



Dr. Shyamaprasad Mukherjee

ANNUAL QUALITY ASSURANCE REPORT

[AQAR]

JANATA EDUCATION SOCIETY'S

Dr. SHYAMAPRASAD MUKHERJEE ARTS COLLEGE,

SHENDURJANA-GHAT.

TQ. WARUD, DIST. AMRAVATI-444907 [M.S]

SUBMITTED TO,

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

(N.A.A.C.)

FOR ASSESSMENT AND ACCREDITATION

BANGALURU [KARNATAKA]

2016-2017

**DR. SHYAMAPRASAD MUKHERJEE ARTS COLLEGE,
SHENDURJANAGHAT
TQ.WARUD DIST. AMRAVATI**

**The Annual Quality Assurance Report (AQAR) of the IQAC
Session 2016-2017**

Part – A

1. Details of the Institution

1.1 Name of the Institution

Dr. Shyamaprasad Mukherjee Arts College

1.2 Address Line 1

Shendurjana ghat

Address Line 2

Dist - Amravati

City/Town

Shendurjana ghat

State

Maharashtra

Pin Code

444907

Institution e-mail address

drspmcsghat@rediffmail.com

Contact Nos.

Institution- 07229-238294
Principal - 09421624220

Name of the Head of the Institution:

Dr. R. N. Fulari

Tel. No. with STD Code:

07229-238294

Mobile:

09421624220

Name of the IQAC Co-ordinator:

Dr. P. S. Pawar

Mobile:

09422555413

IQAC e-mail address:

drspmcsghat@rediffmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN27201

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)

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1.5 Website address:

www.smcollegesheghat.in

Web-link of the AQAR:

www.smcollegesheghat.in/AQAR2016-17.pdf

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	-	-	-	-
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

25/05/2014

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))

- i. AQAR _____ (DD/MM/YYYY)
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

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	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="Nil"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="Nil"/>	Any other (<i>Specify</i>)	<input type="text" value="---"/>
UGC-COP Programmes	<input type="text" value="---"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="---"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="---"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="---"/>
2.8 No. of other External Experts	<input type="text" value="---"/>
2.9 Total No. of members	<input type="text" value="09"/>
2.10 No. of IQAC meetings held	02

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

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The activities of IQA Cell are targeted towards quality enhancing measures. Up gradation of infrastructure, promotion of ICT , encourage research activities, updating library services ,organization of class tests 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
Teachers will be motivated to participate in conference and seminars to update their knowledge.	Faculty members attended 13 seminars/ conference held at various institutes. 01 faculty member attended short term course. 10 Research papers are published by faculty members in various journals as well as in conference.
Students participation in competitive events (co- curricular, sports and cultural) at all levels including	13 Students represented the college at university level youth festival. Men and women team of kho- kho has

<p>university youth festival will be encouraged, workshops, seminars and guest lectures will be organized for students. Sports facilities will be further enhanced.</p> <p>To encourage more participation in NSS and other Extension activities.</p>	<p>participated in SGB Amravati University Inter-Collegiate Tournament.</p> <p>Men team of Volley ball has participated in SGB Amravati University Inter- Collegiate Tournament</p> <p>Men team of Kabaddi participated in SGB Amravati University Inter- Collegiate Tournament.</p> <p>Men and Women Athletics team participated in SGB Amravati University Inter- Collegiate Tournament.</p> <p>Students are felicitated for securing highest marks in various subject at the college level.</p> <p>12 activities were organized by the NSS unit of the college along with a special residential camp held at Tiwasa ghat.</p> <p>Two Educational tours are arranged by the college.</p>
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** 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

Principal is a chairman of IQAC he carefully looks after the suggestions and try to overcome all the short coming by given special attention

Part – B

Criterion – I

I. 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	01			
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	02			
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	---
Trimester	----
Annual	01

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 :
(Feedback analysis report for academic year 16-17 is enclosed)

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

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	09	07	02	-----	-----

2.2 No. of permanent faculty with Ph.D.

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
	-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	13	--
Presented papers	--	10	--
Resource Persons	--	--	--

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

Use of ICT in teaching- learning process, faculty & students are encouraged to use E-Resources. INILIBNET N – List introduced for E- journals library.

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

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

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 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 %
UG- B.A.	31	The result of the 2016-17 is awaiting				

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

The IQAC sets board objective and plans at the beginning of academic year which includes various activities to enhance quality in academic process. Twice in an academic year review meetings of the faculties are conducted to discuss and evaluate the functioning in view to improve academic process. The IQAC regularly observes the actual implementation strategies adopted and suggestions made in the perspective plan of the academic year.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	---
Orientation programmes	--
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	01
Others	--

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	08	--	--	--
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

Encourage teaching faculties and students to attend seminar, conferences, and workshops in their relevant subject. The teachers are encouraged to acquire doctoral degree.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

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

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	-	-	-	-
Minor Projects	-	-	-	-
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	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

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 :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	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 12 State level 03

National level -- International level --

3.22 No. of students participated in NCC events:

University level -- State level --

National level -- International level --

3.23 No. of Awards won in NSS:

University level 01 State level --

National level -- International level --

3.24 No. of Awards won in NCC:

University level -- State level --

National level -- International level --

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="10"/>		
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="04"/>	Any other	<input type="text" value="--"/>

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

- Swachha Bharat Abhiyan
- Blood Donation Camp
- Organization of International Yoga Day.
- Voter Awareness Programme.
- Animal Health Check Up Camp.
- Women Parent Meet.

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	5800 Sq.Mtr.	--	--	--
Class rooms	3	--	--	--
Laboratories	2	--	--	--
Seminar Halls	1	--	--	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

1. The office administration is computerized with college automation software.
2. The library is automated with software of university library (SOUL).
3. Membership of N-List programme

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7600	1153119	62	14520	7662	1167639
Reference Books	520	84200	08	3445	528	87645
e-Books	00	00	30,00000	NLIST	30,00000	--
Journals	11	5451	10	7000	10	7000
e-Journals	No	No	6000+	NLIST	6000+	5750
Digital Database	00	00	00	00	00	00
CD & Video	00	00	25	00	25	00
Others (specify)	00	00	00	00	00	00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	16	02	01	01	01	01	08	02
Added	--	--	--	--	--	---	--	--
Total	16	02	01	01	01	01	08	02

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

Training workshop for teachers and supporting staff has been organized to achieve computer literacy. The institution organize E- literacy programme for teaching and non teaching staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT	11400
ii) Campus Infrastructure and facilities	--
iii) Equipments	14875
iv) Others	4080
Total :	30355

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC arranges timely meetings and takes initiatives regarding various reforms.

5.2 Efforts made by the institution for tracking the progression

Extra classes are held for slow learners. Unit tests are conducted, Students are encouraged for computer literacy.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
211	--	--	--

(b) No. of students outside the state

--

(c) No. of international students

--

Men	No	%	Women	No	%
	92	43.60		119	56.40

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
40	46	21	82	----	189	13	60	38	100	-----	211

Demand ratio UG 1:1

Dropout % - 00

PG 1:1

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

Arranged interactions with the expert and academicians from various field.
Adequate number of books for competitive examination are available.

No. of students beneficiaries

06

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career counselling cell is established in the college through which various activities for career guidance of students are conducted.

No. of students benefitted

03

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
--	--	--	--

5.8 Details of gender sensitization programmes

Gender sensitization programmes are conducted by Internal Complaint Committee (ICC) of the college,

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	01	3000
Financial support from government	170	Awaiting
Financial support from other sources	02	2000
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

No major Grievances were reported whatever feedback received this year.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution.

Vision:

To bring higher education to the doorsteps of economically underprivileged students especially learners of rural and tribal area, emphasizing on their around development.

Mission:

- To provide opportunities for higher education to the learners of rural and tribal area.
- To disseminate quality education and equip the students with tools of gainful employment.
- To hone skill of living in globalized, ecologically aware environment.
- To encourage and inspire teachers and students to attain excellence in education.
- To develop moral and intellectual outlook among students and inculcate principles of unity and Integration.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

The syllabus prescribed by Sant Gadge Baba Amravati University Amravati is followed by the college .

6.3.2 Teaching and Learning

The annual plan is prepared by the institution. Strategies for Teaching And Learning are adopted to bring in qualitative enhancement. Establishment of course plan for every subject well before the commencement of each academic year.

6.3.3 Examination and Evaluation

The college examination committee conducts college examination. The schedule of examination and evaluation methods of college and university examination is explained to the students. Continuous evaluation through unit test, home assignments and common test are carried out throughout the academic session. Paper sets of various examinations are available in the library for the students.

6.3.4 Research and Development

The faculty members are encouraged to gear up the research activity. The faculty members are encouraged to enhance professional competencies by attending orientation, refresher courses and short term courses. The faculties are also encouraged to attend conferences, workshops and paper presentation and publication.

6.3.5 Library, ICT and physical infrastructure / instrumentation.

Library advisory committee is constituted for the smooth function of library. It also acts upon the feedback received from the students. Upgrading computer system and software time to time.

The college has adequate infrastructural facilities to run the programme.

6.3.6 Human Resource Management

The performance of every staff member is regularly assessed through annual self appraisal, feedback from students.

- Teachers are encouraged for orientation and refresher courses. Teachers are also motivated to publish research papers in conferences, seminar and Journals.
- Workshop on computer literacy is organized for the staff members.
- College encourages staff to become members of professional association.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited according to the rules and regulation of U.G.C. and State Government .

6.3.8 Industry Interaction / Collaboration.

Nil

6.3.9 Admission of Students

<p>The admission committee ensure transparency in the admission process. The college provides annually update College prospectus containing information regarding the courses available in the college and their intake capacities along with other information relating to the admission process. Students are admitted strictly according to University / State Government rules. The state Government has prescribed a stipulated quota for different section of students SC, ST, VJ/NT and OBC. This is taken in to the consideration during admissions in the college.</p>

6.4 Welfare schemes for

Teaching	Loan , Medical, GIS Allowance
Non teaching	Loan , Medical, GIS Allowance
Students	Free ship, Scholarship, EBC, PTC, STC, Meritorious, Minority students Scholarship

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	Join Director	Yes	Principal & Academic Audit Committee
Administrative				

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?

The institution is affiliated to Sant Gadge Baba Amravati University Amravati and follow its rules and regulation regarding examination

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

Nil

6.11 Activities and support from the Alumni Association

The alumni association holds meetings twice in a year to collect relevant information regarding progression. It interacts with students to inspire and motivated them and provide career counselling.

6.12 Activities and support from the Parent – Teacher Association

The parent – Teacher meeting is held once in a year or whenever necessary to solve problems regarding students, to gain feedback and to appraise the parents of the student's academic performance and for counselling. The tutor –Ward system also ensures that the parents and teachers Should be in contact for the benefit of the ward.

6.13 Development programmes for support staff.

Computer Literacy Programme.

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

- Tree Plantation in campus
- Water harvesting
- Regular cleaning and maintenance of surrounding.

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.

1. The institution strengthened the activities of its already established the Tutor-Ward cell by increasing number of visits to the students houses to enquire regarding overall progress of the ward allotted to the tutors. The socio- cultural and educational background of the ward so as to device specific measures to deal with their problem.
2. College has started old clothes distribution programme for poor and needy people of surrounding area under title “ Manuskicha Olava”
3. Students have made some nests for wild birds and hang it on trees in the campus. Drinking water provision is also made for the birds and animals.

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

Academic calendar has been prepared in the beginning of the session and actions are taken accordingly.

Two best practices were introduced under Tutor- Ward System and Women Awareness Programme are executed successfully.

1. Ku. Pranali Narendra Chaple secured 6th merit and Chandrakant Arun Gorle secured 9th merit in B. A. Examination S.G.B.U. Amravati
2. Students were felicitated for securing highest marks at college level.
3. Gaurav Rajesh Jaisingpure B.A.I , participated in state level shoutput and 400 meter hurdle competition at Dedvan , Dist Ratnagiri , Maharashtra.
4. Students of the college are participated in sport & games tournament at University level.

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

A unique system of mentoring “ Tutor-Ward System” and “ Women Awareness Programme” (Mahila Jagruti Karykram)

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

7.4 Contribution to environmental awareness / protection

- Less use of paper and reuse of one side blank paper in the office. Similarly unnecessary use of electricity is strictly prohibited in the college.
- Environmental study tour is organized for the students.
- N.S.S. unit conducted the tree plantation programme in the college.
- Swachhata Abhiyan is conducted to clean college premises and all the students and teachers participated in the programme.

7.5 Whether environmental audit was conducted?

Yes

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

NIL

8. Plans of institution for next year

1. Parent- Teacher Meet
2. Extra classes for slow learners.
3. Programme would be undertaken for gender equality under ‘ Women awareness programme”
4. To encourage students participation in curricular , extra curricular and cultural activities.
5. To encourage research activities and promotion of research publication.
6. To encourage social outreach activities through NSS.

Dr.P.S. PAWAR



Dr. R.N. FULARI



Principal
Dr. Shyamaprasad Mukherjee Arts College
Shendurjana Ghat, Dist. Amravati

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

List of Annexure

Annexure I : Academic Calendar of the year.

Annexure II : Analysis of the Feedback.

Annexure III : Two Best Practices of the Institution.

Dr. Shyamaprasad Mukherjee Arts College, Shendurjana Ghat.

Academic Calendar of the year 2016-2017

1. Staff council meeting and other committee meetings will be held after 12 p.m.
2. Co-curricular activities will be taken on every Saturday after 12 p.m.
3. Every teacher has engage power- point presentation as much as possible.
4. NSS regular programme will be held as per the schedule of NSS office of SGBAU.Amravati.

Session starts from : 13 June 2016

Admission process begins : 14 June 2016

- A. General address by the principal: - First week of August.
- B. Meeting of local management committee.
Meeting one : Last week of August.
Meeting second : Last week of February
- C. 1. Administrative meeting : Twice in year .
2. Staff council meeting : Four in year.
3. IQAC meeting : Twice in year
4. UGC planning board meeting : As per requirement.
5. NAAC meeting : As per requirement.
- D. Grievance Redressal / ICC meeting: As per requirement.
- E. Inaugurations of Departmental Board of Studies : 1 Sept to 30 Sept.
- F. Examination Schedule 2016-2017.
First unit test : Last week of September 2016
Second unit test : Last week of November 2016.
Third unit test : Second week of January 2017.
Common test : 20 February 2017 to 3 March 2017.
- G. NSS special camp: 18 November 2016 to 26 November 2016
- H. API Score Assessment : 23 April 2017
- I. Vacation of public holidays : As per the academic calendar of SGBAU. Amravati, Gazette 2016-17.


Principal
Dr. Shyamaprasad Mukherjee Arts College
Shendurjana Ghat, Dist. Amravati

Annexure II

Dr. Shyamaprasad Mukherjee Arts College, Shendurjana Ghat.

Analysis of the Feedback.

The feedback for the year 2016-17 was analysed and the observation have been stated below:

The feedback on curricular and facilities was obtained from the students. Similarly feedback was also obtained from the faculties, alumni and the parents as well. Ten samples from each class were culled out. The Questionnaire containing fourteen different questions covering curricula, grasping, teaching skill of faculties, facilities in laboratories, sports facilities and opportunities, services by administrative office for the students , library services, the programme conducted by NSS unit, Environmental awareness programme, services of career counselling cell, extracurricular activities in the college, guest lectures and guidance programme regarding syllabus, students staff co ordination. All these questions were having multiple choice answers to seek crystal clear, fair responses from the sample. The questionnaires, neatly filled in were scrutinizes and data was furnished. The suggestions are given by the students are discussed in staff meeting, and implemented if necessary. For example : suggestions regarding common room facility for the girl students is implemented and canteen facility for all the students is also made available on the suggestions given in the feedback .

In addition to this Library Department of the college has started to supply its separate feedback format to the students sothat proper reference books , journals, E- Journals and books for the competitive examinations can be made available on the suggestion of students for their convenience of study.

Similarly the committee sought the feedback from the guardians for the session. Questionnaire containing ten questions dealing with infrastructure, teaching aids, availability of study material, facilities in the campus, organization of curricular. extracurricular and co curricular programmes, approach of the teaching and non teaching staff etc. Ten sample were obtained and analysed and actions taken accordingly in the staff meeting.

Convener
Feedback Committee

Principal
Dr. R. N. Fulari


Dr. Shyamaprasad Mukherjee Arts College
Shendurjana Ghat, Dist. Amravati




Principal
Dr. Shyamaprasad Mukherjee Arts College
Shendurjana Ghat, Dist. Amravati

Two Best Practices of the Institution.

Best practice I

Title of the Practice:-

Tutor-ward systems

1. Goals and Objectives :-

- Point out the performance of students.
- To adhere personal contact with students.
- To secure a detail information about students.
- To look after the problems coming in way of seeking higher education.
- To encourage students for higher education and guide them from career point of view.

2. The context:-

Holistic development of students is brought about by imparting need-based knowledge, inculcate moral values and developing up-skills in order to produce ideal citizen, it is also the pious mission of our institutions. Equity and transparency in the admission process leads to admitting number of students from divergent section of community. As the college situated in rural area students seek admission from nearby rural and tribal community. Therefore it finds very difficult to check out the overall performance of the students as they are large in numbers so to point out the performance of students in academic, social, cultural, intellectual basis, the principal allotted 25 to 27 students to each faculty member including Principal himself, Director of Physical Education and librarian. The principal of the college made nine batches as teacher-student ration is 1:25 so each teacher has to look after allover performance of 25 students out of 250. Therefore one teacher finds easy responsibility to keep special attention to only 25 students. The faculties have to check out the students response to attendance, unit tests and terminal examination, his performance in social and cultural activities.

3. The Practice : -

If students fail in attendance, Attendance committee of the college communicate his/her parents through letter and call the parents in the college to know the reason of concern frequent absence of his ward. Special register is maintained for this cause.

In addition to this teachers personally visit to the residence of absent student and importance of education, attendance, unit test and annual examination is convinced to the students and his/her parent. It leads to overall performance of a student and he/she is encouraged for higher education.

- Similarly teachers of the college help the poor and needy students to pay admission and annual examination fees.
- Uniform of the college is provided free of cost to economically backward male and female students.
- Medical help is provided to sick students and in the case of severe medical problem students are hospitalized in nearby private hospital.
- The principal of the college helped by giving a bicycle to poor and needy girl students Ku. Neha Ghanshyam Rewatkar B.A. I as a convenance.
- The college provides sports costumes to the students who participate in sports and game tournaments.
- Cash prizes are given to the students who secured highest marks in almost all the subjects by the faculty members.
- Extra classes are held almost of all subjects for weak students in classes.
- Various programmes are arranged by the college to choose best career options for the students.

4. Evidence of Success:-

In order to make child parent relationship among faculty and students the institute practice tutor-ward system so that one teacher along with director of physical education and librarian adopt 25 students for their overall

performance. A teacher may keep contact personally with allotted 25 students. The students of the college gave good response to this practice. It helps institution to maintain better attendance of students. Students feel homely atmosphere in the institution. Students are well counseled so that they may express their problems and hidden feelings regarding curricular, co-curricular activities and subject related activities without hesitation which may stand on hurdles in seeking their higher education.

5. Problem Encountered And Resource Required :-

Weak percentage of attendance is major problem encountered. As the college is situated in rural area, maximum students came from economically backward classes of the society. Therefore number of students have to seek their daily earning . Agriculture is a only source of employment so the students have to work in the field and come to the college. Most of the students are financially so weak that they have no enough money to secure admission in the college. In such case faculty members of the college support them financially to pay admission and examination fees.

The tutor –ward system promote students to secure admission and attendance and encourage them to participate in curricular, co-curriculum and extension activities of the college. It inspire students to be a knowledgeable and responsible citizen of the country.

6. Notes :-

Tutor –Ward system is the best practice being run in the college to overcome the academic, social and emotional problems of the students, coming in the way of higher education.

Until the problems of students are not understood and counsel them in a proper direction they do not find confidence and attracts towards higher studies.

Tutor-ward system promote and encourage students not only to secure admission and maintain attendance but to participate in almost all the activities conducted by the college and university. As a result colleges have given number of merit students and color coat holders at university level.

The healthy relations between teachers and students can raise confidence among students and turn them towards way of success in curricular, cultural and extension activities and finally inculcate the sense of moral responsibility to be a good citizen.

Students of the college have given good response to tutor-ward system hence it may be called, it is one of the best practice in the institution.



Dr. A.S.Dhobe

Best Practice II

Title Of The Practice:

“MAHILA JAGRUTI KARYAKRAM” (WOMEN AWARENESS PROGRAMME)

Our institution is aware of gender equality and women awareness with this intention college started Women Awareness programme in the college to equip the girls student with knowledge of fundamental rights. College provides equal opportunities for admission to male and female students still the admissions of girls students are more in number compare to male students therefore Home Economics Department conducts special activities to enhance the knowledge of girls students in the college under “Women Awareness Programmes”.

1. Goals And Objectives:-

- To aware the students about women problems in the society.
- To clear the nature of women problems.
- To provide various useful information of different fields to the girls student by the experts.
- To solve the problems of girls students and encourage them to find out solution of their problems through themselves.
- To provide guidance regarding health hygiene and

nutritional values.

- To provide them guidance regarding self employment and Bachat Gat.
- To provide them legal knowledge of women's fundamental rights by the experts.
- To provide them the appropriate information of child development and nourishment.
- To provide the knowledge of problem regarding starvation and imperfect food.
- To provide the guidance related mother-infant death and its remedies.
- To aware them about gender equality.
- To make women socially strong and empower to face the Problems.

2. The Context :-

Today in the era of globalization, the leading roles are being performed by women in society and their contribution for the society is always appreciated because they have established that they can undertake all types of missions and work whether it is serving in army and police forces, being administrators and diplomats, managing multinational companies or small businesses, joining professions like medicine, engineering or teaching. On the other side it is equally true that women face numerous challenges and discrimination from social prejudices.

It is general observation that on the threshold of 21st century, the pitiable condition of women can be seen particularly in rural area, for ex. the women have no knowledge of health and hygiene, they are not aware of their fundamental rights, they are not aware about hygienic and nutritional food. As a result the problems like mother-child death, Physical weaknesses and various diseases are found in rural area that caused for higher death rate of the women. Similarly domestic problems like harassment, violence, abusements are seen at large in rural area that make them discourage and frustrate in life.

To raise confidence and increase sense of optimism in life of women, the Department of Home Economics started “Women awareness programme” and conducts various activities throughout the year.

3. The practice : -

Gender discrimination, female foeticide, blind beliefs, superstitious issues, starvation, nutritional value in food, increasing rate of mother-child death, illiteracy, harassment and domestic violence are some of the serious problems of women in the society.

With intention to aware women about their problems and motivate them to find out solution, college started “women Awareness programme” throughout the year. Orientation on “Women Related Problem and Remedies”, workshop on “Fundamental Rights of Women”, lectures on “Opportunities of Employments and Reservation of Women in Administrative Services”, workshop on “Challenges of Women and Legal Advice” lectures on “Health Hygiene and Importance of Literacy”, “Nutritional Values in Food and Awareness of Breast Feeding to Newborn Infants”, are some of the activates conducted through Women Awareness programme.

It is difficult to change the traditional way and mindset of illiterate people in rural society still “Women Awareness Programme” is small attempt of the college to aware girls students and women in rural society and equip them with knowledge to solve their problems and lead better life and prosperous future.

4. Evidence of Success :-

Number of programmes relating women awareness have been organized in the college since beginning. But the rate of women problem is increased in last some years. Therefore college constituted women development Cell and department of Home Economics made small attempt by conducting various activities under “Women Awareness Programme”.

The activities like rallies against Women Foeticide, rallies against Dowry Death, lectures on Gender Equality and various current burning issues

are organized, Guidance programme for women in Bachat-gat and women in adopted village are also arranged to update the knowledge.

Students of the college have given better response to Women Awareness Programme, students spontaneously come forward to organized various activities, almost all the girls students and their female parent participate in it. As a result small change in the local society can be seen that admission rate of female students is increased, girl students have joined police force and aware about employment, some girls students started business of beauty parlor, stitching ladies clothes and number of girls students are studying hard for competitive examination so that they could secure Job in government services. Hence it may be called that “Women Awareness Programme” inspired and motivated number of girls students to choose proper path of life is the success of this programme.

5. Problem Encountered And Resource Required :-

The less response of women from the rural area is the main problem encountered while implementing this practice. It is not easy to change the mindset of people in society which prejudiced women and given them secondary treatment. To overcome these traditional problem we need to think over and find out certain way out. Women awareness programme is long process, it will take time to make reformation in rural society but it is fruitful in the future.

The organization planning and financial budget is made by Department of Home Economics. If there is financial problem, college helps this activity with all optimum support to make the programme successful. There is good response to Women awareness programme therefore college decided to carry out this activity continuously in future.

6. Notes :-

In the age of globalization the women in rural area should be able to face their problems and lead better life in the society. But unfortunately situation of women seems backward and need proper guidance and encouragement for their progress. Numerous problems of women can be realized in the society, it is necessary that women in rural area should be aware for their fundamental rights of equal status, education, hygienic health,

nutritional food and legal knowledge. All of us are well known that some schemes for women are being run by Government of India but proper information and benefits of schemes do not reach up to rural women.

Therefore our college has made small attempt to provide all these information to women of rural area through “Women Awareness Programme” under this programme college makes continuous efforts sothat women in rural area should be well equipped with proper knowledge and aware for their rights.

The objective of “Women Awareness Programme” is to empower women to lead life with peace, pride and progress in society, is successfully achieved hence this programme may be called one of the best practice of the college.



Prof. L.H.Ganvir

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
