gmail.com

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Adopted Village Scheme

Introduction: Agriculture is the backbone of Indian economy. Thus real India resides in villages. Until

and unless villages are developed socially, economically and politically, we cannot progress as a developed country. If we want to make our mark at international level as a super power we must concentrate on the development of villages.

The current situation of Indian village is really a drastic one. When we think about Maharashtra State there are one crore twenty five lakhs forty four thousand seven hundred ninety seven families are living in village. They are facing number of problems so regarding this scenario our college decided to adopt four nearby villages namely Gimona, Malapur, Mangul and Antargaon.

Objectives:

1. To make the villagers aware about socio-economic problems.
2. To help them to solve their problems regarding education of their children.
3. To make them sensitize about cleanliness, hygiene and environment protection

Context:

Maximum students admitted to our college are from nearby villages only. They are the first generation of their families who took education and try to complete their graduation and post-graduation. Their parents and guardians are illiterate farmers, laborers, working at farm and elsewhere. So they are suffering from many educational problems. So at least to make them aware about following issues we adopted above mentioned four villages

- to maintain their hygiene and cleanliness.
- to support them to get the benefits of government policies.
- to empower the woman socially and economically by helping them to start Self-help Group.
- to take a survey and to forward it to the government.
-

Selection of Problem:

It was decided by the principal under his chairmanship in the meeting to adopt four villages near by the college and it was supported by the teaching and non-teaching staff. As these villages are nearby to the college so he particularly selected these villages only.

1. About Malapur:

Total Population: 578

Male : 305

Female: 273

2. About Mangul:

Total Population: 402

Male : 196

Female: 206

3. About Gimona:

Total Population: 707

Male : 360

Female: 347

4. About Antargaon:

Total Population: 634

Male : 327

Female: 307

Practice:

At the beginning of every academic year the head of the committee prepare the annual action plan and submit it to the principal and sarpanch of that village. As per planning generally following programmes are organized in the adopted villages.

- Cleanliness Drive
- Rallies related to concerned issues.
- Tree plantation
- Distribution of story books to the school children.
- Health check-up Camp

At the end of the session feedback is taken from the sarpanch and finally the report is submitted to the principal of the college.

Evidence of Success:

The programmes conducted in adopted villages created awareness among the villagers regarding cleanliness, environment protection and hygiene.

Feedback from sarpanch is attached.

File Description	Document
Link for Additional Information	[View Document](#)

5. CONCLUSION

Additional Information :

College Development Committee has been constituted as per the provisions of Maharashtra Public University Act 2016. Academic and financial issues related to the development of the institution are placed in the meetings of the committee. The members discuss on the issues and unanimous decisions are taken in the meetings.

College council for teaching staff is also constituted every year. One teacher is selected as a member Secretary of the house, who convenes the meetings of the staff to discuss the academic and other relevant issues. All the regular teachers are the members and the Principal is the Chairman of the council. The secretary convenes the meeting of the faculty members at the beginning of the session to discuss and finalize the plan of action to be implemented during the session.

Student council is also constituted every year as per the provisions of State University Act and the direction issued by the parent university. It offers representation to students of all the classes. The selected class representatives elect their Secretary who takes initiative to solve the academic and other relevant issues of the students.

In addition to above statutory bodies,all the departments form their subject associations by selecting the students from several classes. These associations conduct various activities for the academic betterment of the students. Students are encouraged to contribute their articles, poems and relevant literary contributions in Wall Magazines and Annual Magazine of the institution. Thus the institution tries its level best to offer several opportunities to the students with a view to enhance their interest in academic and co-curricular activities.

Concluding Remarks :

Though the college opened Arts & Commerce faculties in 1990, it has become multi Faculty College today when it introduced science faculty from the session 2009-10. It also runs P.G. in Marathi, COP and value added courses. As the curriculum is designed by the University, the college has limited scope in syllabus designing.

The admission process is based on the guidelines provided by the University and state government. Counselling facility is provided to the students at the time of admission. The students are encouraged to take part in co-curricular and academic activities. ICT enabled teaching methods are used by the teachers. The teachers are encouraged to participate in several conferences and courses to update themselves. Faculty coordinators look after the teaching schedules to maintain discipline and regularity in teaching learning process.

All the faculty members are motivated to pursue research studies. Majority of them have acquired M.Phil. and Ph.D. degrees so far.

Many of our faculty members made notable contribution in the area of extension activities. Hence, they were appointed as area coordinator of N.S.S. and member of Advisory Council of N.S.S. of S.B.G.A.U. as well. The college always motivates the students to participate in N.S.S. and its several extension activities.

The institution expands its infrastructure, to cope up with the growing needs, according to master plan. The institution has ICT- based Library, ICT Rooms, Laboratories, Girls Common Room, IQAC, NRC, CCC,

Ghymkhana, Botanical Garden and Sport Ground.

The library offers several ICT services. The institution provides various support services to the students. They are also encouraged to take part in several activities through the subject associations and their representation on several committees. The outstanding students shining in academic and other activities are awarded certificates on 15th August and 26th January every year.

The institution runs its administration, largely, through several governing bodies. The institution believes in all inclusive participation. Therefore, the institution chalks out a plan of action every year to decentralize the administration. The institution also identifies its best practices in the institution which have been highlighted in SSR.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification

2.3.3	Ratio of students to mentor for academic and stress related issues
	
	2.3.3.1. Number of mentors
	    Answer before DVV Verification : 21
	    Answer after DVV Verification: 17
	
	Remark : As per mentor list provided by HEI for the year 2017-18.

2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years
	
	2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years
	    Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1</td><td>0</td><td>2</td><td>1</td><td>0</td></tr></table>
	    Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>

3.1.1	Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)
	
	3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)
	    Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0.0002</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>
	    Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0.2</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>

3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
06	03	03	01	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : As per documents provided by HEI

3.4.3	Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	20	13	10

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
9	10	17	13	10

3.4.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
582	570	787	416	23

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14

551	570	787	416	23

Remark : We made the changes by not considering Gender Sensitization and counted Hotel Management once for a year.

4.2.6	Percentage per day usage of library by teachers and students
	4.2.6.1. Average number of teachers and students using library per day over last one year Answer before DVV Verification : 41 Answer after DVV Verification: 27 Remark : As per copy of logbook of students using library provided by HEI.
5.1.5	Average percentage of students benefited by Vocational Education and Training (VET) during the last five years 5.1.5.1. Number of students attending VET year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
89	20	14	16	24

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
88	20	14	16	24

5.2.3	Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations) 5.2.3.1. **Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years** Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
06	04	08	07	04

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
04	06	06	04	03

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

| 10 | 08 | 14 | 12 | 07 |

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
10	08	14	12	07

Remark : As per pro-rata basis of report of students qualifying in state/ national/ international level provided by HEI.

| 5.3.1 | Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years
Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
\|---------\|---------\|---------\|---------\|---------\|
| 01 | 00 | 03 | 05 | 02 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
\|---------\|---------\|---------\|---------\|---------\|
00	00	02	05	02	 Remark : certificate of participation and Letter of Selection for the year 2015-16 and 2017-18 is not considered.
5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year 5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14	 |---------|---------|---------|---------|---------|
18	21	16	13	14 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14 | |---------|---------|---------|---------|---------|
6	7	6	5	5	
6.3.2	Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	0	0	0

7.1.4	Percentage of annual lighting power requirements met through LED bulbs

7.1.4.1. Annual lighting power requirement met through LED bulbs (in KWH)
Answer before DVV Verification : 353.7780
Answer after DVV Verification: 355.7780
7.1.4.2. Annual lighting power requirement (in KWH)
Answer before DVV Verification : 7075.5617

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	0	0	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	1

7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
16	14	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
13	10	0	0	0

7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
14	13	9	8	7

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6	8	6	7	6

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations