

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	SHARADCHANDRA ARTS & COMMERCE COLLEGE, BUTIBORI
1.2 Address Line 1	P-16, MIDC, BUTIBORI
Address Line 2	DIST. NAGPUR
City/Town	BUTIBORI
State	MAHARASHTRA
Pin Code	441 122
Institution e-mail address	sharadchandra.sacc@gmail.com
Contact Nos.	07104-262674
Name of the Head of the Institution:	DR. ARCHANA J. LOBO
Tel. No. with STD Code:	07103-262674

Mobile:

9970531224

Name of the IQAC Co-ordinator:

PROF. DR. P. L. NEULKAR

Mobile:

9822697670

IQAC e-mail address:

sacc.aqr1@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN 22322

1.4 NAAC Executive Committee No. & Date:

EC(SC)/14/A&A/22.1 dtd.29/3/2016

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.sacc.edu.in

Web-link of the AQAR:

http://www.sharadchandracollege.edu.in/AQAR2016-17.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	2.63	2016	Up to 30/12/2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

20/07/2016

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

2016-17

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

- i. AQAR 2016-17 submitted to NAAC on 17/06/2017 (DD/MM/YYYY)
- ii.

1.10

Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

B.VOC.

1.12 Name of the Affiliating University (*for the Colleges*)

Rashtrasant Tukadoji Maharaj
Nagpur University,
Nagpur(M.S)

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NIL

Any other (*Specify*)

NO

UGC-COP Programmes

NIL

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders:

No.

03

Faculty

03

Non-Teaching Staff Students

02

Alumni

01

Others

NIL

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

NIL

2.13 Seminars and Conferences (only quality related) ✓

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

Total Nos.

NIL

International

NIL

National

NIL

State

NIL

Institution Level

NIL

(ii) Themes

NIL

2.14 Significant Activities and contributions made by IQAC

World Population Day

Tree Plantation

Conducted Competitive Examination under Core Committee

Blood Donation Camp

Library Automation

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. Encouragement to faculty for qualification improvement</p> <p>2. Initiatives undertaken towards faculty/executives/staff development</p> <p>3. Extension of library Services</p> <p>4. Office Automation</p> <p>5. Extension activities</p>	<p>1. Two teachers have been awarded Ph.D Degree</p> <p>2. Teachers have attended Seminars / Conferences in their respective subjects.</p> <p>3. Some non-teaching staff members attended short term courses</p> <p>3. OPAC service is available for users..Computerization of college library is in process.</p> <p>4. Computerization of office is in process.</p> <p>5. AIDS Rally</p>

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate

Any other body

Provide the details of the action taken

AQAR is placed and discussed in the meetings of the IQAC. The plan of action and action taken thereof is approved at such meetings.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of Existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	03			
PG Diploma				
Advanced Diploma				
Diploma	03			
Certificate		0	0	0
Others				
Total	06	0	0	0
Interdisciplinary				
Innovative				

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

options: (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	
Annual	

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

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

**Please provide an analysis of the feedback in the Annexure*

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	13	11	02	0	0

2.2 No. of permanent faculty with Ph.D. 08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	Nil	NIL	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty 00 02 03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	09	07
Presented papers	02	09	03
Resource Persons	00	00	00

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

Students' power point presentations, invited lectures by experts, play acting, field visits, educational tours are some of the innovative processes adopted by different departments for effective transaction of the university prescribed curriculum.

2.7 Total No. of actual teaching days during this academic year 180

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

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

2.10 Average percentage of attendance of students 80 %

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total No. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A. I- I st sem.	111	NIL	16.67	NIL	50.00	33.33
B. A. II	63	NIL	NIL	62.05	37.05	12.69
B. A. III	28	NIL	7.70	61.54	30.71	46.43
B. Com. I	95	NIL	20.00	80.00	NIL	10.53
B. Com. II	56	NIL	NIL	100.00	NIL	03.57
B. Com. III	38	NIL	5.26	94.74	NIL	50.00
B. Voc. : I st sem	06	NIL	100.0	NIL	NIL	100.0
B. Voc. : II nd sem	06	50	33.3	16.6	NIL	99.9
B. Voc. : III rd sem	07	NIL	71.42	14.2	NIL	85.62
B. Voc. : IV th sem	08	NIL	87.5	NIL	NIL	87.5

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

The IQAC encourages Departments to organize lectures by invited experts on various topics. Departmental plans are submitted to the IQAC before the commencement of every academic session and the record of Departmental activities at the end of the session. This enables the IQAC to monitor the teaching learning processes.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	01
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0

Summer / Winter schools, Workshops, etc.	03
Others (Short Term Course For Non-teaching staff)	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	0	0	0
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

Encouraging faculty for paper presentation/publication in Conference Volumes/ Journals
Encouraging faculty to undertake research works (MRPs)
Encouraging students to publish articles in college magazine.
Participation of Students in Seminars / Conferences/ Workshops etc

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	02	01
Non-Peer Review Journals	00	00	01
e-Journals	01	00	00
Conference proceedings	01	04	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies					

Proposal submitted to the UGC for National Seminar/Conference NIL

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

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

04

16

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

03

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

JRF 0 SRF 0 Project Fellows 0 Any other 01

3.21 No. of students Participated in NSS events:

University level 0 State level 0

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level NA State level NA

National level NA International level NA

3.23 No. of Awards won in NSS:

University level 0 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level NA State level NA

National level NA International level NA

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>		
NCC	<input type="text" value="NA"/>	NSS	<input type="text" value="0"/>	Any other	<input type="text" value="0"/>

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

- “ YAAD KARO KURBANI [Azaadi-70 Independence-70] Organized by NSS Department during 09th August to 23rd August, 2016.
- Students and teachers visited the tribal village “Shirur” in Nagpur District under ACE Department and interacted with the people of the village and gave information about various Govt. Schemes.
- Literacy Rally was organized by Department of NSS in the tribal village “ Shirur” in Nagpur District.

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	8.5 acres	NIL	Self Financed	8.5acres
Class rooms	10	NIL	Self Financed	10
Laboratories	03 Workshop 02	NIL	Self Financed	05
Seminar Halls	01	NIL	Self Financed	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	08	09	UGC/self	17
Value of the equipment purchased during the year (Rs. in Lakhs)	7,68,614	8,77,230	UGC/self	16,45,844
Others Books	5,71,812	49,503	UGC/self	6,21,315

4.2 Computerization of administration and library

- Library uses LIB-MANAGEMENT Software .

4.3 Library services:

	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
Text Books	4925	1022609	242	61945	5167	1084554
Reference Books	688	567781	Nil	Nil	722	567781
e-Books	--	--	--	--	--	--
Journal	14	19920	--	--	14	19920
e-Journal	--	--	--	--	--	--
Digital Database	Inflibnet				Inflibnet	
CD & Video	111	5147	--	--	111	5147
OthersGeneralbooks	7846	1776878	--	--	7846	1776878

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	3					2	1	
Added	3	1 CPU With 5 + 1 N-Computing				1 CPU with 3+1 N-computing	1 CPU with 3+1 N-computing	
Total	6	1				3	2	

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

Diploma and Degree programmes in IT/ITeS
--

4.6 Amount spent on maintenance in lakhs :

i) ICT	NIL
ii) Campus Infrastructure and facilities	NIL
iii) Equipments	NIL
iv) Others	NIL
Total :	NIL

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Karate training for girls students under “Nirbhaya” for the safety of girl students.
- Organization of Competitive examination classes for all students throughout the year by various departments.
- The information for students is displayed on Notice Boards.
- Feedback from students is taken at the end of the session.

5.2 Efforts made by the institution for tracking the progression

Through feedback from students and alumni. The college is in regular contact with ex-students to keep in track of their activities. They are invited for functions held in the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
415	N.A.	N.A.	

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
		%			%

Last Year (2015-16)							This Year (2016-17)						
General	SC	ST	OBC	Physically Challenged	Others	Total	General	SC	ST	OBC	Physically Challenged	Others	Total
26	45		220	0	65	380	92	66	19	238	0	0	415

Demand ratio 720:415 Dropout 2.41%

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

A Programme was organized in which an Expert of repute in the field of competitive Exams in Vidarbha region, was invited. The students received first-hand knowledge about the various steps involved and the approach to be adopted while preparing for them.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	8

5.6 Details of student counselling and career guidance

We established Carrer Guidance Cell in the year 2008. Since then we are providing guidance and information about various competitive examinations. Under this cell we provide information regarding employment to our students regularly. It is displayed on the Notice Board. The Staff provides guidance in filling up the application forms for competitive examinations.

CGC is a group of well-informed and interested experts. It supports the students in the development of soft skills and communication. It develops the ability of the students to face the challenges in the rigors of competitive tests and OJT (On Job Training). It helps to develop healthy inter and intra personal relations, including he ability to think independently and carry out social responsibilities.

No. of students benefitted

08

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	NIL	NIL	NIL

5.8 Details of gender sensitization programmes

- Karate training programme was organised by Sports Department.
- Lecture on 'Importance of Entrepreneurship' for girls students by Entrepreneurship Development Cell.
- Training and Guidance workshop for girls by Entrepreneurship Development Cell. (Washing Powder, Phenyl/Phenol, Liquid blue & soap)
- Lecture on 'Panchayat Raj and Mahila Sakshamikaran' by Woman Study & Service Center
- Essay Competition on 'Health and Welfare of 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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	192	68,204/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Motto: Empowerment through Education

Vision :

To open the doors of employment-oriented quality higher education for the rural and economically backward students.

Mission:

- To provide quality education to the economically backward rural students.
- To make students conversant with the latest knowledge in the field of Arts and Commerce.
- To ensure and inculcate perfect discipline in terms of regularity, sincerity and punctuality among students.
- To create interest in socially beneficial extra- curricular activities.
- To strive for total development of personality & character.
- To development among the students a sense of self-discipline, moral responsibility, social responsibility and national integrity.
- To make the students aware of the national goals and aspirations and to Develop among them the capacity to assume responsibilities as future citizens.
- To translate vision, mission statement into activities.

6.2 Does the Institution has a management Information System

Yes,

Information on all aspects relating to the working of the institution is systematically maintained and made available to all stakeholders. All policy decisions and implementation thereof are well circulated among all levels of the staff and management.

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

6.3.1 Curriculum Development

The college has no scope as far as innovation in curricula is concerned because the Board of Studies decides the curriculum. We adopt the curricula as per University Directions.

6.3.2 Teaching and Learning

Learning is made student –centered by adopting learning activities like class seminars, assignments, group discussions, field trips, guest lectures. Faculty members participate in Refresher Courses for upgrading their knowledge.

6.3.3 Examination and Evaluation

- Online submission of Examination forms
- Online issuance of Hall tickets
- Online declaration of result
- All these activities are implemented as per University Norms.
- College also conducts Two unit test & Terminal examination at the end of syllabus and declare the results within fifteen days.

The weak students are identified and given Remedial coaching. The bright students are motivated by giving them extra Academic activities.

6.3.4 Research and Development

The College encourages the faculty to attend State, National and International Conferences/Workshops/Seminars/Symposia in their related fields and present Research papers.

Two teachers have been awarded Ph.D. degree in the current session.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library has a separate reading area.
- Computerization of Library using Library Management Software.
- OPAC service is available.
- The collection of books and journals in the Library is enriched in every session.
- Office automation using college management software
- New reading room table has been purchased during this year.
- Purchasing of Books, Periodicals

6.3.6 Human Resource Management

Optimum utilization of human resources is sought to be achieved through –

- i) Regular teaching in departments other than their own, on topics of inter – disciplinary nature, based on the curriculum.
- ii) Teachers extended services to conduct General Knowledge classes for examination held in the college.
- iii) Departments organized guest lectures.

6.3.7 Faculty and Staff recruitment

The Appointment of faculty and staff is strictly as per UGC/Government norms regarding qualifications and experience.

6.3.8 Industry Interaction / Collaboration

- Collaboration with Ashok Leyland Nagpur Service Training Centre, Nagpur.
- Collaboration with Vertice Developers and Promoters, Pune.
- Collaboration with Maharashtra Centre for Entrepreneurship Development, Nagpur

6.3.9 Admission of Students

Through the College Prospectus, we provide all information of the college---courses offered,subjects taught, various departments and the admission process etc.

As soon as the results of HSSC is 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.

Admission in B.A. , B.Com. & B. Voc.Degree courses is done in strict accordance with the University norms. As our college is situated in rural area, we give admission on first come first served basis to all successful students of that Academic session.

6.4 Welfare schemes for

Teaching	Granting permission and leave when required for pursuing Research and other Faculty Development programmes. Granting Medical Leave
Non teaching	Granting permission and leave when required for non teaching staff Training programmes. Granting Medical Leave
Students	Student Welfare fund, Students Aid fund, Student Medical aid fund, Reimbursement of exam fees for needy, Protection of women students in the campus.

6.5 Total corpus fund generated

0

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	University	Yes	IQAC
Administrative	Yes	University	Yes	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days? : NA

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

The Alumni Association has established a strong link with the college and helps by giving useful guidance for Career development and Entrepreneurship to the students.

6.12 Activities and support from the Parent – Teacher Association

No such association exists at present. Regular parent teacher meetings are held. In addition to these meetings, teachers communicate with parents as and when required to discuss problems related to their wards and to seek their suggestions for improvement.

6.13 Development programmes for support staff

The members of the support staff are encouraged to make use of the avenues provided by the government for their promotions, to avail all welfare measures of the government. The support staff are encouraged to attend short term courses for non-teaching organised by Academic Staff College and the University.

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

Tree plantation programme was organized on Independence Day.

Plastic and Congress grass eradication, Awareness programmes on the ill-effects of open defecation were organized by the Departments of NSS and Physical Education.

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.

	<p>No new innovations were introduced during the academic year but a lot of effort was put to strengthen the existing skill-based programmes.</p> <p>Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year</p>
	<p>The plan of action and the ATR based on it has been presented in section 2.1.</p>
7.2.1	<p>Give two Best Practices of the institution (<i>please see the format in the NAAC Self-study Manuals</i>)</p> <p>I) Yoga and Karate for all students. Singing of the National Anthem before starting of classes.</p> <p>II) Free training on the preparation of soaps, washing powder, phenyl etc. for the students.</p>

The details of the best practices in annexure III

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Efforts initiated towards making the campus a plastic-free zone.
- Students were taught to make and use paper bags.
- Tree plantation programme was organized in the college premises and along the streets leading to the college.
- Cleanliness programme was organized in the college premises by N.S.S. department.

7.5 Whether environmental audit was conducted? Yes No

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

Strength

- Our efforts of starting competitive classes bore fruits with many students getting Government jobs.
- UGC and MHRD approved Degree Courses--Automotive, Building Technology and IT/ITeS as well as Community College courses like Textile and Fashion Design, Hospitality and Tourism & IT/ITeS proved helpful in career establishment of students opting for them.
- The college has a wi-fi campus. This has helped the students to update their knowledge about current affairs.
- Green and Clean premises. Strong infrastructure with well-equipped laboratories, well-stacked library, gymnasium and Sports Complex. Indoor Stadium and Swimming Tank are in the process of being completed.

Weakness

- Concerns about Drop out rate.
- Difficulty in developing positive mindset of students towards educational seriousness.
- Poor language skills. Apathy towards English language.

Opportunities

- Organizing Seminars and Conferences.
- Scope for Major Research Project
- Publication of papers in National and International journals.

Threats

Inclination of students towards professional Courses.
Casual approach among students in pursuing higher education due to weak financial conditions which force them towards earning a livelihood.

8. Plans of institution for next year

- Organization of Seminars and Conferences.
- Improvement in Short Term Courses.
- Proposals for Major Research Projects to be submitted .
- Publications of papers in National and International Journals to be Increased.
- To introduce PG Courses.

Name : Dr. P. L. Neulkar

Signature of the Co-ordinator, IQAC

Name : Dr. A. J. Lobo

Signature of the Chairperson, IQAC

SHARADCHANDRA ARTS & COMMERCE COLLEGE
BUTIBORI ,Dist. Nagpur.

ACADEMIC CALENDER: SESSION 2016-17

June

First Session : 16-06-2016 to 27-10-2016.

17th June 2016

College Re-opened, Meeting of the Admission Committee, Admission Process: after the declaration of H.S.C. Results

18th June 2016

Time-Table, Departmental Work-load and Teaching Plan were prepared and implemented. All Departmental committees were formed.

19th June 2016

Freshers' Day by Department of Sociology.

22nd Jun 2016

Freshers' Day by Department of Political Science.

July

01 July 2016

Home Assignment (Sem. I) by Dept. of Sociology

05 July 2016

Freshers' Day by Dept. of Commerce.

09 July 2016

Teacher- Mentor scheme by Dept. of Commerce

20 July 2016

Freshers' Day by Dept. of English

23 July 2016

Freshers' Day by Dept. of Marathi

25 July 2016

Collegiate Vocab. by Dept. of English

August

03 August 2016

Inauguration of 'Wall paper', 'Blossom' by Dept. of English

05 August 2016

Group Discussion by Dept. of Political Science

10 August 2016

Poster competition by Dept of Commerce

13 August 2016

Social Activity by Dept of English

16 August 2016

Reopening of Study Circle by Dept. of Commerce

22 August 2016

1st Unit Test of the College

26 August 2016

B Group Discussion by Dept. of Commerce

September

01 September 2016

Guest lecture on Indian Economy by Dept. of Commerce.

10 September 2016

Group Discussion by Dept. of Political Science

14 September 2016

Reopening of Study Circle by Dept. of Political Science

15 September 2016

Formation of Student Council by Dept. of Sociology

27 September 2016

Educational Tour by Dept. of Commerce

October

06 October 2016

Examination Guidance by Dept. of Commerce

08 October 2016

Knowledge Quest by Dept. of English

10 October 2016

Examination Guidance (Sem.I) by Dept of Political Science.

15 October 2016

Guest Lecture by Entrepreneurship Development Cell.

17 October 2016

General Knowledge Examination by Dept of Marathi.

21 October 2016

Guest Lecture on 'Panchayat Raj' by MahilaAdhyayanSeva Kendra.

24 October 2016

'Voters Day' programme by Dept. of Political Science.

25 October 2016

Social Activity by Dept. of Commerce

18 October 2016 to 26 October 2016

Preliminary Examination (Sem.I)

27 October 2016

Student Workshop by Dept of History.

28 October 2016 to 27 November 2016

Winter Vacation

November

28 November 2016 to 30 April 2017

Second session

28 November 2016

Workshop for 'Slow Learners' by Dept. of Sociology.

30 November 2016

Voters Day (State Voters Day) celebration by Dept. of Political Science.

December

07 December 2016

Assembly visit by Dept. of Political Science

08 December 2016

Workshop for 'Slow Learners' by Dept. of History

15 December 2016

Group Discussion by Dept. of Political Science

21 December 2016

Group Discussion by Dept. of Commerce

22 December 2016

Survey : Study on Water Supply by Dept. of English.

26 December 2016

Group Discussion by Dept. of Sociology

30 December 2016

Students Seminar on 'Environmental Pollution' by Dept. of Sociology.

January

07 January 2017

Home Assignment by Dept. of Sociology

02 January to 10 January 2017

Ind Unit Test of College

11 January 2017

Factory visit by Dept. of Commerce

14 January 2017

Handwriting competition by Dept of English

17 January 2017

General knowledge Examination by Dept. of Commerce

28 January 2017

Examination guidance by Dept. of Political Science.

30 January 2017

Inter-Collegiate

31 January 2017

Debate Competition by Dept of Marathi

February

02 February 2017

Class seminar of B.A.II by Dept. of English

03 February 2017

Training & Guidance workshop by E.D. Cell

04 February 2017

V.S.A.Q. Competition (B.A.I, II) by Dept. of English

05 February 2017

Books Exhibition by Dept. of Library

10 February 2017

Guest Lecture by Dept. of Sociology

10 February 2017

Prize Distribution programme by Mahila Adhyayan Sewa Kendra

23 February 2017

Poem Exhibition by Dept. of Marathi

March

11 March 2017

Annual Prize distribution programme by Dept. of English.

14 March 2017

Golden Memories Activity by Dept. of English.

15 March 2017

Farewell to B.A. III by Dept. of English

23 March 2017

Award Distribution programme by Dept. of Marathi

25 March 2017 to 05 April 2017

Preliminary Examination (Sem. II)

29 April 2017

End of Session

01 May 2017 to 14 Jun 2017

Summer Vacation

Analysis of Feedback

Every year college executes the exercise of collecting feedback from the students, on teaching learning processes and curriculum. Students assess individual teachers by filling up a questionnaire especially designed for the purpose. This valuable feedback helps the teachers to upgrade their techniques of teaching. Secondly, students convey their difficulties, about syllabus, the availability of facilities and even the required essential facilities to their teachers. This facilitates the college to understand the present situation and demands of the future. Including a detailed analysis of such feedback on each teacher is beyond the scope of this report. The major observations based on analysis of such feedback are summarized as follows:

1 Mode of communication of syllabus by teachers:

45% of students reported that the curriculum was communicated by teachers through a combination of three methods- class room lectures with illustration, classroom discussions, and interactive teaching learning methods. 45 % expressed the opinion that the mode of communication of syllabus was mainly classroom lectures and interaction. 10% students suggested maximum use of projector.

2. Strict adherence to Curriculum:

The students affirmed that the curriculum taught is in strict adherence to the University.

3. Reading Material:

80% of students agreed that teachers provided them with sufficient reading materials/ lecture notes as required for the curriculum.

4. Availability of Learning Resources:

70% students felt that the college library is adequately equipped and endowed with reading resources as per the curriculum of the university. 30% students suggested to increase the stock of reference books.

5. Accessibility of the teacher in and out of the class:

Majority of the students expressed their satisfaction on the accessibility of the teachers in and out of the class.

5. Overall Experience:

A significant majority of students have rated their overall experience in this college as excellent.

Best Practices of the Institution

Best Practice: 1 Yoga and Karate classes; singing of the National Anthem.

1. Title of the Practice

Compulsory Yoga and Karate classes

2. Goal

To impart health and self-defense skills in students so that they adopt a healthy life-style and are able to defend themselves in case such situation demands.

3. The Practice

Yoga and Karate classes are held before the regular classes. It is mentioned in the daily Time-Table of the college. Apart from the regular Physical instructor, a Yoga expert is appointed for the purpose.

4. Evidence of Success

The students report of relaxed state of mind, increased concentration and better physical health. Karate helps in building self-confidence and instilling a sense of security.

5. Problems Encountered and Resources Required

Initial hesitation, lack of awareness, inconvenience during rainy season. Services of Yoga expert and Karate trainer were taken. Staff members counselled and motivated the students. Yoga carpets were made available.

Best Practice: 2 Free training to all students in the preparation of washing powder, liquid blue, phenyl etc.

1. Title of the Practice

Training the students in the preparation of washing powder, liquid blue, phenyl etc.

2. Goal

To prepare the students for Entrepreneurship.

3. The Practice

A day-long workshop is organized for the same. Students are divided into groups. The students are informed about the importance of self-sufficiency and financial independence. They are asked to get small containers. Expert guidance is given with demonstrations. The finished products are distributed among the students.

4. Evidence of Success

The students felt very confident after the training. There was a demand from them for training in preparation of other products also. 90% of the students said they would use this expertise to start their own businesses.

5.

Problems Encountered and Resources Required

Initial hesitation of the students. Students had to be divided into groups. The Entrepreneurship Development Cell worked hard for the successful completion of the training. Experts in the field were invited to train the students. The teaching staff and support staff put in their best efforts.