Vidarbha Youth Welfare Society, Amravati's

Mahila Arts, Commerce College,

Chandur Railway, Distt. Amravati (MS)

Affiliated to Sant Gadge Baba Amravati University, Amravati (MS)

The Annual Quality Assurance Report (AQAR) 2012-13

Submitted to:
National Assessment and Accreditation Council
Bangalore- 560072

By

The Principal
Mahila Arts, Commerce College,
Chandur Railway, Distt. Amravati (MS) 444904

The Annual Quality Assurance Report (AQAR) of the IQAC
Part – A

AQAR for the year *(for example 2015-16)* | **2012-13** |

1. Details of the Institution

1.1 Name of the Institution | **Mahila Arts, Commerce College, Chandur Railway** |

1.2 Address Line 1 | Near Shahid Smarak |

Address Line 2 | Bus Stand Road |

City | Chandur Railway |

State | Maharashtra |

Pin Code | 444904 |

Institution e-mail address

Contact No's | 07222-254183 |

Name of the Head of the Institution | Sau. A. A. DIXIT |

Tel. No. with STD Code | 07222-254183 |

Mobile | 9421740035 |

Name of the IQAC Co-ordinator | Dr. Seema S. Jagtap |

Mobile | 9421742513 |

IQAC e-mail address | jagtapeng@gmail.com |

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | **MHCOGN27699** dated-31/03/2017 |

OR

1.4 **NAAC Executive Committee No. & Date:** | **EC/53/RAR/06 dated 25-28-2004** |

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

1.5 Website address | **www. macccr.org** |

Web-link of the AQAR | |

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C		2004	2009

1.7 Date of Establishment of IQAC : *DD/MM/YYYY* | **18/04/2006** |

1.8 AQAR For The Yes (for Example 2010-11) | 2012-13 |

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 2012-13   submitted   to NAAC December   2017

   II. AQAR 2013-14   submitted   to NAAC December 2017

   III. AQAR 2014-15   submitted   to NAAC December 2017

   IV. AQAR 2015-16   submitted   to NAAC December   2017

   V. AQAR 2016-17   submitted   to NAAC r December 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 ☐

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 Gadge 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. <u>**IQAC Composition and Activities**</u>:

2.1 No. of Teachers and Principal   **10**

2.2 No. of Administrative/Technical staff   **01**

2.3 No. of students   **00**

2.4 No. of Management representatives   **02**

2.5 No. of Alumni   **01**

2.6 No. of any other stakeholder and

   Community representatives   **00**

2.7 No. of Employers/ Industrialists   **00**

2.8 No. of other External Experts   **00**

2.9 Total No. of members   **14**

2.10 No. of IQAC meetings held   **05**

2.11 No. of meetings with various stakeholders: No. **05**   Faculty **05**

   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   **300,000/-**

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. [ ]   International [ ]   National [ ]   State [ ]

   Institution Level [ ]   University Level [ ]

   (ii) Themes [ ]

2.14 Significant Activities and contributions made by IQAC:

*Improvement of Infrastructural facility. *Enhancing research climate *Diet counselling for students *Health counselling *Encouraged teachers for writing research papers to submit minor & major research projects, publishing books and to attend conferences and seminars

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1) Various cells such as Remedial Coaching Centre, Career &Counselling Guidance Cell, Competitive Examination Guidance Cell, and Guidance for entry in Service Cell etc. will be continued. 2) Separate department for UGC Career Oriented Courses will be established. 3) It is proposed to strengthen the practice of maintaining the students" progression record as it will enable to know the progress of the students-for this a continuous monitoring process shall be evolved by Students Support and Progression Quality Circle in coordination with Teaching, Learning and Evaluation Quality Circle. It is proposed to continue the practices of 4) Welcome and Farewell of the students in the beginning and the end of the session respectively. Students "Editorial Board" for wall magazine is proposed to be formed as regular feature. 5) It is proposed to make further efforts to facilitate effective methods, aids and techniques of teaching /learning programmes. 6) It is proposed by the Department of Library and Information Science to organize- i. Books Exhibition	Efforts were made to facilitate effective

ii. Seminar on Information Technology iii. Training programme for the library staff Linkage of Central library of the college through internet. iv. Submitted proposal for Organization of Conference/ Seminar in collaboration with our parent society's colleges. 7) It is proposed to continue remedial courses in English and Accountancy. 8) It is proposed to continue UGC granted coaching centres for competitive exams. 9) A master plan has been prepared for the further growth of the infrastructure to keep pace with the academic growth of the institution. The college has effective mechanism for maintenance and optional use of its infrastructure. At present taking into consideration the academic development of the college, it is observed that the existing infrastructure shall be developed to meet the future needs.	methods, aids and techniques of teaching/ learning programmes. Books exhibition was organised. Seminar of IT was taken. Training programme for the library staff was organised and efforts are in progress to link Central Library of the college through internet • Seven class rooms are essential with slab. • Lavatory for students. • Toilets for gent's staff. • Toilets for ladies lecturer staff. • Home economics and Geography laboratory is necessary. • Playground for student is the basic need of our students for outdoor games. • Provision of hall for indoor game is essential. • Headquarter for watchman is essential for security of premises. • No staff room for lecturers. • No girl's common room for students.

	- No provision of canteen for teaching and non-teaching staff and students.
10) **It is proposed** to strengthen the computerization of administrative work step by step.	- Repairs and maintenance of the existing Infrastructure was done. Two additional class rooms were constructed. Pavers were fitted in the campus of the college. .
11) It is proposed to update the web-site of the college as usual.	
12) It is proposed to make available Comfortable and fully furnished Reading Hall for the students.	- No provision of disaster management so proper system must be needed.
13) It is proposed to make all efforts to fill up the Vacancies in relevant subjects.	- Complete compound wall is the essential need of security
14) The teachers will be motivated to undertake Minor/ Major research projects under U.G.C.	Computerization of administrative work was strengthened. ✓
15) Workshops on Project Report Writing and Effective Public Speaking and Confidence Building shall be organized.	Website of the college was updated.
16) It is proposed to strengthen ICT as learning mode in the College for all classes.	Comfortable and fully furnished reading hall is made available for the students.
17) It is proposed to continue all the activities which were performed in the past with improvements which were evaluated on the basis of experience, observation and expectations.	
	ICT as a learning mode in the college for all classes is strengthened.
	All the other activities were performed with improvements which were performed in the past

2.16 Whether the AQAR was placed in statutory body   Yes   No

Management   ✓   Syndicate   [ ]   Any other body   [ ]

Provide the details of the action taken

Meeting of IQAC taken on 01-01-2014 and the AQAR of the year 2012-13 was approved by all the management representatives and by all other members of IQAC.

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.	01	--	--	--
M.Phil.		--		--
PG	02	--	02	--
UG	01	--	--	--
PG Diploma	---	--	---	--
Advanced Diploma	---	--	--	
Diploma	-	--	--	-
Certificate	-	--	---	-
Others	--	--	--	--
Total	4	--	02	4

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

1.2 (i) Flexibility of the Curriculum: CBCS/Core**_Elective option_** / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	----
Vocational	00
Trimester	--
Bi- Annual	----
Annual	05

1.3 Feedback from stakeholders* Alumni [✓] Parents [✓] Employers [Yes] Students [**Yes**]

(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.

1. University is framing syllabus.
2. Internal Assessment marks are introduced for every subject.
3. IT related subjects are inculcated in the curriculum.
4. Project report is inculcated in UG and PG curriculum.

1.5 Any new Department/Centre introduced during the year. If yes, give details. [**No**]

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	O8	01	--	--

2.2 No. of permanent faculty with Ph.D. [**05**]

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

Asst. Professors		Associate Professors		Professors		Others \Principal		Total	
R	V	R	V	R	V	R	V	R	V
----	-----	--	--	--	--	01	--	01	--

2.4 No. of Guest and Visiting faculty and Temporary faculty. [**00**] [**04**] [**00**]

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	04	--
Presented	04	04	--
Resource Persons	--	----	--

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

- Use of LCD Projector and power-point present for teaching.
- Regular class tests and term end examination is taken.
- Special classes in the subjects of Accountancy are conducted.
- Group discussion and presentation is taken.
- Quiz Competition is taken.
- Guest Lectures of eminent faculties was organized.
- Work Shop on personality development was organized.
- Hand writing competition is taken in the memory of Late Kusumtai Gadekar every year.
- General knowledge test series by Geography department and library department.
- Career guidance by college lecturers and eminent persons from other colleges were invited as resource persons

2.7 Total No. of actual teaching days during this academic year. 241

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

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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students 86%

2.11 Course/Programme wise distribution of pass percentage :2015-16

Title of the Programme	Total no. of students appeared	Divisio					
		Distinction %	I %	II %	III %	Pass students	Pass %
B.A.{U.G.}	**261**						
B. A .Part I	167	nil	12	18		21.56%	30
B. A .Part II	61	nil	16	13		47.54%%	29
B.A .Part III	33	nil	05	09		42.42%	14
M.A. Marathi Lit {P.G.}	**50**						
M.A.I Marathi lit	35	-		04	02	17.14%	06
M.A.II Marathi lit	15	-		02	01	14.29%	03
M.A. Home economics (P.G.)	**30**						
M.A.I Home economics	15	-	05	08		85.71%	13
M.A.II Home economics	15		08	06		92.86%	14

(Annexure III)

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

Teaching learning and Evaluation quality circle is established in institution. Through this quality circle IQAC promotes the below mentioned activities to contribute, monitor and evaluate the Teaching & Learning process.

1. Academic Calendar and Administrative Calendar are prepared, circulated and displayed in the beginning of the academic session.

2. Class wise subject time table is prepared

3. Separate time table for computer practical is prepared.

4. Teachers act as guides for preparing project report.

5. Regular class tests are conducted.

6. Term end examination is conducted.

7. Special classes are conducted for weak students.

8. Assignments of each subject are given.

9. Group discussion and presentation of the students is taken by all subject teachers.

10. Internal marks are allotted on the basis of class test, group discussion & presentation and assignments.

11. Academic diary is maintained by the teachers.

12. Feed-back from students for the teachers is also collected in order to enhance the quality of education.

13. Industrial and field visits of the students are taken. Visits to important geographical places every year schedule from opening of college.

14. Student- Interaction Committee is formed every year to acquaint the students with various activities of the college, which are proposed to conduct for the students throughout the year. It makes convenient to students to participate in the activities in the area of interest such as Sports, N.S.S., Cultural activities etc. This Committee acts as a source of talent search in the youth of the college apart from the formal education.

15. Language board in English and Marathi and formed and various activities are conducted for the students to enhance their communication and writing skills.

16. Students are stimulated to participate in many activities which have social and civic approach viz staging street play and delivering speeches of social awareness. The local civic or social organizations are rewarding such students of the college. These achievements are because of the dedication of the people who are totally engrossed with the work culture of the college. Students have regularly participated in curricular, curricular and cultural activities on national, state and university level, under the guidance of their respective teachers and the students were awarded by the competent authority.

17. College teachers are adopting effective techniques of teaching in their teaching methods viz. case studies, analysis, works experience, project analysing method, presentation method along with lecture method. Compulsory English and Marathi Students have viva- voce and project report as a part of curriculum so as they enrich the knowledge of different subjects in the commerce field. Home economics and Geography practical's were regularly conducted and university practical's exams held as per schedule of university.

18. E-resources of learning are made available to the students. In the college there is a separate furnished Computer Lab., as well as internet facility is made available to the students and teachers

19. Faculties follow the self-appraisal method to evaluate the performances through Performance based Appraisal System with the evaluation of Placement Committee and observations by the Principal.

20. Feedback mechanism has been devised in the institute and overall feedback is taken from the students regarding their opinion of the teacher. The department wise feedback analysis is also taken from the students. Further, teachers are asked to act upon and overcome the weaknesses stated in the feedback to improve the quality of teaching.

21. Students are informed evaluation processes in advance. College examination, assignment and seminar presentation are the effective methods to know the overall performances of the students in their studies applied by the institution.

22. Interaction with the students, teacher and parents is a novel activity initiated by the college with an intention to inform the students and parents about the extracurricular and co-curricular activities of the college as well as teachers also acquainted with the students" interest, hobbies and their achievements.

23. Industrial Visits and Educational Tours, and visit to the service sector organization are the regular features and part of teaching/learning. The students are asked to prepare the reports on visited organizations.

24. Career and Counselling Cell is functioning in the institution to prepare the students mind set for various competitive examinations.

25. Annual Teaching Plans are prepared by the teachers as a part of systematic and right direction to teaching.

26. Faculty maintains a record of teaching, meetings attended, participation in various activities etc. in an academic dairy.

27. **Total 2 students of our college were in merits list –2014-15 of S.G.B. Amravati University,**

28. **Amravati**– . The students of the college have participated in various activities at local, university level.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	07
UGC – Faculty Improvement Programme	02
HRD programmes	-
Orientation programmes	09
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others /Short term courses in relevant subjects	05

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	16	01	00	05
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III

Research, Consultancy and Extension

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

The Research, Consultancy & Extension Quality Circle of the IQAC ceaselessly strives to propagate and encourage research culture among the teachers and the students as well as this quality circle responsive towards the community need and it inculcate the value system in students. The initiatives of the IQAC in Sensitizing and promoting research climate in the institution can be elaborated as follows

1) A separate department named a "Department of English Studies and Research" is functioning in promoting research work among the students and teachers.

2) All types of literature such as books, desertions, and thesis and project reports are made available for the research work.

3) Computer, internet and printing facility is provided for the purpose of the research

4) To encourage staff and students to pursue M. Phil / Ph.D. Programme under take Minor and Major Research Projects.

5) Teachers are encouraged to write research papers in peer-reviewed research journals and to right book.

6) Duty leave is granted to teachers for attending workshops and conferences.

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	02	02	-
Non-Peer Review Journals	02	02	-
e-Journals	04	-	-
Conference proceedings ISBN/ISSN	01	02	04

3.5   Details on Impact factor of publications:

3.6 No. of books published) With ISBN No. 01   Chapters in Edited Books

Range: Average: 08   h-index   00   Nos. in SCOPUS   00

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	-	UGC	-	-
Minor Projects	-	UGC	-	-
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   00

ii) Without ISBN No.   00

3.8   No. of University Departments receiving funds from

UGC-SAP   00   CAS   00   DST-FIST   00

DPE   00   DBT Scheme/funds   00

3.9 For colleges   Autonomy   CPE   DBT Star Scheme

INSPIRE   00   CE   00   Any Other (specify)   00

3.10 Revenue generated through consultancy   00

3.11 No. of conferences

   organized by the   Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons   00

3.13 No. of collaborations   International   00   National   00   Any other   00

3.14 No. of linkages created during this year   00

3.15 Total budget for research for current year in lakhs :

   From Funding agency   00   From Management of University/College   00

   Total   00

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   01

   and students registered under them   03

3.19 No. of Ph.D. awarded by faculty from the Institution   00

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

   JRF   00   SRF   00   Project Fellows   00   Any other   00

3.21 No. of students participated in NSS events:

   University level   02   State level   00

   National level   00   International level   00

3.22 No. of students participated in NCC events:

   University level   00   State level   00

   National level   00   International level   00

3.23 No. of Awards won in NSS:

University level	00	State level	00
National level	00	International level	00

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

3.25 No. of Extension activities organized

University forum	00	College forum	00
NCC	00	NSS	00	Any other	00

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

1) NSS Volunteers along with three NSS officers of the college visit a special orphanage of

2) Workshop on "Save Environment was organised by the NSS department and tree plantation was done in the campus of the college and nearby vicinity of the college.

3) Workshop was organised on the topic, "Importance of Blood Donation" and a blood donation camp blood group recognition was organised by the NSS Department of the college.

4) Cleanliness drive in the college campus was undertaken on the occasion of death anniversary of Sant Gadge Baba and Mahatma Gandhi birth anniversary.

5) Seven days NSS camp was organised in the village "Bagapur" near Chandur-Rly town. 100 NSS volunteers participated in this camp. Various social activities such as cleanliness drive, medical camp, water shed management; anti-superstition drive, tree plantation etc. were undertaken by the NSS volunteers.

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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	2496.11.sqm		----	----
Class Rooms	3	Girls hostel (1997.6sqm)	UGC (11TH Plan)	----
Laboratories (Computer) Home economics Geography	01 01 01	----	----	03
Seminar Halls (including Auditorium)	00	----	----	----
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year	----	6350	----	----
Value of the equipment purchased during the year (Rs. in Lakhs)	----		UGC Grant and Tuition Fees	----
Others (Furniture)	----		Tuition Fees	----

4.2   Computerization of administration and library:

Administrative department of the college is fully computerized. Computers are used in admission and administrative work of the college. In this regard special software is purchased. Internet connection, printer, scanner, photocopy machine are provided to the administrative department for their smooth functioning. Office of the Principal is also fully computerized. Library of the college is partially computerized. Slim software is used for maintaining the record of the books and other study materials. Computers, printers, scanner, photo copy machines are provided to the library department.

4.3 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	5,547	10,00,000	368	32424	5915	---
e-books		---		---	---	---
Periodicals & News papers	25	15169	6- journal 39 – periodicals & magazine	---	21036 ---	
Journals & Magazine						---
e-Journals		---		---	---	---
Digital Database	Slim	---		---	---	---
CD & Video		---		---	---	----
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing (Computers)		01		----	----			----
Added		----	----	----	----		---	---
Total		01	--	----	----			---

4.5 Computer, Internet access, training to teachers and students and any other

programme for technology up-gradation (Networking, e-Governance etc.)

1. Institution is having one computer lab. Two computer networks are developed through thin client system. First computer lab is having 1 server and 17 clients which are used for UG and PG.
2. The lab is connected through broad band internet.
3. Students are given special IT training through trained computer faculty.
4. IT training is imparted to both teaching and non-teaching staff very year.
5. Internet access facility is provided to all students, teaching and non-teaching staff.

4.6 Amount spent on maintenance in Lakhs:

I. Furniture

II. Campus Infrastructure and Facilities *– **Hostel***

III. Equipment's

IV. Others

TOTAL

I. Furniture	--
II. Campus Infrastructure and Facilities	10600
III. Equipment's	
IV. Others	
TOTAL	10600

Criterion – V

5. Student Support and Progression:

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Student Support & Progression Quality circle is formed and through which all the students are made aware about support services. Prospectus is prepared every year to provide detailed information regarding college. The deserving students of the college are fully supported by the teachers as well as all academic facilities are provided to them. It is only the reason that maximum number of students stood in the merit list of SGBAU Amravati Examination. Contribution of IQAC in enhancing awareness about student services can be elaborated as follows:

1. Prospectus committee is created. This committee inculcates all the information related to the college in the prospectus and gets it published. This supports the students to know the details about the college.

2. Admission committee is formed. This committee looks after providing admission to the students in the transparent way.

3. Industrial linkage and placement cell is formed which supports the students for placement.

4. Career Guidance cell is activated for the support of the students.

5. Cultural committee is formed to motivate students to participate in various cultural activities conducted at local, university, state and national level.

6. Sports department is activated to motivate students to participate in various sports events.

7. Financial support is provided to student through Government of India scholarship and other scholarship.

8. Examination committee and internal co-ordination marks committee is formed for tracking the progression of the students.

9. Remedial coaching in the subjects like sociology, Economics, home economics Political science, Geography and English are taken.

10. Three cells namely „Coaching for entry in services for MPSC & Banking examinations‟,

    ‟ Equal Opportunity Cell‟ is activated. These cells provide coaching to students for competitive examinations.

5.2 Efforts made by the institution for tracking the progression:-

1. Regular class tests are conducted.

2. Term-end examination at college level is taken every year.

3. Group discussion and presentation of the student is taken by each subject teacher.

4. Students are encourage to participate in NSS and cultural activities and sports

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
265	80		345

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No.	%
00	00

Women

No.	%
355	100

Year 201-12											This Year 2012-13									
GENeral	OPEN	SBC	NT	NTC	SC	ST	OBC	Physically Challenged	VJ	Total	General	SBC	OPEn	NT	NTC	SC	ST	OBC	Physically Challenged	Total
05	29	62	02	09	157	00	04	06	274	06	66	12	10	160	00	12	08	09		291

Demand ratio- 1:1   Dropout % -   UG 35.44%

(Admitted to III year 2013-14 against appeared to I year 2011-12 exam)

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

No. of students beneficiaries

5.5   No. of students qualified in these examinations:

NET	00	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Others	00

5.6 Details of student counseling and career guidance:

> Career guidance cell is formed at college level. Through this cell students are given counselling and career guidance. In this regard guest lecturers of five guest counsellors were organized in the session. In addition to this all the PG teachers provides counselling & career guidance to the students throughout year.

No. of students beneficiaries   115

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
-	-	-	Nil

5.8 Details of gender sensitization programmes:

> Mahila Arts Commerce   College   aims at to identify the developmental dimensions of providing opportunities for women in the organization for their growth and also aspects hindering women's advancements in the institution as well as in the society.
>
> 1. Our parent society and institute has in practice to provide opportunities to women such as executive members, and teaching non-teaching female staff and students are elected or nominated on various bodies and committees.
>
> 2. Several criteria and indicators have been developed to provide a base for women empowerment, most of these indicators reflects administrative, infrastructural, and financial and human resources.
>
> 3. Institute has taken the initiative to promote the gender positivistic for the empowerment of the women.

5.9 Students Activities:-

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

State/ University level [--] National level [--] International level [--]

No. of students participated in cultural events

State/ University level [--] National level [--] International level [--]

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

State/ University level [--] National level [--] International level [--]

No. of students participated in cultural events

State/ University level [--] National level [--] International level [--]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	251	484875
Financial support from other sources		
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organized / 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 [05]

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 impart qualitative and valuable service in the field of education to the girls /women residents of Chandur-Rly and nearby. To become one of the best educational institution in the region and then country by attaining excellence in Arts education.
>
> ### MISSION
>
> To integrate with the Indian Educational Service Group by propagating value based education and preparing women and girls for initiation into a higher life by associating them with the natural, social and cultural environment, .health , cleanliness , sanitation and agriculture awareness

6.2 Does the Institution has a Management Information System –

> Yes, IQAC in the institution is having Management Information System. In this regard of the college has formed Documentation Committee. Documentation
> *Committee maintains all the records through Management Information System*

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

> 1. Curriculum is developed by university.
> 2. College offers courses prescribed by SantGadge Baba Amravati University, Amravati. Curriculum Developed by the university is followed.
> 3. a) Syllabus Development and b) Restructure and Revision of syllabus.

  6.3.2 Teaching and Learning

> 1) Power Point Presentation 2) Audio-visual Aids 3) Permanent Faculty 4) Permanent
>
> Faculty with Ph.D. 5) Guest Faculty & teachers on clock hour basis are appointed
>
> educational tour, field visits, question answer practice, study tours, field visits,
>
> question answer , seminars, group discussions

6.3.3 Examination and Evaluation

College conducts Unit test & Term end examination. Internal assessment , group discussions, seminars arranged by the college. Evaluation of Answer books &moderation of question papers & preparation of results of examination Conducted by the university. Revaluation & photocopy of the answer books available to the students as per his/her request.

1) B. A.-- 1st , 2nd & 3rd year   –   Yearly examination

2) M.A. Marathi -- 1st & 2nd year .   –   Yearly examination

3) M.A Home economics-- 1st & , 2nd year –   Yearly examination

6.3.4 Research and Development:

i.   Research culture is deeply rooted in the hearts of faculty members.

ii. The college promotes research activity. Principal of the college always motivates and helps the staff members to conduct the research related activities in the college. As a result, Major numbers of staff members had awarded by Ph.D. and are participating activity in Conferences and Seminars at International, National, State and University level and presented the research papers.

iii. One members of the teaching staff teacher of the college are approved research guides for Ph.D of S.G.B. Amravati University, Amravati .

iv. One member is recognized guides for Ph.D., available at this centre. Research centre helps to the research scholars in selection of topic, and in completion of research work. Academic Infrastructure including Library facility is also made available. M.Phil., for preparing project report and dissertation.

ix. The college continuously organizes the conferences, Seminar and workshops for Students, Teaching and Non-teaching staff at University, State and National level. This year a workshop for Principals was organized.

x.   Mostly all the teachers contributed research papers and research articles in the State, National and International Conference and recognized Journals which has an ISSN, ISBN recognition.

xi. To carry out responsibility and dissemination of knowledge, college teachers are continuously attending seminars and conferences at International, National, State and University level.

xii. Almost all faculty members had participated in National level conference, and some faculty members have attended State Level/ University Level/ District Level conferences/ Seminar/ Training Programmes etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation:

i.   A separate library committee is formed to purchase the books as per requirements and look after the need of the library. Various services are provided to the reader like reference services, reprography services, news paper clipping services, inter library loan services. The Reading Room for the students and teachers with rich reference section is characteristics features of the central library.

ii. A separate library is maintained by the Department of Marathi and Home economics Studies .

iii. College is making an optimum utilization of Information & Computer Technology. College is having one computer labs.

iv. One separate lab is utilized by, senior college students and P.G. course students. In both these computer lab Broadband internet connection is provided which is used by the students and the college staff for educational purpose.

v.   Department and Principal's office is well equipped with computers. The no. of computer in each department is shown in the following table.

v.   An infrastructure committee involving senior teacher is formed and is working for the maintenance of infrastructure with the consultation of the Principal and Management authorities.

vi. The institution has adequate physical infrastructure facility to run the educational programmes and perform the administrative function. A master plan has been prepared for the further growth of the infrastructure to keep pace with the academic growth of the institution. The college has effective mechanism for maintenance and optional use of its infrastructure.

vii. A Purchase committee is constituted for the identification of the need of the infrastructure and learning resources and to purchase required equipments.

6.3.6 Human Resource Management

Performance assessment –

1) Evaluation of teachers is done through feedback forms. Students are asked to fill the feedback form for evaluating the performance of each teacher.
After this teacher are informed to bring improvement in them as per the feedback received from students.

2) Teachers asked to fill "By self Appraisal form". These forms are evaluated by the Head of Departments and Principal of the college.

3) Staff attendance is taken through Bio-metric machine.

4) Lesson plan is prepared by the teachers for each subject and teaching work is carried out for whole of the year as per this plan.

5) Teachers are asked to fill the daily dairy in which detail explanation of the work performed by them is mentioned. This diary is evaluated by Head of Departments and Principal of the college.

6) Local Management Committee and College Council is activated to evaluate the performance of the staff members.

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 : Nil

6.3.9 Admission of Students

Particulars	Male	Female	Total
UG Degree- Bachelor of Arts	----	291	
PG Degree	----	64	
Total		355*	

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

6.4 Welfare schemes for i.e.(Loans, Medical allowance, student insurance, staff and student health check up camp)

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	Yes	Joint Director, SantGadge Baba Amravati University, Amravati	Yes	Principal & Head of Departments
Administrative	Yes			

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?

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

> Alumni Association meets once in a year in the college. They evaluate the overall performance of the college and suggest improvements to the Principal non teaching staff and teachers.

6.12 Activities and support from the Parent – Teacher Association

> Alumni Association meets once in a year in the college. They evaluate the overall

6.13 Development programmes for support staff

> Teaching and non-teaching members of the college are felicitated on their achievements, in a programme organized by the college.

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

> i. Tree Plantation is done every year in the college campus.
> ii. Rain water harvesting is done in the campus of the college
> iii. Green Audit Committee is formed. This committee conducts the audit of the trees, herbs and shrubs grown in the college campus.
> iv. Dustbins are placed at various corners in the campus. Students and staff are informed to throw all the waste in dustbins.
> v. Sweepers are appointed to keep the campus clean

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 following are the innovations introduced this academic year have created appositive impact on the functioning of the institution:
> - Various committees have been set up for the smooth functioning
> - Internal audit committee has been set up by the institution keeps a watch on the quality of the college activities.
> - Various academic and administrative activities are under the guidance of heads of the respective Committees.
> - Remedial coaching for academically weak students in the subject of Sociology, Home economics, Political Science, Economics, Geography and English is provided and students participate in it.
> - Students participate in programmes like cultural (Sugam- sangeets, drama, folkdance, group songs, etc.) and socially relevant N.S.S. programmes are also undertaken which include cleanliness mission , awareness, rural health Aids awareness and removal of superstition etc.

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

- Innovative quality circle has also conducted a survey B. A. III year students "ROLE OF COLLEGE IN PERSONALITY DEVELOPMNET." based on the questionnaire from the students to the probe the various issues regarding their academic development Employment opportunity, Resources available in college.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals) (Annexure IV & V)

1. Social-backward –The students of socially-backward class are given preference in admission according to the norms fixed by the government .free-ship and financial aids are provided to the students who belonging to Economically-weaker. Our institution is provides facility of library, drinking water and toilet at ground level for differently-abled students.

2. Equal opportunities are provided to boys and girls during admission. our college is having co-education. Students also are encouraged to participate in co-curricular activities such as sports, N.S.S. and cultural programmers. Our students are educated to be punctual and develop a sense of discipline .They are taught to be regular in the classes and do their home assignments sincerely.

3. The institution has involved all its stake holders in alumni association and enrolled them as life members. Institution arranges frequent meetings with alumni for their valuable suggestions .These suggestions are then considered for planning, implementations and evaluation of the academic programmes.

7.4 Contribution to environmental awareness / protection

- Students are disciplined to keep the campus neat and clean. Students undertake programmes such as eradicating congress grass, keeping the environment clean and healthy by removing waste and hazardous plastic material, planting trees etc.
- Student have been advised to use the non polluting agents in the day to day life in order to protect the *Mother Earth* i.e. Non-polluting agents like smokeless chullhas, use of vehicles which do not require Conventional & polluting sources of energy.
- Tree plantation is done every year in the college campus.

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

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

> *Strength:*
>   - *Institution offers wide range of courses there by playing significant role in human resource development and capacity building of individuals, to cater to the need of the economy, society and the country as a whole, thereby contributing to the development of the Nation.*
>   - *Institution encourages its students to participate in industrial visit and to prepare projects. Special classes in English and other necessary subjects are also conducted by the Institution. This ensures the students to achieve core competencies, to face the global requirements successfully.*
>   - *Various extension activities are organized by the institution through NSS; this inculcates value system among students.*
>   - *Strengths and weakness in the teaching and learning process are recognized and are carried out by the institution.*
> *Weakness*
>   - *Inadequate infrastructure facility*
>   - *Drop out*
>   - *Inadequate sport facility*
>   - *Inadequate need of UGC Schemes*
> *Opportunity:*
>   - *To provide facility of higher education to socially and economically backword girls and women.*
>   - *To motivate for self employment opportunities.*
>   - *To carry out research projects.*
>   - *To develop collaboration work with government , industry and N.G.O*
> *Threats*
>   - *Students from educationally and economically deprived classes.*
>   - *Inadequate accessibility and connectivity in terms of convenience and communication.*
>   - *Inadequate infrastructure*

8. Plans of institution for next year:

1. To establish research centre in English and Marathi .

2. To conduct Yoga classes for students and staff members.

3. To submit LOI to NAAC for second cycle.

4. To constitute IQAC of the Institution.

5. To constitute NAAC Steering Committee for preparing self study report.

6. To prepare budgets of various departments.

7. To form various committees for the smooth working of the institution.

8. To form language board of English and Marathi for promoting communication and writing skills among students and staff.

9. To form study circle of Political science, Sociology, Economics, Home Economics ,Geography & Physical education.

10. To arrange for placement activities though industrial linkage and placement cell.

11. To promote research activities among teaching staff members.

12. To felicitate students and staff of the institution for their achievements.

13. To promote cultural and community development activities with the help of NSS departments of the institution.

14. To active Alumni Association and parent teacher forum of the institution.

15. To publish Annual "Priyadarshini" Magazine of the college.

16. To purchase additional books for the library of the college.

17. To activate seven quality circles of the college in order to enhance quality in each activity of the institution as per NAAC parameters.

18. To strengthen ICT learning resources of the college.

19. To develop infrastructure of the college.

20. To submit AQAR for the academic year 2014-15 to NAAC.

21. To apply for one additional section for B.Com. on self financing basis.

Name: Dr. Seema S. Jagtap	*Name: Sau.Vandana S.Bhoyar*
Signature of the Coordinator	*Signature of the Chairperson*
Dr. Seema S. Jagtap	*Sau. Vandana S.Bhoyar*
Director / Co-ordinator	*Chairperson*
Internal Quality Assurance Cell	*Internal Quality Assurance cell*
Mahila Arts Commerce College	*Mahila Arts, Commerce College*
Chandur-Rly 444904	*Chandur Rly 444904*

Mahila Arts, Commerce College, Chandur Railway

Academic & Administrative Calendar 2015-2016

All members of teaching staff are informed that they should note Academic & Administrative Calendar for the year 2015-2016

FOR ANNUAL PATTERN

Sr. No.	Session	Date
1.	First Session	17June 2012 to 2 November 2012
2.	Winter Vacation	3 November 2012 to 24November 2012
3.	Second Session	25November 2012 to 3 May 2013
4.	Summer Vacation	4th May 20143to 8 June 2013S

Vidarbha Youth Welfare Society Amravati
Mahila Arts, Commerce College, Chandur Railway
<u>**Academic Year 2012-13**</u>
Analysis and Action taken report
Student Feedback
Programme B. A. & M. A.

❖ *116 students express their clear view about superiority in teaching and general approach. Verification of feedback criteria upon which their work was assessed and evaluated makes it clear from the opinion/choices of the students.*

Educational Interaction towards Student–

81.9.2% Students attended the classes regularly & 64.7% were students approach with their teachers before or after the classes. 64.7% remark towards Teachers availability when they approached them during college working hours with78.4% .students realized that their teachers are interested & easy to understand77.6% with very good remark. Teachers provide them additional study material like notes with rating 28% on very good scale. When they approached to any teacher for carrier guidance and assistance 73.3.% students had given positive remark.

In concern of completion of syllabus of classes, 54.3% students remarked as good. They shared their overall experience with internal assessment was *good* with34.5%. 40.5%. 35.3% said in very good remarking students participated in activities beyond the classroom. Student teachers interaction was *very good* by 41.4%. Acceptance of opportunity to work in a team was 38.8% at *good*. 48.3%.8 students rating for overall learning environment was *good*

➢ ***College and Administrative Infrastructure facility:***

48.3% students had given *good* remark for physical infrastructure of college library.44.8.% students made their remark for collection of books, Journals and reading material of the college library was *excellent* . 48.3% students were happy with support and assistance of library staff with *good* remark. Nearly 44.8% were *satisfied* about amenities present in premises. 36.2% students gave good for support & assistance of the college staff. 37.9% mention *good* remark for fulfilling the duties and responsibilities of compliant redressal committee in the college.

35.3% students had given *good* marking for fulfilling duties and responsibilities of discipline of discipline committee.32.8% had given very good point for satisfaction about canteen facility and food quality. Nearly 45.7% stated with very good appreciation for internet

facility. With very good remark of 30.20% student know about college website. 42.2% students said that they like infrastructure with very good observations. 46.6% said with very good rating appreciation for filter drinking water.38.8% said with very good rating for facility of wash room. For maintenances about girls common room, 34.5% with very good rating. 35.3% with excellent remark for drinking water. for greenery in premises is remarked with 42.2% with excellent. 34.5% said with very good rating for cleanliness maintainer of college premises.

Extracurricular activities plays significant role in college life of students. Leadership, managerial skill, cooperative spirit and team work lessons were learnt through such activities. students eagerly participate throughout the year in such activities. in feed back nine questions were raised and eight were responded with positive remark.

➢ **Parents' Feedback on Curriculum**: -Parents did not have any kind of disagreement regarding Curriculum and its various aspects. They find it is helpful and cordial for overall development of the students.

➢ **Alumni Feedback on Curriculum**: - Alumni of the college put forth their optimistic remarks on the curriculum. They appreciate importance of curriculum in terms of proficient development and overall progress of the students.

➢ **Stake holder-Management(Employers) feedback on faculty**: -Teaching faculty was at the heart of both personal and professional progress of the students. Whole staff contains best spirit of team work. Using modern techniques for effective teaching.

➢ **Teachers	feedback:-**for all teachers students academic progress with personality development, cooperative spirit, imparting moral and ethical aspect is important with becoming techno-savy was fulfilled.

❖ **Action taken Report**

➢ After analysis of feedback from students, parents, alumni, management and teacher's special meeting was organized under the presidential chair of principal and all think on it. Concluded that what lacuna, errors and suggestion made by students, parents, alumni, and management will be improved from next sessions all members agreed and decided to adopt the way for welfare of students

====000===

Result of summer 2015-16 Examination

Sr. No.	Courses	Summer-2014 -15			
		App.	Pass	%	Ranks (Summer-2014-15)
1	B.A.I	116	24	20.69	
2	B.A.II	109	46	42.20	
3	B.A.III	51	35	68.63	
4	M.A.Marathi Part I	19	07	36.84	
5	M.A.Marathi Part II	18	03	16.66	
6	M.A.Home economics Part I	21	06	85.71	
7	M.A.Home economics Part II	07	13	92.86	

Examination of the UGC Career Oriented Programmes are conducted at the college level and results are declared. Result is 100%.

Presentation of Best Practice

1. *Goal*

   The goal of the centre is to provide equal opportunities to students belonging to backward and deprived class. It has been observed that many students belonging to backward and deprived class are unable to take higher education and ICT training and skill development training due to lack of financial resources.".

2. *The Context*

   An analysis of the students seeking admissions in the institution was done. It has been found that more that 50% of the students of the institution belong to backward and deprived class.

3. *The Practice*

   a. Special Coaching for the subject like English, Economics, Political science , sociology, geography, Marathi literature and Home Economics was taken for the said students. This helped them to score good marks in this subject.

   b. Various Guest lecturers of personality development and on other issues were conducted.

4. *Evidence of Success*

   Training sessions increased the changes of the students to increase employment opportunity. Near about College teachers were available to help and guide the students. . All the guest lectures and training resource person were available.

   5 students are doing part time job. Special coaching helped to increase the university examination result of the institution.

5. *Problems Encountered and Resources Required*

   College teachers were available to help and guide the students. . All the guest lectures and training resource person were available.

Presentation of Best Practice

1. **Title of the Practice**

   Felicitation of Students and Staff

2. *Goal*

   Felicitation committee is formed in the institution. The aim is to felicitate the students and staff for their achievement.

3. *The Context*

   Motivation is the one of the management principle which helps to increase the efficiency and boost the enthusiasm of the individual. Keeping in mind the same principle it was decided to felicitate the students and staff for their achievements.

4. *The Practice*

   A felicitation function was organised in the institution. In this function 14 staff members and near about more than 100 students were felicitated for their achievements in various fields.

5. **Evidence of Success**

   The staff members and students were found to be cheerful and enthusiastic.

6. **Problems Encountered and Resources Required**

   No problems of human and financial resources were faced.

> *Contact Details*

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Name of the Institution: *Mahila Arts Commerce College,*

Town -Chandur-Rly

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