



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SHARADCHANDRA ARTS AND COMMERCE COLLEGE
Name of the head of the Institution		Dr. Prakash Neulkar
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07103297111
Mobile no.		7414912290
Registered Email		sharadchandra.sacc@gmail.com
Alternate Email		pneulkar68@yahoo.in
Address		P-16, MIDC, BUTIBORI, DIST. NAGPUR, MAHARASHTRA, Pin- 441122
City/Town		Nagpur
State/UT		Maharashtra
Pincode		441122

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Rural</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Poorva Bhonde</b>
Phone no/Alternate Phone no.	<b>07103297486</b>
Mobile no.	<b>9421781574</b>
Registered Email	<b>sharadchandra.sacc@gmail.com</b>
Alternate Email	<b>poorvavbhonde@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.sacc.edu.in/sacc/PDF/AOAR%202018-19.pdf">http://www.sacc.edu.in/sacc/PDF/AOAR%202018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.sacc.edu.in/sacc/PDF/2020/Academic%20Calender%202019-20.pdf">http://www.sacc.edu.in/sacc/PDF/2020/Academic%20Calender%202019-20.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B+</b>	<b>2.63</b>	<b>2016</b>	<b>29-Mar-2016</b>	<b>29-Mar-2021</b>

<b>6. Date of Establishment of IQAC</b>	<b>20-Jul-2016</b>
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Expert Guidance</b>	<b>02-May-2019</b>	<b>13</b>

	1	
A workshop on Isha Yoga for teachers	20-Jul-2019 9	30
Expert Guidance on NAAC NAAC Guest Lecture by Dr. Parag Bombatkari	21-Sep-2019 1	15
One day workshop for non-teaching staff members	11-Oct-2019 1	8
Drive for Plastic Free Campus	31-Jan-2020 1	30
Inter collegiate seminar for students	14-Mar-2020 1	65
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

? Organisation of Guest Lecture by an Expert on NAAC on improving quality culture and preparation for reaccreditation by NAAC. ? Organisation of workshops for nonteaching staff for enhancement of administrative skills and work culture. ? Organisation of a weeklong workshop on Yoga and Meditation to strengthen it as the Best Practice. ? Drive for Plastic Free Campus and tree plantation. ? Organization of intercollegiate seminar to disseminate valuable thoughts of Mahatma Gandhi

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
To understand the new accreditation process by NAAC for effective measures to be taken for the second cycle.	Organization of 2 guest lectures by the NAAC experts which immensely benefitted the faculty to understand the new NAAC methodology.
To create awareness about environmental issues and contribute to 'Clean India Movement'	2. Drives for Plastic Free Campus and Tree Plantation were organized in which the students participated actively resulting into clean and green campus.
To disseminate the valuable thoughts of great social thinkers of India amongst the students in Butibori.	Organization of intercollegiate seminar on Mahatma Gndhi in which the students in junior colleges in Butibori also participated actively.
Maintenance of discipline among the college staff.	Printing of separate code of conduct handbook for the teachers
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
The Governing Body	28-Dec-2020

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

10-Nov-2012

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

26-Jul-2019

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

? Demands are placed and advice of the Management is sought through Email communication. ? What's App Group of

the staff has been made by the Principal for smooth communication as well as to convey important notices. ? Library has Infflibnet. It facilitates the functioning of library for the teachers and students. ? Enrolment Procedure: The enrolment procedure of the students has been digitalized. It is possible for the students to know their enrolment numbers through computerized procedure. ? The procedure of filling of university examination forms for regular and exstudents has been done online. ? All the tasks regarding student's concession, GOI Scholarship, EBC, and Scholarship to minority students have been digitalized. ? Internal office accounting has been computerized. ? Biometric machines have been installed to ensure regularity and punctuality of staff. ? CCTV Network has been installed to ensure smooth and prompt functioning as well to maintain discipline on the campus.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

At the beginning of each academic year, the principal convenes the meeting of all the faculty members and departmental heads to discuss and to chalk out departmental - annual plan for teaching so as to implement the designed curriculum effectively provided by the affiliated university. The departmental annual plan for teaching is prepared by the head of each department along with subject teachers and is submitted to the IQAC for approval. At the conclusion of each academic session the principal convenes the meeting with the faculty members and departmental heads to assess the annual plan for teaching which was executed in a time bound manner and at the same point of time, completion report of planned curriculum is presented to the principal by the various heads of the departments for principal's approval in case of failure of completing the planned curriculum in stipulated time extra classes are engaged. Individual teaching plan is also prepared at the beginning of the session and monitored by IQAC. For effective implementation of curriculum, the following methods are used. ? Academic Calendar is designed to execute Annual Plan for teaching in order to complete it a stipulated time. Annual teaching plan Month wise is chalked out so as to implement teaching accordingly and is followed by each faculty members. ? Regular classroom activities are written in the diary and are checked by the principal for achieving the desired plans and monitored by the IQAC Committee. ? Classroom seminars, group discussion, surprise tests, oral tests, mock tests are conducted for the evaluation of the students for regular assessment. ? Four unit tests and two term exams each before the conclusion of the session are conducted to make the students examination friendly • PPTs are shown to the student to make teaching learning interesting.

? ICT in teaching is used to simplify the subject and arouse the desire and curiosity of the learners. ? Regular staff council meetings are organized for assessing effective implementation of curriculum. ? Guest Lectures are organized to provide supplementary knowledge to the students. ? NSS do cleanliness drives in the college. The college campus is plastic free. Tree Plantation Programs are organized by NSS. ? Departments organizes various programmes of National importance and National leaders. ? Faculties along with departments maintain the detailed record of the classes, assessments, project reports etc. ? College administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the different activities of the college regarding teaching learning, development and improvements of different methods of effective curriculum delivery.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
00	0	Nil	0	0	0

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	0	Nil

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	Nil
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#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	Nil
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

#### Feedback Obtained

The feedback received from different stake holders are processed annually so as to improve teaching, infrastructure, and the entire learning experience for the students during their course of study. The college has prepared questionnaire to obtain feedback from different stake holders on teaching, coursework, infrastructure, and various academic activities. The students' feedback is considered as a valuable source of information to measure their level of satisfaction. The objective of the organization is to continuously upgrade knowledge base of our students, improve infrastructure, use of latest technology/pedagogical tools, and update curriculum through periodic feedback from stake holders to enable students to meet professional requirements and their expectations. The feedback collected from the students and alumni for curriculum and suggestions are placed in IQAC meetings. The faculty member's effectiveness in teaching and guidance for academic content delivery and its assessment is evaluated. On the basis of the feedback, strategy is developed and employed. The following parameters are observed for which the feedback is provided are: ? Regularity in conducting class. ? Explanation ability of the teacher. ? Organization of the subject matter in a logical sequence. ? Faculty coming to the class on time and engaging regularly. ? Preparation made by the faculty on the subject. ? Regular conduction of assignments, tests and return the answer papers. ? Faculty's knowledge on the latest developments in the subject area. ? Faculty's ability to maintain discipline in the class. ? Assistance and Counselling offered by the faculty to the needy students. ? Whether extra knowledge is been provided apart from course content. ? Faculty's appreciation and feedback on the students' performance. ? Ability to take class audibly and clearly. ? Usage of various methods and materials like ICT presentation to take class. ? Teacher's ability to explain the concepts well and provide adequate examples. ? Faculty ability to give instructions to the students according to their level of understanding. ? Fair and impartial valuation of the answer papers Suggestions and comments given by the parents and alumni are also taken into account for future development. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in CDC of the college for necessary action. Strengths of the college are also taken into consideration for further upgradation

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BVoc	Building Technology	150	15	15
BVoc	Automotive	150	53	53
BCom	Nil	360	180	180
BA	Nil	360	119	119
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	367	Nil	14	Nil	14

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
14	4	4	1	3	1

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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College has introduced Mentor- Mentee system. Each class has been allotted two Teachers as the Mentors. They are responsible for arranging informal Meetings with the students either individual or common as per the demand of the situation. An effort is made to understand the problem and provide emotional, mental or financial support as per the need. The communication and the identity is kept confidential. A register is maintained to keep the record. Follow-up is also taken to ensure the effectiveness of the solution offered. Relevant authorities are concerned before making decisions. Lot of attention is paid to students lagging behind in studies. The causes are explored and remedies suggested accordingly. The family background, problems and other factors are taken into account before reaching any conclusion Parents and other family members are also invited sometimes in order to resolve the issues. Continuous emotional support is extended to students who are emotionally disturbed so that their level of confidence and self-esteem can be raised.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
367	14	1:20

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	13	5	Nil	7

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Nil	Nil	Nil

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## 2.5 – Evaluation Process and Reforms



2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BVoc	BVOC	2019-20	29/09/2020	15/10/2020
BCom	BCOM	2019-20	29/09/2020	15/10/2020
BA	BA	2019-20	29/09/2020	15/10/2020
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college examination committee brings transparency in the examination process and facilitate the students to enhance their performance. Therefore, one unit tests and one term exams are conducted in each semester before the beginning of university exams. The term papers are based on university pattern to the students accustomed with the pattern of university exams. These papers are duly checked by the respective teachers of each subject and are distributed to the students at the earliest so that they can rectify their mistake well in advance before the commencement of the university examination. The result sheet of each subject is submitted to the examination committee by the teachers as well as is maintained by the respective teacher of each subject. The mistakes done by the students are been explained and necessary guidance are been given by the concerned faculty members to solve their difficulties and to help them to revise their syllabus.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of each academic year, the principal convenes the meeting of all the faculty members and departmental heads to prepares the academic calendar and display it on the notice board before the admission process begins every year. Academic Calendar is designed to execute Annual Plan for teaching in order to complete it a stipulated time. Annual teaching plan Month wise is chalked out so as to implement teaching accordingly and is followed by each faculty members. The academic calendar is also distributed among all teaching non-teaching staff of the college. The academic calendar contains the yearly schedule of the college ranging from the dates and schedule of the semester, college examinations, activities to be carried during the academic calendar year and other forms of evaluation.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.sacc.edu.in/sacc/PDF/2020/Programme%20Outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BVoc	Building Technology	7	7	100

Nil	BVoc	Automotive	8	8	100
Nil	BCom	Nil	70	70	100
Nil	BA	Nil	38	38	100
No file uploaded.					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
0	0	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
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National	Marathi	1	6.6
National	English	1	0
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	1
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2020	0	0	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2020	Nil	Nil	0
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	9	5	1
Presented papers	1	7	5	1
Resource persons	Nil	Nil	Nil	1
No file uploaded.				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Distribution of food grains to tribal people in Kumbhar toli, Nagpur during lockdown	Dept. of Sociology	1	Nil
Distribution of	NSS , IQAC and	3	Nil

food packets during lockdown in Chinchbhuvan, Nagpur	Depts of Marathi and Commerce		
Cleanliness and Tree Plantation drive	NSS Unit	4	30
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIDS awareness campaign	N.S.S Department	Rally for AIDS awareness	5	50
Gender Equity	Women entrepreneurship cell	Slogan competition on gender issues	4	52
Swachh Bharat Abhiyan	N.S.S Department	Swachata Abhiyan	6	75
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of
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			students/teachers participated under MoUs
0	Nil	0	Nil
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Nil	Nil	2020

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nil
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### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	80	3	2	1	1	1	1	20	0
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>80</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>20</b>	<b>0</b>

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS
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#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	Nil

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	93120	0	253980

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The physical facilities including Laboratories, Classrooms and Computers are made available for the students. Funds are allotted for maintenance of the laboratories and the classrooms which are a part of the teaching and the learning process. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of regular staffs of the institute and with support service from outside. The college garden is maintained by the gardener appointed by the institute. The college has adequate number of the computers with internet and Wi-Fi connections and they are maintained by Experts Personnel of IT/ITes Department. The Language Lab, Computers systems and Software are maintained with AMC of the corresponding service provider. Electrical and the plumbing related maintenance is done with the help of Institute appointed skilled personnel and the expenditure is done from yearly allotted budget approved by CDC.

### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Govt. Of India scholarship	89	42499
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga Meditation	20/08/2019	110	Institute
Personal Counselling and Mentoring	23/08/2019	100	Institute

Language Lab	13/12/2019	30	Institute
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	Nil	B.A / B.Com	Nil	Nil	Due to COVID-19 the results were declared very late and admission process to higher classes (PG) is still incomplete
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Institution does not have students council. Students representation is on  
1. College development committee 2. NSS 3. Magazine Committee.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

89

5.4.3 – Alumni contribution during the year (in Rupees) :

4450

5.4.4 – Meetings/activities organized by Alumni Association :

The activities and organized by Alumni Association are: ? Alumni participate and support the activities of N.S.S. unit our college. ? Alumni participate in IQAC and CDC meetings to contribute with their view for the development of college. ? Alumni support the institute whenever invited as guest to deliver lectures to guide students in various programmes organised by the college.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The aim of the institution is providing employment oriented quality higher education to the rural students especially the girls and economically backward students. The motto of the institution, "Towards Empowerment through Education" inspires us at every step. The vision of the institution is to enlighten, empower and ennoble the learners and ensure that the students are properly facilitated for qualitative improvement. The institution is keen to see that the students studying in the institution have sufficient facilities to learn, read and play. So the first priority is to build sufficient infrastructure like Good spacious class rooms, Computer labs, playground, spacious library and



state of the art laboratories, separate hostels for girls and boys, college canteen, differently-able friendly campus, proper sanitation and drinking water facility. It is envisaged to make the institute more effective through strengthening of existing infrastructure and improvising quality of human resource. Introduction of more job oriented courses will attract young people particularly the sections of the public who find it difficult to access higher level education. In our college innovative teaching methodologies are practised in every stage to empower students. An assortment of committees and cells are functioning to empower the students like Entrepreneurship cell, Placement cell, Women Empowerment and Harassment prevention cell, NSS, Sports committee, Cultural committee. All these cells community oriented and provide opportunities for students to serve the society at large. The institution has plans to create functional subject-wise forums in each of its departments, wherein every department is asked to conduct outreach programs like seminars, workshops, conferences, celebration of days of national importance and birth anniversary of freedom fighters and great leaders to inculcate patriotism in the youth at all levels and use the resources of both students and its faculty to benefit society at large. With respect to this 'uniqueness', we are trying to inculcate the value of 'togetherness' among all the members of this institution by giving space to each and every stakeholder to participate, explore, enhance and attain their full potential, ultimately making society more equitable place. To achieve this Vision as set by our Institution, every member is participating in own capacity like: 1) Active counselling cell for all the stake holders 2) Language Lab for students with different background for sharpening language skills 3) Mentor for the Weak Students 4) Art Circle for celebrating culture of Uniqueness 5) Special efforts are taken by the faculty members to make the class room more vibrant by promoting and encouraging dialogue and participation amongst the students. 6) Management of the institution with all eagerness and spirit promotes environment for the self and professional development amongst the faculty. 7) Remedial Classes 8) Value Education (National Youth Day, Human Rights Day, Awareness Campaign, Community engagements working with elderly people, women, children) 9) Hand holding by the faculty members. 10) Skill Development Programs for the students. 11) Strong Alumni Association There are unending and relentless efforts by the management and the staff of the institution to promote inclusiveness.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The curriculum is prescribed by the Affiliated University. The subject teachers design certain activities related to the context of the syllabus. Activities like field visits, educational excursions, guest lectures and assignments are organized to make the curriculum interesting. In the beginning of the session i.e. during induction programme and beginning of the classes the relevance of curriculum is explained and the methodology is conveyed.
Teaching and Learning	Teachers make efforts to make the

process of teaching and learning absorbing. Novel techniques are clubbed with traditional way of teaching. Use of ICT is another feature of Teaching Learning Process at the college. Language lab is utilized for students to improve their English as the students are from rural area and are not well versed with spoken English.

**Examination and Evaluation**

Each subject teacher conducts minimum two unit tests. With the introduction of semester system preliminary examination is held twice in an academic session. The tests of different types like open book tests, multiple choice questions tests and surprise tests are conducted to evaluate the level of preparation of the students.

**Research and Development**

As ours is an Undergraduate college the scope of research has its limitations but the teachers are encouraged to pursue higher studies where they involve themselves in research related activities. Teachers are also encouraged to present research papers in various national and international conferences and also publish their research articles in various peer reviewed journal and periodicals.

**Library, ICT and Physical Infrastructure / Instrumentation**

The library is well equipped and has a large amount of books covering all the subjects. Book on competitive examination and subjects of interdisciplinary nature are also available. A large reading room is a part of the library. Library uses LIB-MANAGEMENT Software. The college has gymnasium, Language lab and rest room separately for girls.

**Human Resource Management**

The college has an active Career and Counselling Cell which looks after the matters, pertaining to Human Resources. The committee works in association with Career and Counselling Cell and the Career and Counselling Cell is responsible for providing guidance and counselling to the students for further higher education and job opportunities.

**Industry Interaction / Collaboration**

The college has signed a MoU with Vinisoft Technologies to promote cooperation in the field of employment in higher education and to provide Career oriented skill to students B. VOC., in directly entering the

workforce and provide contracted training for local employers. The department of B. VOC Automobile conducts regular field visits to various Automobile companies to provide students on field experience. Such as Gammon Engineers and Contractors (P) Limited, MIDC, Butibori, Neco Jaiswal Pvt. Limited Nagpur, Unaati Motors, Kamptee road, Nagpur.

**Admission of Students**

The students are granted admission in the fairest manner. Admission is given according to merit order and the reservation norms are carefully implemented and followed. As soon as the results of HSSC are declared, teachers visit all junior colleges in the vicinity. They give information about the college to the students. This helps in creating a good rapport with the rural students. The merit list is displayed on the notice board and admission is given as per the displayed merit list. The process of spot admission is initiated only after the date of admission for meritorious students has expired as per the notification of the affiliated university. The admission process is fully computerized.

**6.2.2 – Implementation of e-governance in areas of operations:**

E-governance area	Details
<p><b>Planning and Development</b></p>	<p>The planning and development is as per the academic calendar prepared by the institute every year. All the teachers and Teacher in charge of extension activities get assembled in a joint meeting and read out their activity schedule. All the activities are assimilated to form the academic calendar.</p>
<p><b>Administration</b></p>	<p>The administration related functioning of the college is computerized and digitalized. Admission process and scholarship applications, details of examination forms, generations of admission cards, preparation of identity cards and all information related to AISHE have been computerized. Computerization and digitization has helped in hassle free functioning and transparent transactions.</p>
<p><b>Finance and Accounts</b></p>	<p>Finance and accounts have been computerized. Payments are done online</p>

or through RTGS. All the details of income and expenditure have been computerized. Collection of fees, generation of receipts and online transfer of scholarship amount is done. All the details of the grants and other financial matters have been digitalized.

**Student Admission and Support**

Student Admission and Support has been computerized. All the details of the student's database are created for easy access to information. This process provides a transparent look. Support services like scholarship and EBC are computerized. The data for enrolment and examination related information is sent online. The admission cards for examinations are generated and printouts are distributed to students.

**Examination**

Subject teacher conducts Test in the first session and the Preliminary examination is held at the end of the academic session, owing to the introduction of semester system. The tests of different types like multiple choice questions tests, open book tests and surprise tests are conducted to evaluate the level of preparation of the students.

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Nill	Nill	Nill	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course by HRDC Nagpur	1	06/11/2019	19/11/2019	15
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
There is a provision of Welfare Scheme for Teaching faculty as and when required	There is a provision of Welfare Scheme for Non-Teaching faculty as and when required	? Students Insurance Plan from RTM, Nagpur University. ? Free medical check-up facilities are available to the students.

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes, regular internal and external financial audits are conducted with the help of internal and external agencies.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nill	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	College teachers
Administrative	No	Nill	Yes	College teachers and non-teaching staff

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

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Participation in Counselling, Organization of Outreach Program, Guidance for Healthy Life Style.

6.5.3 – Development programmes for support staff (at least three)

Workshop on New Methodology for NAAC for teaching faculty, Meditation Camp for teaching and Non Teaching Faculty. Workshop for non-teaching staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Focus on quality culture development. 2. Focus on Social/ Extension activities. 3. Focus on physical and mental wellbeing of students through Yoga and Value oriented programs

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Slogan competition on Gender Equity	31/01/2020	31/01/2020	9	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The two Institutional best practices are - 1) Compulsory Yoga for Mental and Physical health. 2) Free training to students for Entrepreneurship. The details of both the Best practices in required format have been provided as the weblink.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	advantages and disadvantages	and contribute to local community					
2020	Nil	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Employees Handbook(separate for the staff of Sharadchandra College)	20/06/2020	The handbook provides code of conduct for the teachers. The rules are followed strictly. Any violation of rules is punished. This has helped in maintaining strict discipline

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Mahaparinirvana Din	06/12/2019	06/12/2019	20
Savitribai Fule B' anniversary	03/01/2020	03/01/2020	25
Swami Vivekanand B'Anniversary	16/01/2020	16/01/2020	30
World Non-Violence Day	30/01/2020	30/01/2020	24
Voters Awareness Day	17/10/2019	17/10/2019	20
Constitution Day	26/11/2019	26/11/2019	20
National Consumer Day	24/12/2019	24/12/2019	20
No file uploaded.			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree Plantation, Use of LED lights, garden, Plastic Free campus, cleanliness drive, etc.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.sacc.edu.in/sacc/PDF/2020/Best%20Practices%202019-20.pdf>

### 7.3 – Institutional Distinctiveness

#### 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and

thrust in not more than 500 words

Sharadchandra Arts Commerce College, with its vision "To open the doors of employment oriented, quality higher education for the rural and economically backward students" is playing a pivotal role in bringing up a change in rural educational scenario since its inception in 1992. In strict adherence to its vision the institution is making honest and sincere efforts to empower the rural students especially the girls. • To provide quality Higher Education , experienced and Qualified teaching staff has been appointed. • To make the education employment oriented, courses like B.VoC ( Automotive, Building Tech.) and Fashion Design ( Community College) have been introduced . • As 80 students are girls -specials efforts are made to empower them. • Yoga and Meditation is regularly done. • Various workshops like Paper bag Making, Detergent Making, Tie dye, liquid blue making etc are organised for girl students to train them as entrepreneurs.

Provide the weblink of the institution

<http://www.sacc.edu.in>

### **8.Future Plans of Actions for Next Academic Year**

Sharadchandra Arts Commerce College is accredited by NAAC with C.G.P. 2.63 (B) in 2016 in its cycle -I of accreditation Motivated by the satisfactory performance in the first cycle the college has set up higher goals for itself for the 2nd cycle and the stake holders are all geared up to achieve the goals. The future plan of action for next Academic Year 2019-20 is as follows : • Get registered in the cluster of colleges • Increase subscription of Journals and Magazines • Initiate value Added Courses for each department. • Conduct- Community Awareness Development Programme • Conduct- Extension Activities with Govt. Organisation • Or N.G.Os. • To form Linkages and collaborations for B.Voc for internship on job training, field , research etc. • Organize National level Seminar/ Conferences • Infrastructure Painting work as per need. • Completion of construction of swimming pool and Indoor sports complex. • Strengthen entrepreneur Development cell.. • Conduct more programmes on Gender Equity. • Increase students' enrolment in BA/B.Com/B.VoC. Community College • To conduct External Academic Audit • To initiate online student satisfaction survey • To encourage teachers write Quality Research Papers for UGC care Listed Journals. • To organize guidance programs for farmers in vicinity. • To organize Govt. Schemes awareness programs for students.