The Annual Quality Assurance Report (AQAR) of the IQAC (2016-17)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

1. Details of the Institution

1.1 Name of the Institution

Shri Samarth Arts & Commerce College

1.2 Address Line 1

Morshi Road

Address Line 2

City/Town

P.O. : Ashti ,   Distt : Wardha

State

Maharashtra

Pin Code

442 202

Institution e-mail address

shrisamarthcollege_ashti@rediffmail.com

Contact Nos.

07156-225966

Name of the Head of the Institution:

Dr. Hemant M. Khanzode

Tel. No. with STD Code:

07156-225966

Mobile: 9975477588

Name of the IQAC Co-ordinator: Mrs. Varsha V. Karmarkar

Mobile: 9975363264

IQAC e-mail address: Varshakarmarkar2012@rediffmail.com

1.3 **NAAC Track ID** :   MHCOGN 10942

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

EC(SC)/12/A&A/40.2

dated February 19,2016

1.5 Website address: www.samarthcollegeashti.ac.in

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C+		2004	Five years
2	2nd Cycle	C	1.81	2016	February 18,2021
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY   22th July 2004

1.8 AQAR for the year

| 2016-17 |

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

Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

  i. AQAR of 2015-16 submitted to NAAC on 10 -12- 2018.
  ii. AQAR_____ _____ (DD/MM/YYYY)
  iii. AQAR_____ _____ (DD/MM/YYYY)
  iv. AQAR_____ _____ (DD/MM/YYYY)

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)*

Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur

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   07

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   ---

2.4 No. of Management representatives   03

2.5 No. of Alumni   ----

2. 6 No. of any other stakeholder and

   community representatives   ---

2.7 No. of Employers/ Industrialists   ---

2.8 No. of other External Experts   `---`

2.9 Total No. of members   `11`

2.10 No. of IQAC meetings held   `01`

2.11 No. of meetings with various stakeholders: No. `06`   Faculty `06`

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

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

     If yes, mention the amount `--`

2.13 Seminars and Conferences (only quality related)

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

Total Nos. `--`   International `--`   National `--`   State `--`   Institution Level `02`

   (ii) Themes

> ➢ Union Budget -   2017-18
> ➢ Workshop on 'Self help Group and Women Empowerment'

2.14 Significant Activities and contributions made by IQAC :

IQAC made following activities :

1. IQAC organized orientation programme for newcomers.

2. World Population Day and International Literacy Day were organized by the Population Education programme.

3. Guest lectures were organized on "Competitive examination – preparation and Opportunities" by Career and counseling Cell.

4. The Deptt.of Marathi organized programme to celebrate '*Marathi Bhasha Samvarhan Pandharwada*'(fortnight*)* during 1st to 15th January 2017.

5 .A guest lecture was organized on 'Human Rigts and Duties'.

6 .A workshop on 'Law against sexual harassment of women 'was organized.

7. A case study was conducted on 'Assessment of developmental programmes at village Panchala 'by students.

8 .A workshop on 'Self help Group and Women Empowerment' was conducted.

9. A workshop on 'Project on data collection 'was organized by Population Programme .

10. A students' seminar on 'Union Budget : 2107-18 'was organized.

11. College magazine –Zep was published.

12. Book exhibition was organized by Library Department.

13. Regular NSS activities and a residential camp were organized.

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	Outcome
1.Students' orientation would be organized for newcomers.	1.Students' orientation was organized for newcomers.
2. A guest lecture would be organized on 'Human Rights and duties '.	2. A guest lecture was organized on 'Human Rights and duties'.
3. A workshop to guide the students for preparation of competitive examinations would be organized.	3. Two workshops to guide the students for preparation of competitive examinations were organized.
4. College magazine "*Zep*" would be published.	4. College magazine "*Zep*" was published.
5. A book exhibition would be organized by the library.	5. A book exhibition was organized by the library.
6. A village survey would be conducted under population education programme.	6. A village survey was conducted under Population Education Programme.
7. A workshop on Project Preparation under population education programme would be conducted.	7. A workshop on 'Project Preparation' under population education Programme was conducted.
8. Students' seminar on 'Union Budget : 2017- 18' would be organized.	8. Students' seminar on 'Union Budget : 2017- 18' would be organized. Seven students participated in the seminar.
9. Regular N.S.S. activities and residential camp would be organized.	9. Regular N.S.S. activities and residential camp were organized.
10. A lecture would be organized on World Population Day.	10. A lecture was organized on World Population Day by population education programme on 'Human Devlopment and Indian perspective '.
11. 'Yoga day 'would be celebrated by the college.	11. 'Yoga day 'was celebrated by the college.

Attach the Academic Calendar of the year as Annexure.

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

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Suggestions :

The AQAR of 2016-17 was placed before IQAC on 6th April 2018 .The members of management body made following suggestions :

➢ Shri .M.G.Deshpande suggested that the college should introduce skill development programme for students.
➢ He expected that there should be an increase of average 5% in a year in overall result of the college students in university examinations.
➢ Shri .M.G.Deshpande also suggested that the frequency of IQAC meetings should increase in order to improvise the overall performance of the college.

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
PhD	--	--	--	--
PG	--	--	--	--
UG	Two	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	One
Total	Two	--	--	One

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

Pattern	Number of programmes
Semester	Two
Trimester	--
Annual	--

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

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

*Please provide an analysis of the feedback in the Annexures

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

No

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

No

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	06	04	--	--

2.2 No. of permanent faculty with Ph.D.

07

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
06	01	04	--	--	--	--	--	10	01

2.4 No. of Guest and Visiting faculty and temporary faculty

--		--		04

2.5 Faculty participation in conferences and symposia :

No. of Faculty	International level	National level	State level
Attended	01	07	--
Paper Presented	01	05	--
Resource Persons	--	--	--

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

> Participatory teaching – learning method

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

> 231

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

> Nil

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

--	--	03

2.10 Average percentage of attendance of students

> 50%

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.	36	00	2.77	13.89	5.56	22.22
B.Com	41	00	4.87	36.58	12.19	53.65

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

- The IQAC suggested to introduce students' profile to assess their performance from the session 2016-17.
- The profile included participatory teaching methods i.e. students' seminar, group discussions, assignments, field visit, viva , unit tests ,etc.
- The internal assessment of students' performance is based on students' profile.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD Programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others (Short term course by UGC-HRDC)	03

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	7	1	--	--
Technical Staff	--	--	--	--

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Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in sensitizing/promoting research climate in the institution

- IQAC recommended to conduct field based activities by the students and to present research project in the college.
- IQAC suggested to organize workshop on data collection under Population Education Programme.
- IQAC advised the faculty to complete their Ph.D. research projects at the earliest.

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	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4   Details on research publications

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

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 organizations

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

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

ii) Without ISBN No. | -- |

3.8 No. of University Departments receiving funds from

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

DPE | -- | DBT Scheme/funds | -- |

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

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

3.10 Revenue generated through consultancy | -- |

3.11 No. of conferences   organized by the   Institution

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

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

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

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

3.15 Total budget for research for current year in lakhs :

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

Total | -- |

3.16 No. of patents received this Year

Type of Patent		Number
National	Applied	--
	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

| 02 |

| 01 |

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

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 [07]   State level [02]

National level [--]   International level [--]

3.22 No. of students participated in NCC events:

University level [--]   State level [--]

International level [--]   National level [--]

3.23 No. of Awards won in NSS:

University level [--]   State level [--]

National level [--]   International level [--]

3.24 No. of Awards won in NCC:

University level [--]   State level [--]

National level [--]   International level [--]

3.25 No. of Extension activities organized

University forum [--]   College forum [--]

NCC [--]   NSS [18]   Any other [03]

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

Activities by NSS :

- ➢ 'Save Girl Mission 'was organized on 15 August 2016.
- ➢ International Literacy Day was organized on 8 September.
- ➢ Voters registration campaign was organized during 13 to 18 September.
- ➢ A programme on Constitution Day was organized.
- ➢ A programme was organized on World AIDS Day.
- ➢ Flag Day collection was organized on 25 January 2017.
- ➢ NSS volunteers   participated in Pulse Polio mission.
- ➢ Seven days residential camp was organized at village Lahan Arvi during 6 to 12 January 2017.
- ➢ A blood donation camp was organized in the residential camp in collaboration with Dr. Hedgewar Blood Bank, Nagpur.

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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	1.21hectres	--	--	1.21 hectres
Class rooms	7	--	--	7
Laboratories	1	--	--	1
Seminar Halls	--	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	82	1	UGC	83
Value of the equipment purchased during the year (Rs. in Lakhs)	1802841	94300	UGC	1897141
Others	--	--	--	--

4.2 Computerization of administration and library

- Office automation software has been installed in the office.
- Lib-man software has been installed in the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (in Rs.)	No.	Value	No.	Value
Text Books	2371	380058.75	219	58780	2590	438838.75
Reference Books	316	239295.30	65	62629	381	301924.30
e-Books	--	--	--	--	--	--
Journals	12	41755	03	8450	15	50205
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	04	2297	--	--	--	2297
Others (Novels, biographies, General knowledge books, etc.)	3591	746407	455	143006	4046	889413

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart ments	Others
Existing	55	36	10	--	--	06	--	03
Added	--	--	--	--	--	--	--	--
Total	55	36	10	--	--	06	--	03

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

- LAN networking has been installed in the office to connect four computers.
- Internet facility has been provided to students.

4.6 Amount spent on maintenance in lakhs :

i) ICT

19990/-

ii) Campus Infrastructure and facilities

17482/-

iii) Equipments

12939/-

iv) Others

--

Total :

50411/-

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Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC made following contribution   for enhancing awareness about student support :

➢ An orientation for newcomers was organized to make them aware about various facilities in the college.
➢ Remedial coaching was conducted for slow learners.

➢ Guest lectures were organized on 'Preparation of competitive examinations' by career and counselling cell.

➢ IQAC guided students to prepare articles for college magazine –Zep.15 students contributed to the magazine.

➢ A guest lecture was organized on 'Human Rights and Duties Education'.

➢ Deptt .of Economics conducted presentations on Union Budget : 2017-18. It promotes presentation skill of the students.

➢ It also   conducted a village survey on assessment of developmental programes at village Panchala. Students collected information from the village and analyzed it for preparation of report.

➢ The college library provides newspaper cuttings to students for preparation of projects /reports.

5.2 Efforts made by the institution for tracking the progression

> - The teachers maintain subject wise Students' profile to assess the performance of the students.
> - Deptt. of Physical Education conducted practice sessions of Yoga and meditation for students. The sessions were conducted in batches throughout the year.
> - The library organized book exhibition for students .
> - Career & counselling cell   informs students about advertisements of recruitment by displaying it on notice board.
> - 18 students prepared charts related to topics on current issues. The charts were displayed on notice board.
> - Deptt. of Marathi organized a seminar on 'Marathi language in Internet' on 27 Feb. 2017 on occasion of Marathi Bhasha Gaurav Din. 9 students participated in the seminar. 10 students presented selected poetry of veteran poet *Kusumagraj* viz Late V.V.Shirwadkar .

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
408	--	--	--

(b) No. of students outside the state

--

(c) No. of international students

--

Men

No	%
193	47

Women

No	%
215	53

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
117	61	45	210	--	433	110	55	38	205	--	408

Demand ratio- 1: 0.88   Dropout % -   50

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

- Although the college has not established coaching centre for competitive examinations , college has set up following mechanism to support the students:
  a) Career & counselling cell informs students about advertisements of recruitment by displaying it on notice board.
  b) The desirable students are given syllabus of concerned examination.
  c) College organizes guest lectures for preparation of students .
  d) Study material is provided to deserving students.
  e) Mock tests are conducted for assessment of students.

No. of students beneficiaries | 23 |

5.5 No. of students qualified in these examinations

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

5.6 Details of student counseling and career guidance

- ➢ Two guest lectures were conducted on 'Preparation of competitive examinations and students' ability'.
- ➢ Career and counselling cell conducted model competitive examination on ' Multi tasking – Staff selection Commission '.
- ➢ 18 students appeared for various competitive examinations conducted by Central and State Govt.
- ➢ One student has been selected for enrolment in Indian Army as a soldier.

No. of students benefitted | 23 |

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
--	--	--	01

5.8 Details of gender sensitization programmes

A workshop was conducted by Anti-sexual Harassment and Girls Security Cell

- Anti-sexual Harassment and Girls Security Cell conducted Awareness programme on "Sexual harassment of women at Workplace -Prevention and Prohibition Act".
- Birth Anniversary of Savitribai Phuley was celebrated.
- A flex was displayed by N.S.S. on 'Save Girl Child Mission'.

5.9 Students Activities

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

State/ University level | 01 | National level | -- | International level | --

No. of students participated in cultural events

State/ University level | -- | National level | -- | International level | --

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

Sports : State/ University level | -- | National level | -- | International level | --

Cultural: State/ University level | -- | National level | -- | International level | --

5.10 Scholarships and Financial Support

	Number of students	Amount (in Rs.)
Financial support from institution	--	--
Financial support from government	383	970811/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

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   03

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

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Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision
- To inculcate sincerity, integrity and discipline.
- To achieve academic excellence.
- To train students for global competence.
- To impart education so as to prepare ideal citizens.

Mission
- To create ambience for healthy teaching learning process.
- To conduct career and skill oriented programmes.
- To promote research temperament among students and teachers.
- To create infrastructural facilities for students.
- To encourage sports and extra- curricular activities.
- To strengthen the process of women empowerment.
- To serve the community through extension activities.

6.2 Does the Institution has a Management Information System

> No

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

6.3.1 Curriculum Development

- Curricular design is drafted by Board of Studies which is a statuary body of R. T. M. Nagpur University. It is compulsory to follow the prescribed syllabus prepared by   Board of studies.

6.3.2 Teaching and Learning

- Academic calendar of the college is prepared at beginning of the session.
- Faculty of all subjects prepare and implement their own teaching plans.
- Faculty maintains abstracts and daily diaries of teaching. It helps to monitor regular teaching – learning process.

6.3.3 Examination and Evaluation

- The faculty informs the students about changes in syllabi and pattern of question paper from time to time.
- The university has introduced semester system from 2016-17. The University conducts theory examination of all faculties. The responsibility of conducting internal assessment is carried out by concerned subject teachers. The teachers make internal assessment on the basis of Students' Profile .
- The college is a recognized University examination centre.
- The college conducts two unit tests in the first as well as second session respectively.
- Spot valuation conducted by the university is transparent. If a student is not satisfied with evaluation, he can apply for revaluation through the college and can also demand photostat copy of the concerned answer sheet.

6.3.4 Research and Development

- The institution always encourages and promotes faculty participation in research. The faculty can avail duty leave to attend conferences/seminars/symposia. Travelling allowance for that purpose as per UGC guidelines is also granted to the faculty.
- The institution has purchased good number of reference books from UGC Grants. Research journals have been subscribed. The institution has also enlisted itself for N-LIST Account under INFLIBNET. Internet facility for the faculty is available under the scheme of UGC Network Resource Centre.

6.3.5 Library, ICT and physical Infrastructure/Instrumentation

Library : Physical Infrastructure

The total area of the library is 616 sq. Ft. The reading room can accommodate 20 students at a time. There is open access for faculty. The reading room remains open from 7.30 a. m. to 2.30 p.m. on all working days and during vacation also. There is sufficient number of steel stacks for keeping books. The library has an advisory committee to look after smooth functioning of the library.

Details of ICT and other tools

- Lib-man software has been installed in the library for automation. It helps for computerized accession of books.
- The library has subscribed N-list account through INFLIBNET. Students and faculties get print outs of required data.
- The library has six computers with Broadband Internet facility.

Specialized Services

- Xeroxing facility is available for students and faculties.
- Lists of newly purchased books and cover jackets are displayed on notice board in library.
- An exhibition of newly purchased books and other study materials is arranged every year. It creates awareness about the importance of books among the students.

Support Facilities in the Library

- The students of environmental science and extension activities can have newspaper cuttings for preparing project reports.
- Book bank facility is available for students. They can borrow books from library during examination time also.
- Library staff is cooperative and ready to help students and teachers.

6.3.6   Human Resource Management

- The responsibility of carrying out curricular and co-curricular activities is entrusted to various committees. These committees are formed in staff council meeting at beginning of the session.
- The teachers are encouraged to participate in refresher, orientation   and short-term courses. They are also encouraged to attend conferences and symposia.
- It is seen that their placements are done on time   under Career Advancement Scheme of UGC.
- Non-teaching staff is encouraged to attend training workshops.

6.3.7   Faculty and Staff recruitment

- Recruitment in the college for all posts is made as per UGC and State Govt. norms.
- At present, there are four Associate Professors and six Assistant Professors.
- There are seven non-teaching employees.
- One post in teaching and one post in non-teaching staff   is vacant.
- Process of   filling up these posts is going on.

6.3.8   Industry Interaction / Collaboration

- The college has not so far collaborated with any industry.

6.3.9 Admission of Students

- The prospectus of the college is published   every year at the beginning of the session. It ensures wide publicity of the admission process.
- Our college is located in rural area and it runs traditional courses viz., B. A. and B. Com. The nature of admission process is not competitive. Hence, we have adopted first-cum first-serve policy to ensure transparency in the process.
- An admission committee is set up at the beginning of the session.
- Two teachers each from arts as well as commerce faculty are included in this committee.
- They verify the documents submitted by the students and assess their aptitude and inclination.
- The teacher guides in selecting proper optional subjects.

6.4 Welfare schemes for

Teaching	--
Non teaching	--
Students	√

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	No		No	
Administrative	No		No	

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

For UG Programmes   Yes | -- | No | -- |

For PG Programmes   Yes | -- | No | -- |

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

- Since our college is affiliated to R.T.M. Nagpur University, annual examinations are conducted by the University.

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

Alumni meet was not held in the year.

6.12 Activities and support from the Parent – Teacher Association

- Parent-Teacher Association meet is organised every year. The response of the parents to these meetings is low. There is a need to create awareness among parents.

6.13 Development programmes for support staff

Nil

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

- Tree plantation programme is conducted every year. The students take care of the saplings.
- N.S.S. volunteers clean the college premises regularly.

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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.

> • The students are given task of conducting case study at village level to study on assessment of welfare programme. The teacher prepare schedule to collect primary data. Students collect village information through sampling method.

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

> • Students' Orientation programme was organized for newcomers at the beginning of the academic session.
> • A guest lecture on 'Human Rights' was organized.
> • College magazine dedicated to 125th Birth Anniversary of Dr. B.R. Ambedkar was published.
> • A book exhibition was organized by college library.
> • A workshop on Pedagogy in teaching –learning   was organized.
> • Regular N.S.S. activities and residential camp was organized.
> • General ability test was conducted by Career and counselling cell.
> • A lecture on "Changing demographic scenario in Vidarbha Region "was organized by Population Education Programme.
> • Field based activity was conducted at village level for project preparation under Population Education Programme.
> • Deptt. of Economics organized Students' seminar on "Union Budget-2017-18 "

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

> • The NSS has adopted village Lahan Arvi for community   engagement.
> • Population education programme conducted village survey in Ashti Taluka.
> • The college publishes '*Zep*' magazine every year.

7.4 Contribution to environmental awareness / protection

> • Tree plantation programme is conducted every year. Students look after the conservation of saplings. NSS volunteers clean the college premises regularly.

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 of the Institution

Strength	Weakness
• Strong support from management • Qualified & permanent teaching staff. • Conducting career oriented certificate courses. • Availability of good reference books and journals in library. • Extension activity through N.S.S. and Population education programme. • Spacious playground for sports.	• Low passing percentage. • Significant drop-out rate. • Low attendance of students. • Inadequate utilization of resources by students. • Inadequate sports infrastructure. • Low response from alumni and parents • No new programme introduced
Opportunity	**Threat**
• Promoting Student centric learning. • Reducing Drop-out rate. • Promotion to skill based education. • Developing research temperament. • Developing sport facility.	• Diversion of students to professional courses.

8. **Plans of institution for next year   (2017-18)**

(1) Students' orientation programme would be conducted at the beginning of the session.
(2) Students' seminar on current issues would be organized.
(3) College magazine would be published.
(4) Daily Yoga practice sessions would be implemented for students.
(5) A Workshop on project preparation would be organized under Population Education Programme .
(6)   Lectures on Personality Development would be organized by Career and Counseling Cell.
(7) Students' group would be established for preparation of competitive examinations.
(8) Deptt. of Economics would organize students' presentation on 'Union Budget – 2018-19'.
(9) A case study would be conducted at village level.
(10) Library exhibition would be organized.
(11) *Marathi Bhasha Samwardhan Pandharwada* would be organized by Deptt. of Marathi.
(12) Deptt. of Environment Education would organize activities for environmental awareness.
(13) NSS activities and residential camp would be organized.

Name : Mrs .V.V.Karmarkar   *Name :Dr. Hemant M .Khanzode*

_____   _____

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

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SHRI SAMARTH ARTS AND COMMERCE COLLEGE,ASHTI

ACADEMIC CALENDAR : 2016-17

Date and Month	Name of Activity	Name of Department /Committee
16 June 2016	**Beginning of the Session**	
20 to 25 June	Staff council meeting and distribution of Various Committees	
25 to 30 June	Preparation of teaching plans by teachers	
	July	
02 to 31 July	Voters' registration campaign	N.S.S
11 July	World Population Day	Population Education Committee
	August	
1^{s}August	Lokmanya Tilak and Annabhau Sathe Birth Anniversary	NSS
9 August	August Kranti Din	NSS
10-15 August	Staff council meeting	
15 August	Independence Day Programme	
22 August	Inaugural Programme of NSS Unit	NSS
31 August	Students orientation programme	IQAC
	September	
1 Sept.	Human organ donation rally	NSS
5 Sept	Teachers' Day	Cultural Committee
8 Sept.	World Litercy day	Population Education Committee
14 -20 September	Staff council meeting	
24 Sept-2 Oct.	Communal Harmony Week	NSS
	October	
2 Oct.	Mahatma Gandhi Birth Anniversary	Cultural Committee
5 Oct.	Guest Lecture on Competitive Examinations	Career and Counseling Cell
9 Oct	General awareness test	Career and Counseling Cell
	28 October to 27 November 2016	**Winter Vacation**
24 November	Flag day collection	NSS
26 November	Constitution day	NSS
	December	

1 December	World AIDS day	NSS
6 December	Dr. Babasaheb Ambedkar Death anniversary	Cultural Committee
19 December	Sant Gadgebaba Swacchta Abhiyaan	NSS
23 December	Medical test of students	Physical Education Deptt.
26 to 30 December	Educational tour for students	Cultural Department
	January 2017	
3 January	Savitribai Phuley Birth Anniversary	Cultural Committee
4 January	Road safety rally	NSS
12 January	Swami Vivekanand birth anniversary	Cultural Committee
13-14 January	Book exhibition	Library Deptt.
15-20 January	Publication of college magazine	Magazine committee
20 January	Physical test of students	Physical Education Department
23-25 Jan	Cultural and Sports Festival	Physical Education Department and Cultural Committee
26 Jan.	Republic Day Programme and Prize Distribution Ceremony	Cultural Committee
28 Jan.	General awareness test	Career and Counseling Cell
	February	
5 Febrauary	Workshop on data collection	Population Education committee
5- 10 February	Guest lecture on human rights	
27 February	Marathi Bhasha Gaurav Din	Deptt. of Marathi
	March	
5-10 March	Presentation on Union budget :2017-18	Deptt . of Economics
8 March	Workshop on self help groups and Women empowerment	Deptt . of Economics
15-20 March	Farewell to Final year students	Physical Education Departmen
20-25 March	Staff council meeting	
15th March	Commencement of University Examination	
April	**April**	
15 April	Submission of Reports by various Committees	
30th April	**Last Working Day**	