

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)
2017-18

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)

2017-18

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

macc141@sgbau.ac.in

Contact No's

07222-254183

Name of the Head of the Institution

Dr. R. S.Haware

Tel. No. with STD Code

07222-254183

Mobile

9890327259

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)

MHCOGN11655

OR

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)/31/MHCOGN11655/1
dated 20/07/2018

1.5 Website address

www. maccr.org

Web-link of the AQAR

https://maccr.org/wp-content/uploads/2018/10/AQARReport_17_18.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C	--	2004	2009
2	2 nd Cycle	B	2.05	2018	2023

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

18/04/2006

1.8 AQAR OF THE YEAR Yes (for Example 2010-11)

2017-18

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

➤ AQAR 2017-18 submitted to NAAC October 2018

1.10 Institutional Status:

University State ntral

Affiliated College Yes

Constituent College Yes

Autonomous college of UGC Yes

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) Yes

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 w
 PEI (Phys Edu) TEL (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. IQAC Composition and Activities:

2.1 No. of Teachers and Principal

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

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

2.10 No. of IQAC meetings held

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

2.12 Has IQAC received any funding from UGC during the year? Yes
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. Institutional 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
<p>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.</p> <p>2) Separate department for UGC Career Oriented Courses will be established.</p> <p>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</p> <p>4) Welcome to first year students and Farewell to the last year 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.</p> <p>5) It is proposed to make further efforts to facilitate effective methods, aids and techniques of teaching /learning</p>	<p>Efforts were made to facilitate effective methods, aids and techniques of</p>

<p>programmes.</p> <p>6) It is proposed by the Department of Library and Information Science to organize-</p> <ol style="list-style-type: none"> i. Books Exhibition 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. <p>7) It is proposed to continue remedial courses in English and Accountancy.</p> <p>8) It is proposed to continue UGC granted coaching centres for competitive exams.</p> <p>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.</p>	<p>teaching/ learning programmes.</p> <p>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</p> <ul style="list-style-type: none"> • 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 security guard 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
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<p>10) It is proposed to strengthen the computerization of administrative work step by step.</p> <p>11) It is proposed to update the web-site of the college as usual.</p> <p>12) It is proposed to make available Comfortable and fully furnished Reading Hall for the students.</p> <p>13) It is proposed to make all efforts to fill up the Vacancies in relevant subjects.</p> <p>14) The teachers will be motivated to undertake Minor/ Major research projects under U.G.C.</p> <p>15) Workshops on Project Report Writing and Effective Public Speaking and Confidence Building shall be organized.</p> <p>16) It is proposed to strengthen ICT as learning mode in the College for all classes.</p> <p>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.</p>	<p>and students.</p> <ul style="list-style-type: none"> • Repairs and maintenance of the existing Infrastructure was done. Two additional class rooms were constructed. Pavers were fitted in the campus of the college. . • No provision of disaster management so proper system must be needed. • Complete compound wall is the essential need of security <p>Computerization of administrative work was strengthened.</p> <p>Website of the college was updated.</p> <p>Comfortable and fully furnished reading hall is made available for the students.</p> <p>ICT as a learning mode in the college for all classes is strengthened.</p> <p>All the other activities were performed with improvements which were performed in the past</p>
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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 18-04-2018 and the AQAR of the year 2017-18 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.	02	--	02	--
M.Phil.		--		--
PG	02	--	02	--
UG	01	--	--	--
PG Diploma	---	--	---	--
Advanced Diploma	---	--	--	--
Diploma	-	--	--	-
Certificate	00	--	00	-
Others	--	--	--	--
Total	05	--	04	00

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Vocational	00
Trimester	--

Bi- Annual	----
Annual	04

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

Feedback - Annexure –I

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

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. Yes

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	08	02	--	--

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
06	01	02	--	00	00	01	00	09	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	06	05	--
Presented	05	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.
- Remedial 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.

260

2.8 Examination/ Evaluation Reforms initiated by the Institution

(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

University Examination Pattern is followed

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

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

2.10 Average percentage of attendance of students

83%

2.11 Course/Programme wise distribution of pass percentage :2017-18

Title of the Programme	Total no. of students appeared	Division					
		Distinction %	I %	II %	III %	Pass students	Pass %
B.A.{U.G.}							
B. A. Part I Semester-1	181	02	11	02	--	15	12.02
B. A. Part I Semester-2	161	01	27	52	01	81	50.31
B. A. Part II	89	Nil	07	16	03	26	29.21
B. A. Part III	79	Nil	07	20	10	37	45.84
M.A. Marathi Lit {P.G.}	57						
M.A.I Marathi lit Semester-I	38	Nil	05	10		15	39.47
M.A.I Marathi	38	01	17	10		28	73.68

lit Semester-II							
M.A.II Marathi lit	19	Nil		04	05	09	47.37
M.A. Home economics (P.G.)	38						
M.A.I Home economics Semester-I	21	Nil	04	06		10	47.62
M.A.I Home economics Semester-II	17	Nil	10	06		16	94.12
M.A.II Home economics	16	Nil	11	02		13	87.50

3 (Annexure III)

3.7 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 via 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 diary.
27. **Total 2 students of our college were in merits list –2016-17 of S.G.B. Amravati University, Amravati**
28. The students of the college have participated in various activities at local, university level.

3.8 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	09
UGC – Faculty Improvement Programme	03
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

3.9 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
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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	10	02	-
Non-Peer Review Journals	02	02	-
e-Journals	04	-	-
Conference proceedings ISBN/ISSN	01	21	04

3.5 Details on Impact factor of publications:

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

Range: Average: h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the Funding Agency	Total grant Sanctioned	Received
Major projects	-	UGC	-	-
Minor Projects	-	UGC	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
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	-	-	-	-	-

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

3.13 No. of collaborations International ational 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

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	<input type="text" value="02"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="00"/>	College forum	<input type="text" value="00"/>
NCC	<input type="text" value="00"/>	NSS	<input type="text" value="00"/>
		Any other	<input type="text" value="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.

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 (11 TH Plan)	----
Laboratories (Computer)	01			
Home economics	01	----	----	03
Geography	01			
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	176	37899	228 472	47705 113559		
e-books	Nil		Nil			
Periodicals & News	08	10126	04	2420		

papers			07	10760		
Journals & Magazine	28	4288	Nil			
e-Journals	Nil		Nil			
Digital Database	Slim					
CD & Video	Nil					
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. ICT	0.00
II. Campus Infrastructure and Facilities	0.7199
III. Equipment's	0.70962
IV. Others	0.49015
TOTAL	0.71600

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
329	95		424

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No.	%
	00	00

Women	No.	%
	424	100

2016-17												2017-18											
S	S	N	N	N	N	V	O	S	O	T	T	S	S	N	N	N	N	V	O	S	O	T	T
C	T	T	T	T	T	J	B	B	P	O	O	C	T	T	T	T	T	J	B	B	P	O	O
				C	D		C	C	E	T	T					C	D		C	C	E	T	T
									N	A	L									N	A	L	L
8	1	2		1			1	1	1	3	7	7	1	2				1	1	3	1	1	3
2	2	2		1			6	7	1	3	6	5	4					1	8	0	0	7	6
							0			1								4					7

Demand ratio- **1:1** Dropout % - UG- 33 %

(Admitted to IIIrd year 2016-17 against appeared to Ist year 2014-15 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	<input type="text" value="00"/>	SET/SLET	<input type="text" value="00"/>	GATE	<input type="text" value="00"/>	CAT	<input type="text" value="00"/>
IAS/IPS etc	<input type="text" value="00"/>	State PSC	<input type="text" value="00"/>	UPSC	<input type="text" value="00"/>	Others	<input type="text" value="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

70

5.7 Details of campus placement:

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	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	191	639515
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	--	ational level	--	rnational level	--

5.12 No. of social initiatives undertaken by the students

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

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p><u>VISION</u></p> <p>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.</p> <p><u>MISSION</u></p> <p>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</p>
--

6.2 Does the Institution has a Management Information System –

<p>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</p>
--

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

6.3.1Curriculum Development

<ol style="list-style-type: none"> 1. Curriculum Development is developed by university and followed by college. 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.--	First Year	- Semester Pattern
1) B. A.--	2 nd & 3 rd year	-Yearly examination
2) M.A. Marathi --	1 st First Year	- Semester Pattern
	2 nd year.	– Yearly examination
3) M.A Home Economics--	1 st First Year	- Semester Pattern
	-2 nd 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. Two 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 is 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 diary 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	----	329	
PG Degree	----	95	
Total		424*	

**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

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	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?

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 appositve 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.
- special 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.
- 4.Awareness to complete U. G. and then to motivate them to complete P.G. and then NET and SET and PhD

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

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. Remedial 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 backward 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 .
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.

Vidarbha Youth Welfare Society Amravati
Mahila Arts, Commerce College, Chandur Railway
Academic Year 2017-18
Analysis and Action taken report
Student Feedback on Infrastructure
Programme B. A. & M. A.

➤ ***Student the feedback on faculty / Teachers –***

More than 85% students express their clear cut view about brilliance in terms of 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. 15% students provided their feedback as Very Good

➤ ***College Administration:*** -Nearly 80% students are pleased with college administration and accepted its excellence. 20% students rated it Very Good.

➤ ***Various Activities in the College:*** -85% students highly appreciated the various activities in the college only 15% students rated it Very Good.

➤ ***Library:*** -75% students expressed library as an excellent source of information and knowledge. 25% remarked it as Very Good.

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

➤ ***Teacher Feedback on Curriculum:*** -

➤ ***Adequacy of Curriculum:*** - Curriculum is adequate and fulfills expected objective.

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

➤ ***Utility of Curriculum for Overall Development of the students:-***

85% teachers speak out that Curriculum is helpful for overall development of the students 15% teachers put their different notion on its utility for the same.

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

➤ ***Parents' Feedback on Curriculum:*** -Parents do not have any kind of variance regarding Curriculum and its various aspects. They find it is useful and gracious 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 is at the center of both personal and professional development of the students. Whole staff contains best spirit of team work. Using modern techniques for effective teaching.

Name: Dr. Seema S. Jagtap

Name: Dr.R.S.Haware

Signature of the Coordinator

Signature of the Chairperson

Dr. Seema S. Jagtap

Dr.R.S.Haware

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

Annexure I

Mahila Arts, Commerce College, Chandur Railway

Academic & Administrative Calendar 2017-2018

All members of teaching staff are informed that they should note Academic & Administrative Calendar for the year 2016-2017.

FOR ANNUAL PATTERN

1. 2017-2018

Sr. No.	Session	Date
1.	First Session	12 th June 2017 to 14 th October 2017
2.	Winter Vacation	16 th October 2017 to 4 th November 2017
3.	Second Session	6 th November 2016 to 30 th April 2018
4.	Summer Vacation	1 st May 2017 to 9 th June 2018

Annexure II

Feedback Analysis

1. Evaluation of Student feedback for teachers

Percentage	Score	No. of Teachers
81-100	Very Good	
61-80	Good	
41-60	Average	
00-40	Below Average	

2. Evaluation of Alumni feedback

Feedback of alumni was taken orally in the alumni meeting. Alumni expressed satisfaction regarding development of the institution and gave some suggestions which were implemented.

3. Evaluation of Parents feedback

Feedback of parents was taken orally at the time of admission of the students. All the parents expressed satisfaction regarding development of the institution.

Annexure III

Result of summer 2017-18 Examination

Annexure III

Result of summer 2017-18 Examination

Sr. No	Courses	Summer-2017 -18			
		App.	Pass	%	Ranks (Summer-2017-18)
1	B.A.I(Semester-I)	181	15	12.02	
	B.A.I(Semester-II)	161	81	50.81	
2	B.A.II-(Annual Pattern)	89	26	29.21	
3	B.A.III-(Annual Pattern)	79	37	45.84	
4	M. A. Marathi Part I-(Semester-I)	38	15	39.47	
	M. A. Marathi Part I-(Semester-II)	38	28	73.68	
5	M.A. Marathi Part II-(Annual Pattern)	19	09	47.37	
6	M.A. Home economics Part I-(Semester-I)	21	10	47.62	
	M.A. Home economics Part I-(Semester-II)	17	16	94.12	
7	M.A. Home economics Part II-(Annual Pattern)	17	13	87.50	

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

Annexure IV

Presentation of Best Practice

1. Title of the Practice

2. 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.”.

3. The Context

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

4. 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 lectures of personality development and on other issues were conducted.

5. 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.

6. 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.

Annexure V

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 the toppers in the class in university examination 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**

Name of the Principal:

Dr. R.S.Haware

Name of the Institution:

Mahila Arts Commerce College,

Town -

Chandur Railway

Pin Code:

444904

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