Sipna Shikshan Prasarak Mandal's Amravati

Arts, Science and Commerce College,

Chikhaldara, Distt. Amravati (MS)-444807

The Annual Quality Assurance Report (AQAR)

2016-17

Submitted to

NAAC

National Assessment and Accreditation Council

Bangalore-560072

By

The Principal
**Arts, Science and Commerce College,
Upper Plateau, Near Government Garden,
Chikhaldara, Distt. Amravati-444807, Maharashtra.**

Part – A

1. Details of the Institution

1.1 Name of the Institution

> ARTS, SCIENCE AND COMMERCE COLLEGE, CHIKHALDARA

1.2 Address Line 1

> UPPER PLATUE, NEAR GOVT. GARDEN

Address Line 2

>

City/Town

> CHIKHALDARA, DISTT. AMRAVATI

State

> MAHARASHTRA

Pin Code

> 444807

Institution e-mail address

> ascc163@sgbau.ac.in

Contact Nos.

> 07220-230309

Name of the Head of the Institution:

> DR. V.R. PATIL

Tel. No. with STD Code:

> 07220-230309

Mobile:

> +919423610313

Name of the IQAC Co-ordinator:

> DR. S.G.MAHAJAN

Mobile:

> +919421788151

IQAC e-mail address:

> sgmascc@gmail.com

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

EC/62/RAR/050 dated 05-01-2013 (EC Number)

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

EC/62/RAR/050 dated 05-01-2013

1.5 Website address:

www.sipnaascc.ac.in

Web-link of the AQAR:

http://www.sipnaascc.ac.in/aqar/AQAR%202016-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	72.75	2005	5 YEARS
2	2nd Cycle	B	2.58	2013	5 YEARS

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

23/12/2004

1.8 AQAR for the year *(for example 2010-11)*

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i.   AQAR 2013-14 submitted to NAAC on 13/05/2017
   ii. AQAR 2014-15 submitted to NAAC on 13/05/2017
   iii. AQAR 2015-16 submitted to NAAC on 13/05/2017

1.10 Institutional Status

   University   State ☑ Central ☐ Deemed ☐ Private ☐

   Affiliated College   Yes ☑   No ☐

   Constituent College   Yes ☐   No ☑

   Autonomous college of UGC   Yes ☐   No ☑

   Regulatory Agency approved Institution   Yes ☐   No ☑

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

   Type of Institution   Co-education ☑   Men ☐   Women ☐

Urban ☐ Rural ✓ Tribal ✓

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

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

1.11 Type of Faculty/Programme

Arts ✓ Science ✓ Commerce ✓ Law ☐ PEI (Phys Edu) ☐

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

Others (Specify) [   ]

1.12 Name of the Affiliating University *(for the Colleges)* | SANT GAGDE BABA AMRAVATI UNIVERSITY, AMRAVATI |

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

Autonomy by State/Central Govt. / University [   ]

University with Potential for Excellence [   ] UGC-CPE [   ]

DST Star Scheme [   ] UGC-CE [   ]

UGC-Special Assistance Programme [   ] DST-FIST [   ]

UGC-Innovative PG programmes [   ] Any other (*Specify*) [   ]

UGC-COP Programmes [   ]

2. IQAC Composition and Activities

2.1 No. of Teachers `12`

2.2 No. of Administrative/Technical staff `02`

2.3 No. of students `01`

2.4 No. of Management representatives `01`

2.5 No. of Alumni `01`

2. 6 No. of any other stakeholder and

community representatives `01`

2.7 No. of Employers/ Industrialists `00`

2.8 No. of other External Experts `00`

2.9 Total No. of members `18`

2.10 No. of IQAC meetings held `07`

2.11 No. of meetings with various stakeholders: No. `07` Faculty `05`

Non-Teaching Staff Students `02` Alumni `--` Others `--`

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

If yes, mention the amount `Nil`

2.13 Seminars and Conferences (only quality related)

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

Total Nos. `05` International ☐ National `01` State ☐ Institution Level `04`
University Level ☐

(ii) Themes | National conference on Hindi, Bamboo Craft, Fire & Safety, LED lamp fabrication, Use of ICT tools in Teaching

2.14 Significant Activities and contributions made by IQAC

- Improvement of Infrastructural facility.
- Self Employment
- Psycho-socio counselling for students.
- Health check up .
- Health counselling for girl students.
- A workshop on teaching skills.
- A workshop on optimum use of library facility.
- Enhancing research climate.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
- Academic calendar - Enhancing research culture. - New setup and Extension of infrastructure and building - Improvement in ICT facilities - Construction and setup of Language Laboratory - Separate space for ED cell - To establish cooperative store - To arrange quality initiative programmes	- Activities according to academic calendar. - In-house research projects for students - Construction of classrooms, extension of laboratories, Library and other required construction - New ICT enable class rooms, increase in number of computers, growth in Wi-Fi and LAN facility - Language laboratory constructed and setup - Construction for ED cell - Cooperative store is established - Quality initiative programmes were arranged

2.16 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [✓]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

AQAR was discussed in IQAC meetings. Quality improvement initiatives were discussed by the Principal and Coordinator of IQAC with the staff members.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D	09	--	--	--
PG	01	--	--	--
UG	03	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	01	--		01
Others	--	--	--	--
Total	13	--	--	01

Interdisciplinary	--	--	--	--
Innovative	01	--	--	--

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

Pattern	Number of programmes
Semester	02
Trimester	-
Annual	02

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

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

Feedback - Annexure –I

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

   Yes, we follow the revision, updation of regulation of syllabi if any by the parent university.

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

   --

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	30	02	--	01

2.2 No. of permanent faculty with Ph.D.

22

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	02	--	--	--	--	--	--	01	02

2.4 No. of Guest and Visiting faculty and Temporary faculty | -- | -- | -- |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	08	03
Presented papers	02	10	00
Resource Persons	Nil	02	01

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

- Use of ICT
- Project
- Guest Lectures
- Psycho-socio counselling for students
- Students Seminar and group discussion
- A workshop on Teaching Skills.
- A workshop on optimum use of library facility.
- Educational and Excursion Tours
- Question Answer Practice
- Field Visits

2.7 Total No. of actual teaching days

during this academic year

243

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

University examination pattern is followed.

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

04	01	03

2.10 Average percentage of attendance of students

79

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. I	64	00	1.56	9.37	3.12	00
B.A. II	45	00	06.66	8.88	00	00
B.A. III	24	00	4.16	20.83	4.16	16.66
B.Sc. I	101	03.96	19.80	10.89	2.97	00
B.Sc. II	91	7.69	21.97	14.28	00	00
B.Sc. III	59	00	27.11	10.16	00	45.76
B.Com. I	66	00	1.51	1.51	1.51	00
B.Com. II	21	00	14.28	00	00	00
B.Com. III	06	00	16.66	00	00	33.33
M.Sc. I	00	00	00	00	00	00
M.Sc. II	00	00	00	00	00	00

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

- Coordination committees of each faculty take care of teaching learning process.

- Academic plan is prepared which is followed throughout the year.

- Staff promoted to make use of ICT for teaching learning.

- Academic audit is conducted through Academic Performance Indicator.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	01	--	--
Technical Staff	04	01	00	--

Criterion – III

3. Research, Consultancy and Extension

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

- Promoting and guiding students to participate in AVISHKAR, intercollegiate research festival, under University.
- Faculties are encouraged for MRP.
- Resource persons are invited to promote and enhance research culture.
- Promoted research students and faculties to participate actively in research events.
- Institute level research convention for students organized.
- In-house research project for student

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	--		--
Outlay in Rs. Lakhs	6.14	--		--

3.4   Details on research publications

	International	National	Others
Peer Review Journals	21	04	-
Non-Peer Review Journals	-	-	-
e-Journals	05	-	-
Conference proceedings	01	05	-

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects (02)	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | - |

ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

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

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

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

3.10 Revenue generated through consultancy | Rs. 21,000 |

3.11 No. of conferences

organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons | 14 |

3.13 No. of collaborations   International | | National | | Any other | |

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

3.15 Total budget for research for current year in lakhs:

From Funding agency | 0.455 | From Management of University/College | -- |

Total | 0.455 |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

09

24

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

01

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

JRF ☐   SRF ☐   Project Fellows ☐   Any other ☐

3.21 No. of students participated in NSS events:

University level   05   State level   --

National level   --   International level   --

3.22 No. of students participated in NCC events: N.A.

--   --

3.23 No. of Awards won in NSS:

University level   --   State level   --

National level   --   International level   --

3.24 No. of Awards won in NCC: N.A.

--   --

3.25 No. of Extension activities organized

University forum   04   College forum   06

NCC   --   NSS   07   Any other ☐

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

- Beekeeping Awareness.
- Training to forests field staff for Grasslands Management in Protected Areas
- Plastic free environment
- Development and spread of standard Marathi writing and its practical usages.
- Diet counselling
- Energy awareness programme
- Activities of ED cell

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	50504 sq. meter	00	-	50504 sq. meter
Class rooms	07	03	Institution	10
Laboratories	11	01	Institution	12
Seminar Halls	01	00	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	08			08
Value of the equipment purchased during the year (Rs. in Lakhs)	29.14	0.7961	Institution	29.9361
Others 1. Building Extension 2. Furniture/ Fixture	-	15.71 1.22	Parent society	16.93

(Seminar Hall is used as class room whenever necessary)

4.2 Computerization of administration and library

- Office administration is computerised.
- Library is fully automated with the help of LibMan Software. At present acquisition, circulation, cataloguing and MIS reports were used by the library. Besides this, the librarian has developed Automated Library Service Module with the help of WINISIS open source software. The module involves automated article indexing, news paper clipping, web address module, institutional repository, digital storage and retrieval and database service module.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9023	21,70,058/-	490	1,73,702/-	9,513	23,43,760
Reference Books	446	4,18,155/-	11	3,772/-	457	4,21,927
e-Books	90,000 (N-list)	5000/-	2,10,000 (N-list)	5750/-	3,00,000 (N-list)	5750/-
Journals	18	51,711/-	17	20400	17	20400
e-Journals	3100 (N-list)	5000/-	3100 (N-list)	5000/-	3100 (N-list)	5000/-
Digital Database	07	-	01	-	08	-
CD & Video	141	34,047/-	-	-	141	34,047/-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	57	01	61	07	01	01	19	05
Added	10	-	--	-	-	-	-	01
Total	67	01	61	07	01	01	19	06

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

- Wi-Fi enabled campus.
- Workshop on effective use of ICT in teaching and learning process
- Faculties and students are introduced with and updated for the effective use of computers.
- Training on optimum use of library facilities.
- Library orientation programme for students.

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.812

ii) Campus Infrastructure and facilities   0.663

iii) Equipments   0.683

iv) Others   5.746

Total :   7.904

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Palak Yojana, Coordination committee, ED Cell, Career Guidance Cell and Teacher-Parent Committee are in place and worked to encourage students to effectively avail of the facilities provided to them,

5.2 Efforts made by the institution for tracking the progression

> The progression of students is tracked through various committees and shortcomings if found any are complied with.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
593	00	24	00

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No.	%
400	67.45

Women

No.	%
193	32.54

Last Year						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
101	64	241	120	-	526	107	63	289	158	-	617

Demand ratio- 1:1   Dropout % - 55.30 (Admitted to III year 2016-17 against appeared to I year 2014-15 exam)

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

> College has active Career Guidance Cell and Career and Counselling Cell. The students are informed about the various examinations and carrier opportunities. Every year we conduct G.K. Test, Science Aptitude Test and Essay Test for all the students. The paper of this tests are helpful for students to know about competitive examination.

No. of students beneficiaries

261

5.5 No. of students qualified in these examinations

NET `-`   SET/SLET `-`   GATE `-`   CAT `-`

IAS/IPS etc `-`   State PSC `-`   UPSC `-`   Others `-`

5.6 Details of student counselling and career guidance

- Guest lectures on topics like How to choose career?, Who am I ? and Who I may be? etc. were arranged.

- A guest lecture on Psyco-socio Counseling for students was organised.

- To make the students aware about the nature of various competitive examinations G.K. test, essay test and science aptitude test were conducted.

- Good collection of reference books, books and journals related to career guidance

No. of students benefitteds   80

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	--

5.8 Details of gender sensitization programmes

- Health check up and counseling for girl students.
- Equal opportunity to boys and girls to participate in every activity.
- Special attention to girl students under Palak Yojana
- Mahila Grievance Cell activities

5.9 Students Activities

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

State/ University level   08   National level   03   International level   --

No. of students participated in cultural events

State level   04   National level   --   International level   --

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

Sports : State/ University level [　] National level [　] International level [　]

Cultural: State/ University level [　] National level [　] International level [　]

5.10 Scholarships and Financial Support

	Number of students	Amount (in lakhs)
Financial support from institution	-	-
Financial support from government	164	Rs. 4,17,637
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives : NIL

Fairs   : State/ University level [　] National level [　] International level [　]

Exhibition: State/ University level [　] National level [　] International level [　]

5.12   No. of social initiatives undertaken by the students   [06]

5.13 Major grievances of students (if any) redressed: - Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> ### *Vision*
>
> To work for overall development of the people of Melghat & nearby areas, the tribals in particular, through education
>
> ### *Mission*
>
> - To make available traditional as well as modern courses to students
> - To offer career oriented programmes to students
> - To provide multiple platforms to tribals and other students in order to seek their comprehensive development
> - To conformably bring together two cultures, the tribal and the other and to seek harmonious evolution of them
> - To make students have close communion with the nature and make them understand its significance and preserve it
> - To instill discipline and moral values in order to make them responsible citizen of the nation as well as good human being

6.2 Does the Institution has a management Information System

> YES. It is very effective in maintaining office and administration records, exam results, attendance, student data and faculty related information. The Management Information System of the college is extremely useful in planning, maintaining and reviewing the data for taking decisions.

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

6.3.1 Curriculum Development

> - Curriculum is developed by University.
> - Five faculties are working as member of Board of Study.
> - A university level workshop on Revision of S.G.B. Amravati University undergraduate Geology Syllabi organized.

6.3.2 Teaching and Learning

- Use of ICT
- Project
- Guest Lectures
- A workshop on teaching skills.
- A workshop on optimum use of library facility.
- Educational and Excursion Tours
- Field Visits
- Question Answer Practice
- Students Seminar and group discussion

6.3.3 Examination and Evaluation

Unit test, common test, open book test, home assignments, group discussion, seminars, projects, etc.

6.3.4 Research and Development

- Promoting and guiding student to participate in AVISHKAR, intercollegiate research festival, under University.
- Faculties are encouraged for MRP.
- Resource persons are invited to promote and enhance research culture.
- Faculties are promoted for active participation in National, International level conferences and seminars.
- Research Club in place to promote and guide various research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library – WINSIS Software, INFLIBNET facility, E-Learning use of Internet, e-journals.
- Set up an english language lab.

6.3.6 Human Resource Management

- Feedback of teachers and college as a whole on various parameters is obtained from regular students, alumni and parents. The principal shares the same with individual teachers and provides necessary suggestions.
- Best practices and innovative methods applied by teachers are discussed informally to motivate others in improvement of their teaching.
- Programme on subjects like YOGA and personality development, organized.

6.3.7   Faculty and Staff recruitment

Recruitment of faculty and staff is carried out according to government norms.

6.3.8   Industry Interaction / Collaboration

A linkage through MoU has been established with an industry.

6.3.9   Admission of Students

- We have transparent admission process according to norms of the Government and S.G.B. Amravati University, Amravati.

6.4 Welfare schemes for

Teaching	02
Non teaching	02
Students	02

6.5 Total corpus fund generated   Nil

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

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

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

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

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

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

- Annual meet of alumni.
- Donation of books from alumni.
- Alumni sponsored awards.
- Interaction of alumni with current students.
- Feedback and suggestions from alumni.

6.12 Activities and support from the Parent – Teacher Association

- Needful suggestions from Parent-staff committee as regards overall functioning of the college.

6.13 Development programmes for support staff

- Training program at institute level is arranged.
- Encouragement to attend seminars and workshops.

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

- Tree plantation.
- Optimum use of paper.
- Rainwater harvesting.
- Eradication of plastic.
- Organisation of awareness programme like Ozone day celebration.
- e-communication to minimise use of papers.
- Use of organic fertilizers.

Criterion – VII

7. Innovations and Best Practices

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

- Psycho-socio counselling for students.
- A workshop on Teaching Skills.
- Digital India week.
- A workshop on optimum use of library facility.

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

- Training programmes for staff arranged.
- Health counselling and check up programmes conducted.
- English language lab introduced.
- Enhanced research output-Increase in number of research papers, number of Ph.D. awarded. Faculties attending and presenting their research work in conferences and seminars.
- Campus fencing work completed.
- Up gradation of laboratories and library.
- Extension activities and awareness programmes conducted.

7.3 Give two Best Practices of the institution

1. To increase awareness and encourage the students for higher education

2. Environment friendly initiatives

Details in annexure – Annexure II

7.4 Contribution to environmental awareness / protection

- Tree plantation.
- Awareness rally.
- Poster and project competition.
- Awareness programmes in regard to non-conventional energy.
- Optimum use of paper.
- Rainwater harvesting.
- Eradication of plastic.
- Organisation of awareness programme like Ozone day celebration.
- e-communication to minimise use of papers.
- Use of organic fertilizers.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

SWOT Analysis Summary:

Strength:
- NAAC Reaccredited with Grade "B" CGPA "2.58".
- Institute covered under UGC 2(f) and 12(B) section.
- Parent Institute posses 10.4 acres of land at Aladoh village.
- Women's hostel having intake capacity of 24.
- Committed parent institute.
- Decentralised administration.
- Maximum number of teachers with Ph.D.
- Courses offered with modern and traditional subjects.
- Career oriented programmes at UG level.
- Prominent alumni.
- Active NSS unit to serve the society.
- Good achievement of students in sports.
- Adoption of number of best practices.
- Preservation and conservation of rare medicinal plants.
- Young and Dynamic staff.

Weakness:
- Infrastructural facilities.
- Dropouts.
- Inadequate sports facilities.
- Inadequate research facilities.
- Inadequate need specific UGC schemes.

Opportunity:
- To provide higher education facility to the diversified socio economic strata of Melghat Tribal Region.
- To enhance multiple interaction among different cultures.
- To strengthen institute-industry linkage.
- To motivate for self employment opportunities.
- To carry out more research projects.
- To build up consultancy services.
- To develop collaborative work with government, industries and NGOs.

Threats:
- Lack of awareness about education among tribal and other inhabitants of Melghat.
- Students from educationally and economically deprived section.
- Financial and other resource mobilization.
- Inadequate hostel facility for tribal and socially backward students.
- Inadequate accessibility and connectivity in terms of conveyance and communication.
- Hyper intense weather.
- Inadequate infrastructure in the town of Chikhaldara.

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

- Learn and earn drive.
- To arrange psycho-socio counselling to students.
- To make linkage and sign MoU with industry and reputed institutions.
- In-house research projects.
- Case study.
- To strengthen sports facilities.
- To upgrade Science laboratory, classrooms and library.
- To arrange personality development programmes for staff and students.
- To apply for research project.
- To organize conferences and seminars.
- To arrange a workshop on laboratory safety measures.
- To arrange programme on Entrepreneurship.
- To organize training programmes for faculties and support staff.
- To organise health check up camp for students.

Name **DR. SACHIN G. MAHAJAN**   *Name*   **DR. V.R.PATIL**

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Arts, Science and Commerce College Chikhaldara, District: Amravati

ARTS, SCIENCE AND COMMERCE COLLEGE, CHIKHALDARA

Analysis of Feedback 2016-17

Students' Feedback on

Faculty Members/Teachers:-Feedback of 90% students reflects clear excellence in terms of quality teaching and general attitude. Evidence of feedback criteria upon which their work was assessed and evaluated makes it clear from the opinion/choices of the students. 10% students provided their feedback as Very Good.

College Administration: -Nearly 85% students are satisfied with college administration and approved its excellence. 15% students rated it Very Good.

Various Activities in the College: -95% students highly appreciated the various activities in the college only 5% students rated it Very Good.

Library: -90% students expressed library as an excellent source of information and knowledge. 10% remarked it as Very Good.

Laboratories: -95% students gave an excellent grade to laboratory on availability of equipments, its utility and other measures. Only 5% students relied on Very Good.

Teacher Feedback on Curriculum: -

Adequacy of Curriculum: -   Some of the teachers involved in the formulation of curriculum assert curriculum is sufficient and all other conclude curriculum is adequate and fulfills expected objective.

Interdisciplinary Aspects of Curriculum: - 95% Teachers are contended with the interdisciplinary aspects of the curriculum while 5% teachers intend to suggest that there is a need of correlativity to some extent than what is in existing framework.

Existing Curriculum: -   While going through the comments of the teachers on existing curriculum we find them satisfactory, a few teachers suggest the need of utilization of modern ICT tools which will enable students to explore and expand subject knowledge.

Utility of Curriculum for Overall Development of the students:-95% teachers opine that Curriculum is helpful for overall development of the students 5% teachers put their different notion on its utility for the same.

Usefulness for Professional Growth: - All teachers consider that curriculum is helpful for the professional growth of the students.

Parents' Feedback on Curriculum: -Parents do not have any kind of disagreement regarding Curriculum and its various aspects. They find it is useful and congenial for overall development of the students.

Alumni Feedback on Curriculum: - Alumni and alumnae of the college put forth their positive remarks on the interdisciplinary aspects of the curriculum. They appreciate importance of curriculum in terms of professional growth and overall development of the students.

Best Practice I

1. Title of the Practice: Increase educational awareness and encourage the students for higher education

2. Objectives :

- Creating awareness about higher education in Melghat and nearby areas.
- To pay personal attention to students by providing academic and personal guidance
- Felicitating and encouraging students by rewarding them.
- To create a positive competition among students for their up gradation.
- To create affinity for college among students
- To develop social view among students

3. The Context

Melghat being under privileged and suffering from various socio-economic problems, education can play a vital role in addressing and solving most of the problems. Only few students can make it to the higher education. Ours is the only multi stream institute in the region of Melghat. We make it our concern that the students admitted to the institute must avail of the most and the best here. Regular attendance, good academic performance and multiple participation of students can be facilitated. By way of reward in cash prizes we encourage our students for better performance in university examination.

We feel it is our responsibility to create awareness about higher education among the tribal and other backward people here. This may be our contribution towards national education policy.

4. The Practice

For the fulfilment of above goal we practice the following activities in our institute.

i. Admission counselling:

We try to meet all eligible students and dropout ones through visiting almost all the junior colleges in Melghat and nearby areas. We meet not only the students and teachers but also their parents. We try to tap their needs so that we may offer them a specific programme. We arrange a gathering of eligible students with their friends & family members and address them. We come to know the various problems pertaining with them like poverty, lack of proper mind set,

superstitions, lack of awareness, their inevitable involvement in earning daily bread and butter. We use manuals, brochures, audio visual aids. In our talks with students, wide publicity is given to various programmes, activities in our college through cable networks, social media, banners, posters, personal letters, etc. Our alumni are available in various parts of Melghat region who play an important role for the effective communication with students.

ii.   Palak-Yojna

Through 'Palak Yojna', 18 to 20 students are adopted by each teacher who is expected to provide academic and personal guidance to his wards and also keep in touch with the parents. Counselling is also provided to parents when required. The attendance of the students is recorded regularly by the palak teacher.

iii.   Gunwant Vidyarthi Satkar

To motivate and appreciate the students, the committee felicitates students scoring highest marks in particular subject by giving cash prizes. These prizes are sponsored by well wishers of college. The criterion for selecting the students for awards in particular session depends on the marks obtained by him/her in the annual examination in a particular subject previously declared in prospectus of the college.

iv.   The Best Student Award

The students are nominated by the departments and committees on the basis of annual examination result, attendance, performance and participation in all activities. Top ten students are selected from the nominations.

The top ten students are expected to go through written test, group discussion and interview in order to check the student's thinking power & attitude; leading tendency, presentation skills, time management & communication skill; student's affinity for the college, personality & general awareness. Finally, the best student of the year is selected on the basis of total marks obtained by the students in Committee criteria, Written Test, Group Discussion and Interview.

5. Evidence of Success

Through this practice we could meet and get in touch with most of the students in Melghat. We could attract more students towards various programme in college. The number of students seeking admission in not only arts, commerce but also in science stream has been on the

increase. These tribal students opt for technical and other advanced subjects. Most of the students energetically take part in sports, cultural and other activities.

We could meet and get in touch with most of the students. We develop personal relations with them as they share their difficulties, discrepancies with us. As their real parents lack required awareness about education we have to make up for the void. Through counselling and consultation we can develop a proper mindset among students. This has improved the regularity and students' participation in various curricular, co-curricular and extracurricular activities.

Some students after passing out from our institute seek still higher education. Some could bag various college level awards. The students feel proud to receive cash prizes and The Best Student Award as a token of their success and they double their efforts. Other students are naturally encouraged for healthy competition. It boosts up positive academic atmosphere.

6. Problems Encountered and Resources Required

Melghat being remote, hilly and widely stretched region conveyance between any two places is not smooth. Besides, public transports are not available in adequate quantity. Other means of communication are either lacked or very poor like lack of internet connectivity, regular mobile and landline connectivity. To add to this, we must note adverse and at times extremely adverse weather conditions here. Most of the people migrate from one place to others. It is never easy to meet any of them on scheduled time and place.

Almost all parents are reluctant to send their offspring, wards to other place for educational purposes as they require them as helping hands for livelihood. Students from poor education background or no education background find it difficult to participate in a full-fledged manner.

The existing hostel cannot accommodate even 50 % of the needy. This stands out as a towering must.

Best Practice II

1. Title of the practice: Environment friendly initiatives

2. Objectives:

- To create environmental awareness among the students, staff and society.
- To initiate environmental friendly steps like conservation, recycling, propagation and protection
- Development of grass meadow in order to enhance herbivores and carnivores
- To conserve and propagate the medicinal, aromatic, endangered, extinct & rare plants.
- To contribute to the maintenance of rich diversity of flora and fauna in the region of Melghat
- To provide expertise to government and other agencies about environment concerns.
- To train the forests field staff for grassland management in the Protected Areas of Maharashtra and other states

3. The context:

Environment is sum of all social, economical, biological, physical or chemical factors which constitute the surroundings. On account of the various activities of man, nature of environment gets changed and worsens to the state of environmental pollution.

The grasses in the Protected Areas of forest are the producers, soil binders, providing chemical energy to the wildlife in the form of fodder species. The grasses in the protected area are reduced due to number of factors, resulting in a direct threat to herbivores and carnivores. We have been attempting towards development of natural grasslands. Some lands have been converted into good grasslands by the seed broadcasting and grasses slips addition.

Some plants in reserve and buffer areas have medicinal values. These plants if nurtured and preserved properly can help not only the tribal but all the needy people. This may emerge as the cottage industry for the inhabitants of Melghat.

4. The practice:

Environment friendly initiatives

i. **Conservation and Propagation of Medicinal and Aromatic plants**

- To develop a nursery for Medicinal and Aromatic plants.

- Collection of plants in wild habitats.
- To work for soil treatment, CCT formation, plantation of the said plants and water management practices.
- To carry out field survey and study for medicinal plants
- To identify the distribution pattern and current status of medicinal plants.
- To collect and process data.

ii.   Training to forest field staff for grasslands management in Protected Areas

This practice includes training about:-

- Year wise demarcation of grassland areas with GPS.
- Identification and enlisting of grass species.
- Collection and broadcasting of grass seeds.
- Weed eradication and management techniques.
- Grasses biomass management practices in mosaic pattern.
- Identification and cultivation of wild fruit trees

iii.   Energy Awareness Programme:

A stall is kept in 'Paryatan Mahotsava' every year. The teachers and students explain the importance of energy conservation and use of non-conventional energy sources to the visiting people. Various charts, broachers having energy awareness slogans, related models and information are displayed. The same programme is organized in nearby villages

iv.   Say No to Plastic Bags:

Students and local communities are made aware about no plastic drive through video clippings, talks, rallies, display boards and brochures etc. Old cloths are collected to prepare cloth bags, and the bags are distributed among local people including tourists as an eco-friendly carrier

v.   Organization of various events:

To address environment issues & concerns, to spread awareness about environment and to make students strive hard to adopt eco-friendly lifestyle through celebration of various days and arranging guest lectures. The institution has a registered firm "Sipna's Society for Conservation and Awareness of Nature', working for environmental issues.

Evidence of Success:

- Developed the good grasslands for herbivores.

- Cultivated lands have been converted in to good grasslands.

- Prey – predator relationship improved.

- Increase in the density of herbivores in grassland and forests ecosystem of the Protected Areas.

- Field staff of the Protected Areas trained and motivated in grassland management practices.

- Grass seed banks developed in each protected area.

- Herbarium of grasses, legumes and weeds are prepared through guiding field staff.

- Various important medicinal and aromatic plants are available.

- Plantation is being used as an open field laboratory for the botany students from various institutes.

- Ecological restoration of the plants in suitable habitat.

- Plants propagation, natural regeneration of the plants facilitated.

- We started with 105 plants which have now tripled.

- East Melghat forest division has borrowed plants from our centre and developed their own medicinal plants garden

We could meet and get in touch with most of the students and people through this program. We developed sensitization about plastic pollution, energy conservation, rainwater harvesting and other environmental problems. Chikhaldara Municipal Council appreciated us and banned use of plastic bags.

vi.   Problems Encountered and Resources Required:

Funding by State Government to the Protected Areas for grasslands management is inadequate and not in proper suitable period. Instruments and technology lacuna as well as Low man power are problems for grassland management practices.

The inhabitants of Melghat are still educationally backward. It is always difficult to convince them to use eco-friendly items like cloth bags, low energy electric and electronic equipments and to afford additional expenditure to modify house construction in order to get rain water harvesting in place. Besides they don't directly encounter any pollution related problem.

Their poor financial background also adds to our difficulty. The tourists staying here for a temporary period cannot be re-contacted or re-counselled. The concerning local authorities need to be more sensitive as regard eco-friendliness.

Contact Details

Name of the Principal	:	Dr. V.R.Patil
Name of the Institution	:	Arts, Science & Commerce College, Chikhaldara.
City	:	Chikhaldara
Pin Code	:	444807
Accredited Status	:	Reaccredited "B" with 2.58 CGPA
Work Phone	:	07220-230309
Mobile	:	+919423610313
Fax	:	07220-230409
Website	:	www.sipnaascc.ac.in
E-mail	:	ascc163@gmail.com