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)*

Academic Year 2016-17

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Shegaon Education Society's Seth G.B.Murarka Arts & Commerce College, Shegaon

1.2 Address Line 1

> Rokdiya Nagar

Address Line 2

> ----

City/Town

> Shegaon, Dist.- Buldhana

State

> Maharashtra (India)

Pin Code

> 444203

Institution e-mail address

> anilkumaralr@gmail.com

Contact Nos.

> 9423428212 , 9960865510

Name of the Head of the Institution:

> Dr.Anilkumar L. Rathod

Tel. No. with STD Code:

> 07262-252049

Mobile:

> 9423428212, 9960865510

Name of the IQAC Co-ordinator:

Dr.Rajkumar M.Sharma

Mobile:

9960865510

IQAC e-mail address:

rajmsharma007@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

MHCOGN11717

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

EC/33/286/16-09-2004

1.5 Website address:

www.gbmcollege.com

Web-link of the AQAR:

www.gbmcollege.com/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	1st Cycle	C+	1.67	2004	2009
2	2nd Cycle	B	2.77	2016	2021
3	3rd Cycle				
4	4th Cycle				

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

15 /06/2004

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 2010-11submitted to NAAC on 12-10-2011)*

    i. AQAR _____ (DD/MM/YYYY)4

    ii. AQAR_____ _____ (DD/MM/YYYY)

    iii. AQAR_____ _____ (DD/MM/YYYY)

    iv. AQAR _____ (DD/MM/YYYY)

    v. AQAR 2016-17 submitted to NAAC on 29/12/2018_____ (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)   . Nil

1.12 Name of the Affiliating University *(for the Colleges)*   S.G.B. Amravati University, Amravati

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

Autonomy by State/Central Govt. / University   Nil

University with Potential for Excellence   Nil   UGC-CPE   Nil

DST Star Scheme   Nil   UGC-CE   Nil

UGC-Special Assistance Programme   Nil   DST-FIST   Nil

UGC-Innovative PG programmes   Nil   Any other (*Specify*)   Nil

UGC-COP Programmes   Nil

2. IQAC Composition and Activities

2.1 No. of Teachers   3

2.2 No. of Administrative/Technical staff   3

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

   community representatives   0

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   00

2.9 Total No. of members   10

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No. | 04 | Faculty | 02 |

Non-Teaching Staff Students | 01 | 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

Some Important decisions taken placed during various meetings by IQAC –
1) 7 quality circles are formed as per guideline given by NAAC.
2) All senior college teacher & office superintendent are involved in quality circles.
3) All the teaching and non teaching staff of the college were guided regarding key aspect of the quality circle in order to enhance the quality of the institution.
4) A meeting with the management was taken regarding to develop infrastructure facility was taken.
5) Various committees were formed for the smooth working of the institution all teaching and non teaching staff members are involved in these meetings.
6) Meetings with alumina of the college held and suggestions were taken from them for the developments of the college.
7) Feedback of the students for the teacher and also the feedback of the parents about institutions were taken in manual forms.
8) Decisions was taken to maintain proper records each and every activities of the institution.
9) Admissions were given to students on merit basis.

2.15 Plan of Action by IQAC/Outcome

   The plan of action chalked out by the IQAC in the beginning of the year towards quality

   enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To form Arts and Commerce Forum for proactive initiation of students.	1. Organised various events & students activated for listening and speaking skill through this forum.
2. Strenthening ICT learning resources in college.	2. Set up a well equipped computer lab and motivated to students to make more and more of computer in daily business life activities.
3.To provide adequate infrastructure and learning resources to the students.	3. Set up well equipped library with the current version of Text books ,reference books and promoted students for self study by using books.
4.To motivate students to the participate in extra-curricular like sports, debate competition, speech competition and many more.	4. Sent various students for sports competition held on district and university level and promoted them to take part in debate, speech competition and many more through "Youth fest." For one week every year.
5. To conduct unit test and class test at regular interval in year.	5. Conducted unit test at regular intervals throughout the year and take practice paper after completion of syllabi for routine evaluation of students.
6. To promote research work among teaching faculty of the college.	6. Held meetings under the guidance of Principal and Senior faculty Member and promoted teaching faculty for research work.
7. To encourage teaching staff to participate in state, national and international level seminar and conferences.	7. Held brain storming session of teaching faculty and encourage them to do research and present papers in various conferences, seminar at least twice and thrice in year career advancement.
8. To conduct various training program for students, teaching & nonteaching activities.	8. Called up localise computer experts and trainers to train students, teaching and non-teaching staff to minimum competency in computer skill.
9.To conduct IQAC and L.M.C. meetings.	9. Held various meetings of IQAC and L.M.C. in a year for achieving the academic and administrative objective of these committees.
10. To form student council and to elect university representative from the college.	10.As per the rules of SGBAU, Amravati firstly class representatives were elected who letter on elected university representative among themselves
11. To organise Youth Festival of 7days this will bring out creative and innovative ideas of the students.	11. Form various students committees for conducting cultural programmes and maintaining discipline during the festival. We found excellent dancers, singers, speakers and players through this Fest and also encourage them by giving cash prices, medals and certificates.
12. To conduct remedial classes for Arts	12. Conducted remedial classes for F.Y and S.Y. students in B.A. and B.Com. in English which

and Commerce students in English subject specially.	helped the failure students to pass in the subject.
13. To Encourage students to participate in various competitive exams.	13. Aongwith classroom teaching students are provided guidance for competitive exam such as banking, staff selection exam, M.P.S.C., U.P.S.C. and encourage them to participate in competitive exam for their bright future.
14. To make efforts for the training, and development of the students and also placing in good and reputed business organisation.	14. Provided special guidance to student for placing personal interview, group discussion etc. for selection in jobs in private and corporate sector.
15.To felicitate staff and students for their outstanding performance in program for various activities.	15.Staff members are felicitated for their noble achievement and students who are topper in subjects like Economics, Accounts, English etc. Are given cash prizes, students participating and winning in cultural program and sports are given medal and certificates on the occasion of Independence day, Republican day and youth festival in the college.
16.To strengthen N.S.S. & N.C.C. unit of the college.	16. Encouraged more and more students to participate in N.C.C. and N.S.S. unit of the college by providing guidance for their better prospective like short commission service to C certificate with A gradation.
17.To strengthen IQAC activities in the institution.	17. Organised various meetings and workshops for explaining teaching, learning and evaluation program to the teaching staff and established coordination teaching and non teaching staff.
18.To form various committees in the college for smooth working at the college place.	18.Formed the various committees for smoothening admission process, continuing teaching –evaluation process, arranging sports events and cultural program etc.
19.To purchase additional books for the library of the college.	19.Purchased latest text books and reference books for widening area of knowledge of the students and teachers in Arts and commerce.
20. To provide IT facilities to administrative staff for the smooth working at the college place.	20. Purchsed sufficient no. Of computer and installed necessary software programmes and trained the administrative staff for using computer and internet.
21. To Publish prospectus and to give admission to students on meritorious basis.	21. Published prospectus, collected admission forms from students and gave admission to deserving candidates on the basis of merit basis according to SGBAU rules.
22.To subscribe journal &news paper for students & staff.	22. Subscribed various journal and news papers maintained library for enlargement of knowledge of students and staff members of the college.
23.To computerise library of the college.	23.Provided computer and software to the library staff for proper maintenance and control of

24.To register the college on inflibnet.	books and material.

* 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 are prepared for the year 2016-17 & got it approved in meetings with the management body in the presence of the chairman, secretaries   and   other members of the institution.

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	B.A., B.Com.	---	---	---
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	Nil
Trimester	Nil
Annual	B.A.(Bachelor of Art), B.Com. (Bachelor of Commerce)

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.

> SGB Amravati University had made revision of syllabi time to time and also made 70% for descriptive paper and 30% on internal evaluation/assessment system as per Regulation of UGC, New Dehli.

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

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12 Full time	10 Full Time	Nil	1 Full Time	Nil

2.2 No. of permanent faculty with Ph.D.   [06]

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
10 Fulltime	02 F.T.	Nil	Nil	01 F.T.	Nil	Nil	Nil	10 Full Time	02 F.T.

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

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	06	---
Presented papers	04	07	04
Resource Persons	---	04	---

*Dr.R.M.Sharma as Resource Reporter Person at Lok Mahavidyalaya Wardh **On "Impact Demonetization on Verious Sector of Indian Economy"**

*Dr.V.K.Gaikwad as Resource person at Mauli Group of Institution, Shegoan on **"Human rights & Constitution of India."**

*Dr.V.M.Dehankar as Resource person at Bhaskaraoji Shingane College,Buldana.

*Dr.R.M.Sharma as Resource Reporter at Inter School Fest **On "Impact of Cashless transaction on Indian Economy"**

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

1. Prof.P.B.Meshram & Prof.S.V.Agrawal coordinated and adopted Extempore presentation, Seminar and Group Discussion to make proactive to students in the classroom teaching and learning specially in the subject commerce, economics to enforce the basic concept among the students.ITC based Teaching learning process started in College.

2. Dr.V.N.Ingle Showed Marathi Natakand took video lecture to enforce the Marathi literature concept and convention of B.A.Studetns.

3. Dr.R.M.Shram has conducted financial, management Games and charts for understanding Economic and management point of view. Also showed video pictures for understanding Brands of Multi-National corporations.

4. Dr.V.K.Gaikwad conducted Mock Parliament under political science study club & collected News literatures for assignment for understanding concept of political science.

5.Dr.G.D.Wagh conducted "Poem Competition" for carrying out Poetic ability of students.

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	Nil	Nil

2.10 Average percentage of attendance of students

78%

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	151	1.00	3.50	10.50	6.19	**21.19**
B.A – II	114	1.00	2.50	15.75	14.96	**34.21**
B.A.- III	61	2.00	3.00	20.25	17.37	**42.62**
B.Com. – I	145	4.25	2.00	24.29	00.00	**30.54**
B.Com. – II	95	1.50	22.50	12.00	1.89	**37.89**
B.Com.- III	91	5.75	25.75	10.50	1.96	**43.96**

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

Adopted systematic lesson plan & executed in proper way through academic staff member.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	02
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	01
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	05
Others	02

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	13	03 01-Lab Attendant,01Clerk	---	---
Technical Staff	---	---	---	---

Criterion – III

3. Research, Consultancy and Extension

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

1. Motivated teaching staff to make research on their subject and to attend conferences, seminar and present their papers. Organised 2 Meetings under guidance of Principal DR.Anilkumar L.Rathod on Research motivation to faculty Members.

By Keeping Above consideration of Meeting Dr.V.K.Gaikwad has conducted survey of 47 Grampanchayat under Research project of Matadaar JanJagruti with 20 students of B.A. for improving voting awareness among common people prepared exclusive research project own expenses. Outcome of this survey in immediate Gram Panchayat election would increase by 3% (from71 to 74%)

2. A Collaborative Activity organized by Dept. of English and Dept of Economics on"Meditaion & Self Defence" for all collegiate lady staff and girls under Direction of Dr.Banole & Mrs.Vandana Kukade. This program was coordinated by Prof. N.S. Rajgure and Prof.S.K.Balapure.

3.A workshop Organized by Social and Extension Cell on "Woman Harassment Prohibition & Reddressal Act." to do awareness among all Lady staff Members of college & Girl students as per guideline of Govt.Of Maharashtra.This program was coordinated by Prof. S.K. Balaprure , Prof N.S.Rajgure and arrangement made available by Prof.P.B.Gaikwad.

4.A workshop Organized on "One Day Workshop on Gynaeic Problems on before & after Marriage" as Guest Dr.Deepali Saraf & Mirs.P.P.Gaikwad. This program coordinated by Prof.P.B.Gaikwad ,Prof.S.K.Balapure & Prof.N.S.Rajgure.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	01	Nil
Outlay in Rs. Lakhs	Nil	Nil	**Rs. 7,59,000.00**	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	01
Outlay in Rs. Lakhs	Nil	Nil	Nil	**Rs.3,05,000.00**

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	02	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	04	07	04

3.5 Details on Impact factor of publications:

Range [Nil]   Average [Nil]   h-index [Nil]   Nos. in SCOPUS [Nil]

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	**Sept 2014 to Sept.2017**	**UGC, New-Dehli**	**Amt.Rs. 7,59,000.00**	**Amt.Rs. 7,59,000.00**
Minor Projects (Submitted)	-----	**W.R.O Pune**	**3,05,000.00**	**3,05,000.00**
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 *(other than compulsory by the University)*	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

[Nil]

3.7 No. of books published   i) With ISBN No. [Nil]   Chapters in Edited Books [Nil]

   ii) Without ISBN No. [01]

* Dr.V.K. Gaikwad has been published 01 ISBN No.

Text Books. "Indian Constitution & Transitions in Politics"

3.8 No. of University Departments receiving funds from

UGC-SAP [Nil]   CAS [Nil]   DST-FIST [Nil]

DPE [Nil]   DBT Scheme/funds [Nil]

3.9 For colleges   Autonomy [Nil]   CPE [Nil]   DBT Star Scheme [Nil]

INSPIRE [Nil]   CE [Nil]   Any Other (specify) [Nil]

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

3.11 No. of conferences

| Nil |

   organized by the Institution

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

3.13 No. of collaborations   International | Nil | National | Nil | Any other | 12 |

3.14 No. of linkages created during this year | 12 |

3.15 Total budget for research for current year in lakhs :

   From Funding agency | Nil | From Management of University/College | 200000 |

   Total | 200000 |

3.16 No. of patents received this year

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

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
Nil	Nil	Nil	Nil	Nil	01	Nil

*District level Appreciation Award on the Occasion of National Voting Awareness Day as Nodal officer to Dr.V.K.Gaikwad .

3.18 No. of faculty from the Institution
    who are Ph. D. Guides | 01 |
    and students registered under them | 06 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 02 |

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

JRF   SRF   Project Fellows | Nil | Any other | Nil |

3.21 No. of students Participated in NSS events:

University level | 50 | State level | 02 |

National level | Nil | International level | Nil |

3.22 No. of students participated in NCC events:

University level | 36 | State level | 00 |

National level | 01 | International level | Nil |

3.23 No. of Awards won in NSS:

University level | 03 | State level | Nil |

National level | Nil | International level | Nil |

3.24 No. of Awards won in NCC:

University level | Nil | State level | 01 |

National level | 01 | International level | Nil |

3.25 No. of Extension activities organized

University forum | √ | College forum | 04 |

NCC | 05 | NSS | 16 | Any other | 03 |

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

- Through N.S.S. Camp organized big 7 days Servey of Madtaar Jan Jagruti and explored a campaign among people of Rokadiya Gram Pachayat and Shegaon Nagar Palika. This campagn was gone through 50 students at door step 5888 houses of Shegaon area and received good appreciation for making social awareness. This Overall Campaign organized under coordination of Nodal officer Dr.V.K.Gaikwad, NSS Program officer Dr.R.M.Sharma,Prof.N.S.Rajgure and Prof.P.B.Gaikwad.This is collaborative activity of NSS and Plolitical Science Study Forum.

- Organized a Reily on "Digital / E-Banking & Cashless Transaction" Awareness Program within Shegaon Nagar Palika and executed direct talk with common people and all retail shop owners of Shegaon area.Also Series of Activities under campaign "Digital Literacy Sakshrata Abhiyan" of Govt.of India. This Overall Campaign organized under coordination of IQAC,Commerce Study forum and NSS Program officer Dr.R.M.Sharma,Dr.V.K.Gaikwad Prof.N.S.Rajgure and Prof.P.B.Gaikwad and P.B.Meshram .

- Conducted Bharat Swacchata Abhiyan Reilly by adapting Village Rokadiya Nagar Gram Panchayat (TQ.Shegaon.) during the session of 2016-17. Also discussed the objective of Cleanliness drive of Indian Government and got good response by the villagers. In this Reilly all teaching staff Members have been involved with NSS Volunteers of college.

- Conducting "Annual –Fest Five Days Yuva Mahotsav" on the Occasion of Swami Vivekananda Jayanti from 12th Jan to 17th Jan every year. It explored multidimensional skill among all students of B.A. and B.Com. It was conducted & coordinated by Dr.V.N.Ingle, Prof.S.K.Balapure & Prof.N.S.Rajgure under guidance of Principal Dr.A.L.Rathod.

- On the occasion Matadaar Jan Jagruti Awareness activity of Jilha Parishad Shegaon Panchayat Samiti 17 members of all Gram Panchayat under Presidential address Dr.Ajay Deshmukh (Registrar of SGBAU,Amravati) , Dr.Ganesh Malte (NSS Coordinator SGBAU,Amravati) , Prinicapal Dr.Anilkumar Rathod and Managemet Committee of S.E.S.Shegaon.This overall function was coordinated by Dr.V.K.Gaikwad and Dr.R.M.Sharma.

- As Career Guidance & Training & Placement coordinator Dr.Rajkumar Sharma Organized "Employment Week" under guidance of Principal Dr.A.L.Rathod for B.A.& B.Com. Students of our college. Under the Employment week organized 1.Workshop on "Digital Banking & Cashless Transaction" 2. "Personality Development & Interview Techniques" 3." Financial Literacy & Career Opportunity in Stock Market"4."Impact Goods & Service Tax" 5. "Professional Career in GST Constancy" 6. "Maths Magic in UPSC & MPSC Competitive Examination.

- As Social & Extension Coordinator (Political Science Study Club) Dr.V.K.Gaikwad organized various workshop under the guidance of Principal Dr.A.L.Rathod for All student of B.A.& B.Com. Like 1."70 years of Independence & Constitution of India." 2."Economical Point of view of Dr.Babasaheb Ambedkar",3."Voting is Fundamental right of Human".

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	4.5 Acres	Nil	Nil	4.5 Acres
Class rooms ITC –Classroom Lady Common Room	06	01 01 01	Self	09
Laboratories (Computer Lab)	01	Nil	Nil	01
Seminar Halls	01	Nil	Nil	01
05 Computer No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Nil	05	Self	05
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	Nil	Nil
Others (Departmental Cabins)	Nil	03	Nil	03

4.2 Computerization of administration and library

Have computerised administrative activities with 03 computer and four administrative staff members are 100% computer skilled.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11987	465995	132	33541	12119	499536
Reference Books	1521	467980	140	32529	1661	500509
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	02	6000	02	6000
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	04	6000	02	1500	06	7500

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	15	10	√	Nil	Nil	03	03	Nil
Added	06	05	Nil	Nil	Nil	02	Nil	Nil
Total	21	15	√	Nil	Nil	05	03	Nil

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

Arranged computer   skill improvement program through a local computer training centre of Shegaon area on honorarium basis for one day.

4.6 Amount spent on maintenance in lakhs :

i) ICT   26500

ii) Campus Infrastructure and facilities   75000

iii) Equipments   12000

iv) Others   10000

Total :   123500

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1.Arranged welcome ceremony of B.Com-I , B.A.-I year students for their Psychological and personality support and maintenance of relationship of students to students and students to teachers. Through this activity we build respectable environment in college.
>
> 2.Various students provided financial help for clinical diagnosis and other financial need.

5.2 Efforts made by the institution for tracking the progression

> 1. Right from the beginning of session we developed mentoring system by adopting Program of Shishy Dattak Padhati. Given 20 students to every lecturer for their continuous mentoring and progression of the student. Through this program we had got good result in their personal development and progression.
>
> 2. Annually organising competitive Exam through Political Science Adhyayan Manch and it would be conducted by Dr.V.K. Gaikwad as coordinator.
>
> 3.Dr.V.M.Dehankar has organised a study tour at Daulatabad, Aurangabad, Grushneswar & Verul for having historical importance to B.A. III students.
>
> 4.A Industrial Tour Organised of B.Com. & B.A. Final year students at Parle Manufacturing &Packing Industry at Khamgaon(Shivani Co.PVT.LTD.) of 40 students where they have understood manufacturing & Packing Procedure of Biscuits and done direct interaction with Industrial Personnel. This conducted Training & Placement Officer Dr.Rahjkumar Sharma and Dr.V.KGaikead.
>
> 5. On the Occasion of Birth Anniversary of Ex.President of India Dr.A.P.J.Abdul Kalam organized "Reading Motivational Activity" by Dr.G.D.Wadgh under Marathi study Forum 15thOct.2017
>
> 5.Prof.N.S.Rajgure has took Remedial classes for improving slow learner to Advance Learner. Also took a Essay writing competition on **"Save Trees & Save Life"** for improving writing skill.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
622	---	---	---

(b) No. of students outside the
    state

Nil

(c) No. of international students

Nil

Men	No	%	Women		No	%
	312	50.17			310	49.83

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total		General	SC	ST	OBC	Physically Challenged	Total
59	74	07	144	00	284		56	86	5	160	00	307

Programmes	Numberof Applications	Number of students admitted	Demand ratio
B.Com	547	337	1.62:1
B.A.	624	336	1.85:1

Demand ratio   B.Com.- **1.91:1** B.A. – **2.13:1**   Dropout % ----

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

> 1.Mr.Ram Pande has guided for competitive examination study and through light on importance of placement in Banking ,finance and Insurance.
> 2.Mr.Nitin Lathe (Fauclty member of Banking & Financial institution ,Bombay has guided to all students of B.A.& B.Com Competitive examination Like M.P.S.C. and UP.S.C.

No. of students beneficiaries   225

5.5 No. of students qualified in these examinations

NET   Nil   SET/SLET   Nil   GATE   Nil   CAT   Nil

IAS/IPS etc   Nil   State PSC   Nil   UPSC   Nil   Others   04

5.6 Details of student counselling and career guidance

        1.Constituted a separate " Career counselling and career guidance cell" and through this cell we provided guidance and counselled students to make a career in C.A.,C.S.,I.C.W.A.,M.B.A. in area of commerce and M.A.(Marathi literature, Economics ,History and Pol. Sci.) in area of arts etc.

2. Arranged Placement activity in campus for an improvement of placiability of commerce and arts students at college campus of us. Ram Pande ,Director, Myjob Consultancy regarding Banking ,Finance and Insurance .

3. As Career Guidance & Training & Placement coordinator Dr.Rajkumar Sharma Organized "Employment Week" under guidance of Principal Dr.A.L.Rathod for B.A.& B.Com. Students of our college. Under the Employment week organized 1.Workshop on "Digital Banking & Cashless Transaction" 2. "Personality Development & Interview Techniques" 3." Financial Literacy & Career Opportunity in Stock Market"4."Impact Goods & Service Tax" 5. "Professional Career in GST Constancy" 6. "Math's Magic in UPSC & MPSC Competitive Examination.

No. of students benefitted   370

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Campus Fair at Saraswati College,Shegaon	15	03	12 (Indian Army)

5.8 Details of gender sensitization programmes

Two Activity Conducted by Mr.P.B.Gaikwad on Gender Sensitization.

5.9 Students Activities

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

    State/ University level | Nil | National level | Nil | International level | Nil |

    No. of students participated in cultural events

    State/ University level | 15 | National level | Nil | International level | Nil |

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

Sports : State/ University level | 02 | National level | Nil | International level | Nil |

Cultural: State/ University level | Nil | National level | Nil | International level | Nil |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	316	684637
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level | Nil | National level | Nil | International level | Nil |

Exhibition: State/ University level | Nil | National level | Nil | International level | Nil |

5.12   No. of social initiatives undertaken by the students | 02 |

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

Since its inception the mission of the Society and the college has been to make higher education equally accessible at an affordable cost to all sections of the society including girls and the backwards classes. We have been continuously striving towards comprehensive development of students keeping pace with the development trends elsewhere.

6.2 Does the Institution has a management Information System

Yes, the Institution has a management Information System through maximum work is done by computerised manner and only partial work is going on manual basis.

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

6.3.1 Curriculum Development

Curriculum is not developed by the college as it is developed and suggested by SGBAU time to time.

6.3.2 Teaching and Learning

Adopted innovative teaching methods by staff member in their regular teaching & learning for the improvement of student's viz. Group Discussion, Seminar, Viva-voice.etc. Also given special attention of English communication through our F.M. of English – Prof.N.S.Rajgure and F.M. of Commerce Dr.R.M.Sharma.

6.3.3 Examination and Evaluation

Adopted class unit test system twice in every year on collegiate level and conducted university level exam as per rule of SGBAU.

6.3.4 Research and Development

Senior staff member had been motivating to all staff member for their personal academic and research development. Which was enforced them for continues and simultaneous development.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is full of Arts, Commerce text books and reference books with computerised record. We had broad band internet plan for surfing and browsing with 3 computers in office, 5 computers in computer lab and 1 computer in library.

6.3.6 Human Resource Management

Motivated staff members for their personal development on the part of orientation, refresher courses and workshop of the teaching and non teaching staff member of college.

6.3.7   Faculty and Staff recruitment

> Maintained routine recruitment system   as per the requirement of staff of academic and administration within time bound program of university.

6.3.8   Industry Interaction / Collaboration

> Met with localised management of co-operative banks, Private commercial banks to make interaction among the student and managers.

6.3.9   Admission of Students

> To fulfil quality and equality in admission process of the college maintained   the meritorious list as per the government quota and rules. Also done interaction   with the parents   of   students   about their attendance.

6.4 Welfare schemes for

6.5 Total corpus fund generated   Nil

6.6 Whether annual financial audit has been done   Yes √   No ☐

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	√	Appropriate As per rule	√	Appropriate As per rule
Administrative	√	Appropriate As per rule	√	Appropriate As per rule

6.8 Does the University/ Autonomous College declare 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?

> Existing   format of the examination system is annual pattern in arts and commerce.

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

> SGBAU is promoting to all reputed colleges of Amravati region if they are interest to do so the college autonomous as per govt. rule and regulation.

6.11 Activities and support from the Alumni Association

> Held a meeting of Alumni Association with newly admitted students of college. They motivated to these newcomers by reminding old memories of the colleges.

6.12 Activities and support from the Parent – Teacher Association

> Arranged parent's teachers meeting at the time of admission and interacting with them for further development of the students and discussing problems about absenteeism and dropped out of the students.

6.13 Development programmes for support staff

> College management has arranged computer skill improvement program through a local computer training centre of Shegaon area on honorarium basis for one day to support staff members of the college.

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

> The students of N.S.S. and N.C.C. had organised event of "Tree Plantation" within the campus of the college to make green environment with all staff members. In this year we have planted 30 trees around the campus.

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. As Career Guidance & Training & Placement coordinator Dr.Rajkumar Sharma Organized "Employment Week" under guidance of Principal Dr.A.L.Rathod for B.A.& B.Com. Students of our college. Under the Employment week organized 1.Workshop on "Digital Banking & Cashless Transaction" 2. "Personality Development & Interview Techniques" 3." Financial Literacy & Career Opportunity in Stock Market"4."Impact Goods & Service Tax" 5. "Professional Career in GST Constancy" 6. "Math's Magic in UPSC & MPSC Competitive Examination.
>
> 2. Dr.V.K.Gaikwad has conducted survey of 47 Grampanchayat under Research project of Matadaar JanJagruti with 20 students of B.A. for improving voting awareness among common people prepared exclusive research project own expenses. Outcome of this survey in immediate Gram Panchayat election would increase by 3% (from71 to 74%)
>
> 3. Conducted Bharat Swacchata Abhiyan Reilly by adapting Village Rokadiya Nagar Gram Panchayat (TQ.Shegaon.) during the session of 2016-17. Also discussed the objective of Cleanliness drive of Indian Government and got good response by the villagers. In this Reilly all teaching staff Members have been involved with NSS Volunteers of college.

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

1. Organised various events & students activated for listening and speaking skill through this forum.

2. Set up a well equipped computer lab and motivated to students to make more and more of computer in daily business life activities.

3. Set up well equipped library with the current version of Text books, reference books and promoted students for self study by using books.

4. Sent various students for sports competition held on district and university level and promoted them to take part in debate, speech competition and many more through "Youth fest." For one week every year.

5. Conducted unit test at regular intervals throughout the year and take practice paper after completion of syllabi for routine evaluation of students.

6. Held meetings under the guidance of Principal and Senior faculty Member and promoted teaching faculty for research work.

7. Held brain storming session of teaching faculty and encourage them to do research and present papers in various conferences, seminar at least twice and thrice in year career advancement.

8. Called up localise computer experts and trainers to train students, teaching and non-teaching staff to minimum competency in computer skill.

9. Held various meetings of IQAC and L.M.C. in a year for achieving the academic and administrative objective of these committees.

10. As per the rules of SGBAU, Amravati firstly class representatives were elected who later on elect university representative among themselves

11. from various students committees for conducting cultural programmes and maintaining discipline during the festival. We found excellent dancers, singers, speakers and players through this Fest and also encourage them by giving cash prices, medals and certificates.

12. Conducted remedial classes for F.Y and S.Y. students in B.A. and B.Com. in English which helped the failure students to pass in the subject.

13. Along-with classroom teaching students are provided guidance for competitive exam such as banking, staff selection exam, M.P.S.C., U.P.S.C. and encourage them to participate in competitive exam for their bright future.

14. Provided special guidance to student for placing personal interview, group discussion etc. for selection in jobs in private and corporate sector.

15. Staff members are felicitated for their noble achievement and students who are topper in subjects like Economics, Accounts, English etc. Are given cash prizes, students participating and winning in cultural program and sports are given medal and certificates on the occasion of Independence day, Republican day and youth festival in the college.

16. Encouraged more and more students to participate in N.C.C. and N.S.S. unit of the college by providing guidance for their better prospective like short commission service to C certificate with A gradation.

17. Organised various meetings and workshops for explaining teaching, learning and evaluation program to the teaching staff and established coordination teaching and non teaching staff.

18. Formed the various committees for smoothening admission process, continuing teaching – evaluation process, arranging sports events and cultural program etc.

19. Purchased latest text books and reference books for widening area of knowledge of the students and teachers in Arts and commerce.

20. Purchsed sufficient no. Of computer and installed necessary software programmes and trained the administrative staff for using computer and internet.

21. Published prospectus , collected admission forms from students and gave admission to deserving candidates on the basis of merit basis according to SGBAU rules.

22. Subscribed various journal and news papers maintained library for enlargement of knowledge of students and staff members of the college.

23. Provided computer and software to the library staff for proper maintenance and control of books and material.

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

- As Social & Extension Coordinator (Political Science Study Club) Dr.V.K.Gaikwad organized various workshop under the guidance of Principal Dr.A.L.Rathod for All student of B.A.& B.Com. Like 1."70 years of Independence & Constitution of India." 2."Economical Point of view of Dr.Babasaheb Ambedkar",3."Voting is Fundamental right of Human".

- Organized a Reily on "Digital / E-Banking & Cashless Transaction" Awareness Program within Shegaon Nagar Palika and executed direct talk with common people and all retail shop owners of Shegaon area.Also Series of Activities under campaign "Digital Literacy Sakshrata Abhiyan" of Govt.of India. This Overall Campaign organized under coordination of IQAC,Commerce Study forum and NSS Program officer Dr.R.M.Sharma,Dr.V.K.Gaikwad Prof.N.S.Rajgure and Prof.P.B.Gaikwad and P.B.Meshram .

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

7.4 Contribution to environmental awareness / protection

> The students of N.S.S. and N.C.C. had organised event of "Tree Plantation" within the campus of the college to make green environment with all staff members. In this year we have planted 20 trees around the campus.

7.5 Whether environmental audit was conducted? Yes | √ | No | |

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

> Nil

8. **Plans of institution for next year**

1.To form Arts and Commerce Forum for proactive initiation of students.

2.Strenthening ICT learning resources in college.

3.To provide adequate infrastructure and learning resources to the students.

4.To motivate students to the participate in extra-curricular like sports, debate competition, speech competition and many more.

5. To conduct unit test and class test at regular interval in year.

6. To promote research work among teaching faculty of the college.

7. To encourage teaching staff to participate in state, national and international level seminar and conferences.

8. To conduct various training program for students, teaching & nonteaching activities.

9.To conduct IQAC and L.M.C. meetings.

10. To form student council and to elect university representative from the college.

11. To organise Youth Festival of 7days this will bring out creative and innovative ideas of the students.

12. To conduct remedial classes for Arts and Commerce students in English subject specially.

13. To Encourage students to participate in various competitive exams.

14. To make efforts for the training, and development of the students and also placing in good and reputed business organisation.

15.To felicitate staff and students for their outstanding performance in program for various activities.

16.To strengthen N.S.S. & N.C.C. unit of the college.

17.To strengthen IQAC activities in the institution.

18.To form various committees in the college for smooth working at the college place.

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

20. To provide IT facilities to administrative staff for the smooth working at the college place.

21. To Publish prospectus and to give admission to students on meritorious basis.

22.To subscribe journal &news paper for students & staff.

Dr. Rajkumar Mohanla Sharma   Principal Dr.Anilkumar L.Rathod

Name _____   *Name* _____

_____   _____
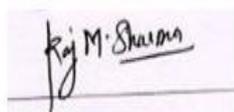
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

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

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Attachment of Academic Calendar Year 2016-17

Seth G.B.Murarka Arts and Commerce College,Shegaon

Academic & Administrative Calendar 2016-2017

All members of teaching staff are informed that they should note Academic & Administrative Calendar for the year 2014-2015.

FOR ANNUAL PATTERN

1) **I Session: -** From Mon., 9th June, 2016 to Sat. 18th Oct, 2016   2) **Diwali Vacation: -** From Mon.20th Oct, 2016 to Sat, 8th Nov.2016

3) **II Session: -** From Mon., 10th Nov, 2016 to Sat, 25th April, 2016.

4) **Summer Vacation** :- From Mon, 27thApril,2016 to Sat,13th June,2016.

Teaching days available during Academic Year 2016-2017.

(Teaching days)

I Session		II Session	
Month	Days	Month	Days
June,2016	01	Nov,2016	18
July, 2014	27	Dec. 2016	26
Aug. 2016	24	Jan. 2017	26
Sept. 2016	24	Feb. 2017	20
Oct. 2016	14		
Total	90		**90**

I Session 90 days + II Session 90 Days = Total Teaching Days 180

Date of commencement of Teaching:- Monday 30th June 2015.

Days available during the academic year 2016 – 2017

For Admission Mon., 9th June, 2016 to Saturday, 28th June, 2016	18 days
For Exam and Non-instruction Days Feb.2017	02 days
Mar. 2017	23 days
Apr. 2017	19 days
Total	**62days**

Total days available during academic year 2016 -17	Sunday + Winter Vacation (excluding Sun.) + Public Holidays	Total working days in academic year 2016-2017
322	**46+18+16 = 80**	**242**

Seth G.B.Murarka Arts and Commerce College,Shegaon

Jayanti and Punnyatithi Schedule   (Academic Year: - 2016 - 2016)

Sr. No.	Particulars.	Date
01	Lokmanya Bal Gangadhar Tilak Punnyatithi	1st Aug. 2016
02	Dadabhai Nauroji Jayanti	4th Sept. 2016
03	Shikshak Din	5th Sept. 2016
04	Father of Nation Mahatma Gandhi Jayanti – & Ex-Prime Minister Lal Bahadur Shastri Jayanti	2nd Oct. 2016
05	Kranti Surya Mahatma Jyotiba Fuley Punnyatithi.	28th Nov. 2016
06	Bharat Ratna Dr. Babasaheb Ambedkar Mahaparinirwan Din.	6th Dec. 2016
07	Iron Man of India Saradar Vallhabhai Patel Punnyatithi	15th Dec. 2016
08	"Karmayogi" Sant Gadgebaba Punnyatithi	20th Dec 2016
09	"Kranti Jyoti" Savitribai Fuley Jayanti.	3rd Jan. 2017
10	Swami Vivekanand Jayanti.	12th Jan. 2017
11	Chhatrapati Shri Shivaji Maharaj Jayanti.	19th Feb. 2017
12	Bharat Ratna Dr. Babasaheb Ambedkar Jayanti.	14th Apr. 2017

Note: - 1) Jayanti and Punnyatithi of our national leaders will be performed on working day at 12-00 Noon and on other day 10-00 a.m. sharply.

2) No Separate Notice will be circulated regarding the above Jayanti & Punnyatithi

3) It is mandatory to attend Flag Hoisting ceremony on 15th August, 26th January and 1st May.

4) Teachers should take care regarding completion of 180 Teaching days in an Academic year.

Head   Principal   Academic & Administrative Calender Committee

Seth G.B.Murarka Arts and Commerce College, Shegaon, Dist. Buldhana

List of members of the Teaching Staff

Students Evaluation of the Teacher's 2016-17.

Sr.No	Name of Teachers	Percentage	Result
1	Prof. V.M. Dehankar	91.00	Very Good
2	Prof. Miss S.K. Balapure	92.00	Very Good
3	Dr. G.D. Wagh	90.00	Very Good
4	Dr.V.K. Gaikwad	91.00	Very Good
5	Prof, V.N. Ingle	91.00	Very Good
6	Prof. P.B. Meshram	92.00	Very Good
7	Prof. P.B. Gaikwad	91.00	Very Good
8	Prof.S.V.Agrawal	92.00	Very Good
9	Dr.R.M.Sharma	91.00	Very Good
10	Prof.N.S.Rajgure	91.00	Very Good

BASE OF THE TEACHER'S EVALUATION:-

Percentage Score	Result
81-100	Very Good
61-80	Good
41-60	Average
00-40	Below Average