YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Shri Shivaji Science And Arts College, Chikhli, Dist. Buldana.
• Name of the Head of the institution	Dr. O. S. Deshmukh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07264242088
• Mobile No:	9422125738
• Registered e-mail	shivajichk@rediffmail.com
• Alternate e-mail	principalsscc@gmail.com
• Address	Near BDCC Bank, Pandharinath Patil Square
• City/Town	Chikhli, Dist. Buldana
• State/UT	Maharashtra
• Pin Code	443201
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**Sant Gadge Baba Amravati University, Amravati**
• Name of the IQAC Coordinator	**Dr. V. U. Pochhi**
• Phone No.	**07264242088**
• Alternate phone No.	**9890964215**
• Mobile	**9890964215**
• IQAC e-mail address	**shivajichikhliiqac@rediffmail.com**
• Alternate e-mail address	**principalsscc@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://shivajichk.ac.in/pdf/AQAR%202019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.shivajichk.ac.in/pdf/Academic_Calender_2020-2021__1_.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.72**	**2004**	**16/02/2004**	**15/02/2009**
Cycle 2	**B++**	**2.82**	**2014**	**24/09/2014**	**23/09/2019**

6.Date of Establishment of IQAC	**09/12/2010**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**00**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	6
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File]()
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
• If yes, mention the amount	300000

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

- ISO certification of institute

- Institution NIRF registration

- Value added/Certificate Courses such as Bacteriological Analysis of Water, Ayurveda, Sericulture, Renewable Energy Sources, Soil Testing Analysis, Microsoft, Agricultural Entrepreneurship, Communication Skill in English etc

- Green Audit, Environment Audit and Energy Audit of College

- National Level Workshop on "NAAC Revised SSR Filling Process" in Collaboration with IQAC Cluster India.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1.To Start Value Added /Certificate Courses	Eight Value added Course has been Started including Bacteriological Analysis of Water ,Ayurvada,,Sericulture,Renevable Energy,Sources,,Soil Testing Analysis, Microsoft,Agricultural Enterprenership,,Communication,Skill in English
2. To organize National Conferences	Two national conferences have been organised 1) National Level Conference on Role of Nanotechnology for Sustainable Future (3/08/2021) 2) One Day National Conference on Relevance of Socio-Religious Reforms Movement in Present Context (22/09/2021)Two National e-Conferences have been organized 1. National Level Conference on Role of Nanotechnology for Sustainable Future on 03/08/2021. 2. One Day National Conference on Relevamce of Socio-Religeous Reforms movement
3.To Organize Various National/State/University/District Level Workshops	To Organize Various National/State/University/District Level Workshops Various state /national level workshops have been organised including 1) University Level Workshop Role of Historical Women in Women Empowerment (04/01/2021) 2) Micro Greens: A New Beginning Towards Healthy Nutrition (08/03/2021) 3) State Level Workshop on Intellectual Property Rights (18/03/2021) 4) National Level Workshop on Crypto Currency (26/03/2021) 5) National Level Workshop on Intellectual Property Rights (10/07/2021) 6) National Level

	Workshop on Big Data (31/07/2021) 7) National Workshop on Electronic Devises & Its Applications (06/08/2021) 8) National Workshop on Use of Virtual Laboratory in Teaching and Learning (9/08/2021 & 10/08/2021) 9) Workshop on Research Methodology (8/09/2021) 10) Twenty Days workshop on Communication Skills in English (13/09/2021) 11) Workshop on creation of magnificent seasonal & hanging plants (12/09/2021) 12) District level workshop on Mushroom Cultivation & Entrepreneurship (23/09/2021)
4.Installation of talking tree app	Installation of talking tree app Talking tree app has been installed successfully in college campus on 30/08/2021
5.One week induction programme for UG Students	One week induction programme for UG Students has been conducted from 26/11/2021 to 01/12/2021
6.To organize state level general knowledge competition	State level general knowledge competition has been organised on 26/02/2021
7.To organize guest lectures in various disciplines	1) Carbon metabolism in Plants (Dept. of Botany, 11/02/2021) 2) Central Government Budget-2021 (Dept. of Economics, 13/02/2021) 3) Fun With Optics (Dept. of Physics, 01/04/2021) 4) Sir C. V. Raman Lecture Series (Dept. of Physics, 22/02/2021 to 27/02/2021)

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	**01/12/2021**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	**04/02/2022**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**53**

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	**963**

File Description	Documents
Data Template	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**390**

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	**250**

File Description	Documents
Data Template	[View File]

3.Academic	
3.1 Number of full time teachers during the year	**39**

File Description	Documents
Data Template	View File

| 3.2

 Number of Sanctioned posts during the year | **51** |

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**20**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1149591.24**
4.3 Total number of computers on campus for academic purposes	**75**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

College is affiliated to SGB Amravati University, Amravati and offers undergraduate and postgraduate, PhD Courses in Science, Arts and Commerce subjects. Five professors of the college are elected for the members of Board of Studies at the university. As curriculum is designed by the university, the college implements the curriculum effectively.

The IQAC prepared Academic Calendar and centralized Time Table for the implementation of teaching work And organizes a meeting of all

the faculty members to present the result analysis of all the three faculties. After evaluation of the achievements and failures of the past year, fresh modalities are checked out for upcoming new academic year. The Annual Plan and Daily Teaching Work are noted down in the Academic Diary.

For Research Programmes, the courses are discussed first in the RAC and then recommended to the PhD Cell of University where they are again discussed in RRC for final approval. The faculties participate in various research activities.

Students and teachers can refer study literature in library. The Physical Education Department arranges various sports events. Regular sport practice is also arranged. Staff Council Meetings are held to discuss the difficulties in the teaching learning process and other relevant matters of college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://shivajichk.ac.in/pdf/criterion1/1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

According to SGBA University's guidelines: Continuous Internal Evaluation (CIE) and Semester/ Annual Examination (SSE/EAE) which includes test, assignment, project assignment, seminar/ excursion tour, and group discussion. Weightage ratio is 20% in CIE and 80% in ESE/ EAE in UG. For smooth performance of CIE, a College Examination Committee has been formed. All teachers follow the university's own evaluation procedures.

Its exercise ensures:

The (CIE) Marks are shown to students.

Providing feedback to students on mistakes committed.

Providing opportunity to learn subject more accurately.

Fail students can take opportunity of second test to improve performance.

Question papers of the unit tests are framed on basis of university question paper pattern including MCQs, Answer in One Sentence Questions, Short And Long Answer type Questions to have a comprehensive understanding of University Semester Question Paper Pattern. Internal evaluation is the teacher's responsibility. To preserve the system's credibility, students are able to communicate with their teachers. University Examination grievances are solving promptly through committee.

Institution ensures effective time management. College carries effective planning to stick to academic calendar this allows teachers and students to space out their teaching-learning and regular assessment of the same. Academic calendar provides important information of teaching and examination dates.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://shivajichk.ac.in/pdf/criterion1/1.1.2.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above
following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

15

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

08

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

223

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

1550

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution has imbibed different types of papers in the curriculum such as Indian constitution, professional ethics, and environmental studies.

Environment and sustainability

To sensitize students about the environmental and sustainability issues, No. of units are taught (BSc-Zoo, Sem IV- Unit No. Vth, VIth and Botany Sem-V Unit Vth, VIth) And activities such as Guest Lectures series on Environment Education, Oxygen Park Development, Tree Plantation were organized. Wildlife Week, Sparrow Day, Ozone Day and Tiger day are commemorated.

Human Values

B.A-Political Science (I) Unit 1 Preamble-Nature & Importance,

B.Com-I (I) Accounts.

B.A. I (II) Prose 4 : Values In Life,

B.A. I (II)-Poetry 5: Money Madness A number of activities comprising human values have been conducted, working in Swachhata Abhiyan, Sanvidhan Din, Voters Awareness, Road Show.

Gender Sensitization

BA-Sem-V Stri-Purush Tulana

B. A. (I) Unit Women Participation In Panchatraj of Maharashtra I

nternational Women's Day is celebrated every year by organizing Guest lecture by Woman luminaries.

Professional ethics

B. Com. II Sem-V Prose 1. Ratan Tata 2. Steve Jobs

B.Com-II (III) Computer And Fundamental Systems

Students' perspectives on professional ethics have been enriched by exposing them to a variety of seminars, workshops, and lectures by eminent scholars.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

44

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the   A. All of the above

**syllabus and its transaction at the institution
from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows   **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://shivajichk.ac.in/pdf/criterion1/1.4.1_1.4.2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1780

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

905

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The students admitted in our college are from different economic background. After the completion of admission process, college conducts 'Student Induction Program'. Through this students are introduced with teaching-learning and evaluation system, Discipline, Support services, various academic and other schemes along with development and achievements of the college.

The faculty identifies slow and advance learners among students on the basis of their previous year examination performance, responses in the class room and internal assessment. The following steps are taken for the improvement of slow learners:

i. Remedial coaching

ii. Extra coachingand notes,

iii. Additional tutorial

iv. YouTube lectures

v. Departmental library facility

vi. Student-Parents Meet

vii. Mentor-Mentee scheme

Advanced learners are provided the following several opportunities to develop their knowledge and skills.

i.Reference books, journals.

ii.Home assignment and projects are assigned.

iii. Soft Skill Development Programme.

iv. Subject Association

v.Encouraged to apply for competitive examinations.

vi. Motivated to participate in seminar, conferences, workshops, Poster presentation, Industrial Tour, Group discussion, quiz competition, Science exhibitions, debates, elocution, AVISHKAR-students' research competition.

vii. Guest lecture / lecture seriesare organized.

The college library also ensures accessibility to computer facility and internet for the online study material.

File Description	Documents
Link for additional Information	http://shivajichk.ac.in/pdf/criterion2/2.2.1..pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
963	39

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The following efforts are taken by the Faculty Members to enhance student involvement.

1. Experiential Learning:

i.Value Added Courses- Value added courses are introduced for development of professional skills.

ii.Project based learning-Projects are given to student for deeper learning and high quality work.

iii. Mock Parliament- Somestudentsparticipate in mock parliament organized by YuvakBiradari.

iv. On-job Trainings-Some Commerce stream student are trained through 15 days apprenticeship work in various private banks for pursuing actual nature of work.

2. Participated Learning:

i.Field Visits/Industrial Visits- organize to give firsthand experienceto students.

ii. Seminar Presentation-Develop technical skills while presenting papers in seminars.

iii. Team work- All Departments organize students' activities to promote the spirit of Team work viz. NCC & NSS activities, Village Adoption,Tree plantation,Swatchh Bharat,Health awareness camp,Annual Cultural program,Science Rangoli,COVID-19 awareness poster competition,Yuva Bhushan Competition,Science day, National Voters day, Constitution day & National Girl Child day celebration.

iv. Group work-Students learn to work in groups through departmentalPractical and Workshops.

3. Problem solving Methodology:

It has been observed that students face problems to communicate in English. To encourage building the skills required for these issues, Skill Enhancement Programs were organized.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	[http://shivajichk.ac.in/pdf/criterion2/2.3.1..pdf]()

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

It is essential for every faculty to know to use ICT tools for effective teaching. Almost all the faculty members are techno-savvy. Most of the teachers use LMS, Zoom Portal, Google Meet, Slideshare, Google Classroom, WebEx& WhatsApp group for teaching. Faculty member accesses N-list e-resources for upgrading knowledge for effective teaching-learning process. Virtual classroom and virtual laboratory are used by faculty to perform a series of experiments that yield authentic results.The entire faculty member use Computer or Laptop for preparing their notes and presentation. Projectors are available in different classrooms and labs. Printers and scanner machine are available in most of the Departments.Students observe lectures uploaded on YouTube channel. Animated video are made by faculty for teaching-learning process. Free internet in the library and wifi facilities in campusis available. Faculties are encouraged to use power point presentations in their teaching by using LCD's and projectors. Online expert talks, lecture series and various competitions are regularly organized for students. Faculties prepare online quiz for students after the completion of each unit with the help of Google Forms and Testmoz. Recording of video lectures is made available to students for long term learning and future referencing.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://shivajichk.ac.in/pdf/criterion2/2.3.2..pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

51

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

27

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

427

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The evaluation system serves as an aid to check the progress of learning. As per the guidelines of SGBAU, Amravati, the evaluation system has two components viz. The Continuous Internal Evaluation (CIE) and the End Semester/Annual Examination (ESE/EAE). The ratio of weightage of marks is 20% in CIE and 80% in ESE/EAE for UG. CIE component includes test, assignment, project assignment, seminar/excursion tour and group discussion.

College Examination Committee has been formed for the smooth conduction of CIE.The unit tests question paper is framed on the basis of university question paper pattern.All the respective teachers are informed to follow the academic calendar of college to declare the Internal Assessment Schedule.

To ensure the progress and transparency in CIE following steps are taken by the faculty:

1. The (CIE) Marks are displayed on Notice Board.

2. Students, who are not satisfied with evaluation, can get the answer sheets evaluated again.

Transparency in Evaluation: Internal evaluation is entirely the responsibility of the teacher who teaching the course. To ensure the creditability of the system students are allowed to interact with his/her teacher and seek clarification about the marks awarded in a particular test, seminar or project if necessary.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://shivajichk.ac.in/pdf/Academic_Calender_2020-2021__1_.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has a well-organized mechanism for Redressal of examination related grievances. The student can approach the Teachers, College Examination Officer and Principal to redress the examination related grievance. The procedure for handling examination related complaints is transparent, time-bound and effective.College Examination Committee has been formed for the smooth conduction of Continuous Internal Evaluation.

The internal marks are displayed on the notice board. If any discrepancy like mistakes in mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned.

The Department has to declare final revaluation result within fifteen days. All such representations are taken positively and are reassessed by another teacher if necessary. The students have the freedom to use suggestion box to put in the note of dissatisfaction with the internal examination mechanism.

Faculty evaluates assignments/projects based on the syllabus which is also shared with the students. They should submit it in time bound period.The grievances related to university evaluation and process is solved through Exam Grievances Committee.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://shivajichk.ac.in/pdf/criterion2/2.5.2..pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

Program outcomes (PO), program specific outcomes (PSO) and course outcomes (CO) for all programs offered by the institution are stated and displayed in website of the institution.Students are made aware about Program outcomes (PO), program specific outcomes (PSO) and course outcomes (CO) in the College Induction program.Hard copy and soft copy of PO, PSO & CO is available in the departments for ready reference to teacher and students. It is also displaced on notice board of Departments.

In general the following expectations in PO, PSO and CO are discussed frequently with the students by the faculty.

1. Developed Scientific outlook for upgrading the aspects related to life, Acquired skills in handling instruments, planning and performing laboratory experiments.

2. The developments of team work and leadership abilities are imbibed to give importance of safe laboratory skills.

3. Recognize ways in which political, social and economic issues which affect their daily lives across time and space.

4. Business economics is useful to develop the knowledge & concept in economy.

5. Develop skill in Computer fundamental, Business regularity framework, areas of Income tax.

Above all professional development for economic stability is essential.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://shivajichk.ac.in/pdf/criterion2/POCOPSO_.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Courses under the Faculty of Humanities, Commerce and Science are

governed under SGBAU, Amravati. The PO, PSO & CO isfirstly evaluated by the institution and then they are communicated to the students in the formal way of the discussion in the classroom as well as displayed on the departmental Notice board.

For measurement of attainment of POs, PSOs and COs, Class tests are scheduled by the teachers. After completingthe evaluation, the analysis is done. This analysis is useful to building strategy for improvement. Each student is motivated to participate in Group Discussion and Seminars. Through these activities the thinking process, skills and knowledge of the students is assessed. Assignments and Project Assignment help to measure the attainment of PSO. Practical examination is conducted in laboratory to check knowledge and skill acquired by student.

Some Co-curricular activities are also held which makes the institution know about the knowledge and information of the students. At end of course, feedback on curricular and other aspect are taken from students, Parents and Alumni to check attainment of program and course outcomes. Attainments of CO's are calculated by using university examination results. Feedback on curriculum is taken into consideration for future planning.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	http://shivajichk.ac.in/pdf/criterion2/2.6.2 ..pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

250

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://shivajichk.ac.in/pdf/criterion2/2.6.3_Annual_Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://shivajichk.ac.in/pdf/criterion2/SSS-2020-21 Report.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

2.20

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.ugc.ac.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

15

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

22

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

30

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college organizes and participates in various extension activities with the objectives of sensitizing students about various social issues and also contributing to the community and strengthening the community participation.

Civic Responsibility: Celebration of international yoga day, social harmony day constitution day, Shivjayanti and Mahatma Gandhi birth Anniversary help in forming responsible citizens of India. Through such programs the institution tries to instill the value of civic responsibility in young mind of students.

Environmental awareness: Students participating in activities such as Tree Plantation, world Water day and international ozone day become more aware about fragile ecology and create environmental consciousness among students and society.

Health And Hygiene: Organization of Covid-19 Awareness programme and programme on microgreen created awareness about prevention of Covid and healthy food habits.

Cleanliness for good living: Students participated in the cleaning of college campus. Such programme sensitizes the common man about significant aspects of good living.

Gender Equality: programs on organization of National girl Child Day create awareness about gender equality among students.

Human Values: Organization of world population day, participation in Pulse Polio campaign,Blood donation,Human right day and Voter Awareness programme emphasizes the importance of human values for student.

File Description	Documents
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion3/3.3.1 - Extention activities.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

23

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

573

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

5

28-06-2022 12:54:00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

There are adequate facilities available in our institution for teaching-learning as per the minimum specified requirement by statutory bodies.

1. **Classrooms**

There are 13 laboratories functioning in the institution. Nine labs are of science subjects. Department of Commerce and Home Economics carries each one lab.

The labs of Botany, Zoology and Microbiology and Computer Science are recognized research laboratories. English Language lab equipped with language learning software.

1. **There are 18 classrooms available in the institution which is sufficient to engage theory classes.**
2. **Laboratories**
3. **ICT Facility:**

- **Internet Facility is made available in all the departments. The Administrative Office is connected with separate internet connection for uninterrupted administrative work. Collectively the available bandwidth in the institution is 120 mbps.**

- **All the labs are provided with LCD projector for better demonstration of practicals.**
- **The Central Library is equipped with 10 PCs. The library is also used by the students and teachers as Browsing Centre.**

Library : The Central Library possesses 40156 books and 931 reference books including Dictionaries and Encyclopedias. There are 97000+ e-books and 6000+ e-journals available subscribed through N-List. Several books on competitive exams are also available in the library.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion4/4_1_1.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- **The college has a big play ground to serve the needs of students. The following sports facilities are available :**

Sr. No.

Sports Ground

Area/ Size/ Facility

i.

Running Track

400 Meters

ii.

Cricket Ground

60X70 Meters

iii.

Football Ground

60X90 Meters

iv.

Kho-Kho Ground

16X29 Meters

v.

Ball Badminton Court

12X24Meters

vi.

Kabbadi Ground

10X13 Meters

vii.

Volleyball Ground

9X18 Meters

viii.

Table Tennis Table

01

ix

Cricket Net for Practice

Cement Wicket

3X12 Meters

x.

Flood Light For Ball Badminton Game Night Practice

Gymnasium:

- **A well-equipped gymnasium is available for the students. Students have to pay entry fees monthly. The revenue generated**

is used for the maintenance of the equipments.

- Special time is allotted to the senior citizens, women and other than college students to avail gym facility. They are charged monthly fees.
- The equipments available in the gymnasium are: Triceps Push Down Machine, Dechline Bench, Twelve Station Machine etc.

Cultural Activities

- The students are motivated to participate in various cultural activities organized during Annual Gathering and Youth Festival organized at University level.

The cultural activities are organized in the auditorium and on the open theatre in the annual gathering.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion4/4_1_2.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion4/4_1_3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in

Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

11.49

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The central library of the college has been working effectively serving the needs of students and teachers. There are ten PCs in the library with internet connection. There are 40156 books and 931 reference books available in the library in addition to Encyclopedias and Dictionaries. A separate reading room is also available for students. Students use the PCs for internet browsing. News papers and periodicals are also available for students. There are many books purchased to help the students to study for Competitive Exams. Students and teachers visit the library for newspaper reading also. There are e-books and e-journals available subscribed through N-List in the library. Every teacher is given membership to assess the N- List, the e- recourses of the library. Books and reference books are purchased every year. There are 32 journals belonging to different wings of knowledge are subscribed every year. The library is partially automated with SOUL- 2.0 software.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://shivajichk.ac.in/pdf/criterion4/4_2_2.pdf

4.2.2 - The institution has subscription for the   **C. Any 2 of the above**

**following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.42

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

10.51

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The facilities such Internet Connection, College Website, PCs and

other IT facilities are updated regularly. Agreement with the Internet Provider is signed . As per requirement, PCs are purchased. All the PCs available in the college are protected with antivirus. The Annual Maintenance Charges for E-Governance, MIS, ERP, EMS, System Software are paid annually.Licensed Microsoft softwares are purchased for some PCs. Other IT equipments are purchased as per need.

IT facility is provided to the students and teachers to make teaching and learning process effective. All the Science Departments are provided internet facility and LCD projector to incorporate IT enabled teaching methods in teaching and learning. Well equipped Computer Science Lab is available for the students to carry out IT related practical work. For the students of Commerce another Computer Lab is available where students learn IT skills incorporated in their syllabus.

The library is provided with internet and N-List Online resource of e-books, e-journals for the use of teachers and students. Soul 2.0 Software is used for automation in the library.

For the students and teachers Wi-Fi facility is provided in the college campus.

Language Learning Lab equipped with Language Learning Software is available for the students.Information about the Departments can be accessed by scanning QR Code.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion4/4_1_3.pdf

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution   `A. ? 50MBPS`

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

`7.81`

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

`Many committees are formed for the maintenance and utilization of physical, academic and support facilities.`

1. `Class Rooms: College Time Table for conducting teaching and practical work is prepared by the time table committee. The time table is followed throughout the academic year. The maintenance of the class rooms is done regularly.`
2. `Laboratory: All the laboratories are well equipped and utilized for the practical work from morning to evening by the respective teachers. The Lab Attendants having technical knowledge maintain the equipments. Sometimes services are hired from private technicians.`
3. `Library: The library is open for the students from 8.00 am to`

```
   5.00 pm. A separate reading room for students is available.
   PCs with internet facility are available for browsing. Vacuum
   Cleaner is used to keep the library dust free.
```

4. ICT Facility: Internet browsing facility is available in library, Computer Science Department and Commerce Department. For maintenance, as per need service is hired from private technicians.

5. Sports Facility: Students practice the outdoor games in the supervision of the Physical Director in the morning and evening time in the playground. The gymnasium and open sports ground is maintained regularly by taking services privately.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion4/4_1_1.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

846

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

47

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	http://shivajichk.ac.in/pdf/criterion5/5.1.3 -Additional_Information_Updated-1.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

182

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

182

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

05

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

104

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

11

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

02

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

1. As per lawful provisions of the SGB Amravati University , Student representative council & representation of students on academic & administrative bodies are to be formed for deliberations of student rights and their participation in educational mechanism like associations of the departments, Cultural program in Annual Gathering, Sports events etc.
2. Institution has constituted student council committee to look after all the students welfare activities.
3. As per Schedule programme Class representative of various classes are nominated on merit basis. Also representation from NSS, NCC, Cultural and games & sports are invited on merit basis.
4. This formulated student representative council then elect their Secretary and President. The Secretary represent institution at University level.

5. Meeting of the SRC are being arranged to various events in the college.

6. All these activities are assisted by financially the through institution.

7. Various academic & Administrative bodies that have student representatives are

- Student Representative Council
- Internal Complaint Committee
- Games & Sports Committee
- NSS advisory Committee
- NCC advisory Committee

- **Library advisory Committee**
- **Subject Association**
- **Carrier guidance & Placement Cell**
- **Student Welfare Committee**
- **College development Council (CDC)**
- **Internal Quality Assurance Cell (IQAC)**
- **College Magazine Committee**

File Description	Documents
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion5/5.3.2 _Additional_Information.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

02

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

1. **Shri Shivaji Science & Arts College, Chikhli Alumni association was registered by the Charity Commissioner, Buldana division on 13/5/2004 having registered no. MH/227/4/Buldanafor bridging the gap between old students and**

current students in the institution.

2. The Alumni association is the proper platform to meet Alumni of our college to exchange their views and experience on various developmental activities. The college believes that Alumni are an institutions most loyal supporters and great role models for current students and college can continue to benefit from their skills and experience.

3. In every academic year two meetings of alumni are arranged to discuss problems related to student's Facility. Association organized tree plantation, Help to needy and poor students, books distributed to needy students and help for the development of college.

4. The activities run and major contribution made by our Pride Alumni are Health awareness Programme, Socio-political Help, Legal and finance advice, Academic & infrastructural development, Media and consultancy services, Education services, Social, Management & Governance, business houses, Nature conservation, Research programme, Government department, NGOs, Cultural events etc.

File Description	Documents
Paste link for additional information	http://shivajichk.ac.in/pages/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution is governed by Shri Shivaji Education Society, Amravati through its Executive Committee. As the college is affiliated to SGB Amravati University, we follow the governance of the university in the area of academic and administrative work and in financial matters we follow the rules and regulations of Maharashtra University Act, 2016.

The vision of our institution is "Excellence And Service". We strive for excellence in the area of academics and to provide service to the needy students. The mission statement of our institute is "Tamsoma Joytargmaya". In accordance to the mission, we are committed to impart quality education to the rural as well as urban area students. We try to give chance to all the stakeholders to participate in governance of the institution. Our College Development Council supervises overall management of the institution which comprises representatives from Shri Shivaji Eduvcation Society, Amravati, HoDs, Teaching staff and Non-teaching staff, representative from student is also given chance to patritipate in the governance through Student Council. The Institution also formed Staff Council and HOD Council to discuss various academic and research matters. Various committees are formed, through which the opinions and suggestions are conveyed to the higher authority.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.1.1_The_governance_of_the_institution_is_reflective_of_and_in_tune_with_the_vision_and_compressed__2___1_.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices decentralization and participative management. The decentralization of the authority and to ensure participative management we have formed several committees for effective management. The Executive Council of parent Education Society participates in decision making process and supervises the administration of the institution. The College Development Council participates in planning of Administrative work and Infrastructure growth and prepare estimate of the budget as per Maharashtra Public University Act, 2016. It also suggests improvements in curricular, co-curricular and extra-curricular activities.

The teachers can put forward their suggestions opinions in the Staff Council meetings. Some of the decisions are also taken in the HOD Council also. Students can register their opinion and suggestions in Student Council.

The IQAC of the college takes major decisions for the improvement in

academic and administrative activities. Quality initiatives are also taken and implemented by IQAC for excellence in education. Various committees such as Building Construction Committee, Purchase Committee, Time Table Committee, Committee for ICT maintenance etc are formed for regular improvement. The Principal is the institution head who takes decisions in accordance to the need of the institution.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.1.2_The_effective_leadership_is_visible_in_various_institutional_practices_such_as_compressed.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Shri Shivaji Science and Arts College Chikhli has developed a strategic plan, which takes into account the institute's evolving needs as well as input and suggestions obtained from the IQAC, students, professors, staff, alumni, employers, and management. Development of Academic and Sports Infrastructure, New Academic Programs, Green Initiatives and Campus Beautification, Development of ICT and Library Facilities, Upgrading Research Facilities, New Extension and Outreach Initiatives, and so on are all part of this plan.

To initiate Alumni engagement for development of college as mentioned in the perspective Plan we have arranged tree plantation.

Case Study: Tree Plantation Activity Organized by Alumni Association

Shri Shivaji Science and Arts College Alumni Association organized "Tree Plantation Activity" on 27th July 2021. Through this activity variety of trees including pipal, Kadulimb, Neem etc are planted at different sites in college premises. The objective behind the tree plantation activity was to propagate the message that planting the trees helps to maintain clear eco-friendly environment to reduce pollution and improve the green ambience. Alumni Teachers, Principal, Students participated in Tree plantation activity. An alumnus of Shri Shivaji Science and Arts College, and Principal Dr.

Nilesh Gawande LBS Mahavidyalya, Sakharkherda was the chief guests for the program.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.2.1 The institutional Strategic perspective plan is effectively deployedd.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Parent body of the institution is Shri Shivaji Science Education Society Amravati which formed every five years after election. Whole executive body is elected by Life members of Society. Appointment of Principal and formation of College Development Committee is done as per Maharashtra Public University Act, 2016. HoD council, IQAC, College Council, Student Council and Office administration is working under the Supervision of Principal. Council of HoD comprises Head of Departments, Teachers, Laboratory Assistant and Laboratory Attendants. IQAC formed Academic and Administrative Committee. The concerned Committees supervise Anti-ragging &student grievance cell, internal complaint Committee, OBC cell and SC, ST, Minority cell. All Academic, Administrative and student supportive work is handled by the Academic and Administrative Committees.

College Development Council improves the Academic and Research activities. To run college administrative work such as accounts, examination, store, hostel and Library, we have Superintendent, senior and junior clerk, peon and sweeper. Accountant handles the Accounts of college while for Examination there is junior clerk. Store keeper keeps all the record of store. For Library there is Librarian and Lab Attendant.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.2.2_The_functioning_of_the_institutional_bodies_is_effective_and_efficient_as_visible_from_policies__administrative_setup__appointment_and_service_rules__procedures__etc..pdf
Link to Organogram of the Institution webpage	http://shivajichk.ac.in/pdf/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Our institution has different Welfare schemes for Teaching and Non-Teaching Staff such as:

- As per UGC norms Pay Commission is implemented.
- Different types Leaves.
- Group Insurance and EPF Scheme
- Sabbatical leaves will be sanctioned with full pay to the teaching staff for attending FDP/Workshops/Conferences / who have registered for / pursuing to attend the Ph.D. work
- 6 months Maternity Leave with Pay and 1 hour concession after Maternity Leave
- Free and periodic health checkups.

- **Appreciation for the faculty member.**
- **Provision for voicing opinions is provided though grievance/suggestion box**
- **Professional and life skills training are imparted**
- **Quota in admission for employees' children in any of the Shri Shivaji Science and Arts College Chikhli are provided**
- **Library facility**
- **RO**
- **Mediclaim**
- **Loan facility though Shri Shivaji Science and Arts College Sevakanchi Sahakari Patsanstha Tq. Chikhli (Reg. No.: 207).**
- **Gym and Yoga meditation**

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.3.1The_institution_has_effective_welfare_measures_for_teaching_and_non-_teaching_staff._compressed__1_.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

18

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

21

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institute is using the Performance Based Appraisal System (PBAS), which was recommended by the UGC. The performances are divided into three categories:

   1. **Teaching, Learning and Evaluation related activities**
   2. **Co-Curricular, Extension and Professional Development related**

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   activities
3. Research Publications and Academic Contributions
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The data for above categories is collected from each faculty member in the proforma prescribed by UGC at the end of each academic year. API scores are determined for each of the three categories based on the data collected. In collaboration with senior professors, the principal establishes minimum API scores for faculty members in each of the three categories. These scores determine whether or not faculty members are eligible for career progress and promotion to the next higher post. Moreover, at the end of each semester, students are given feedback forms for each of the courses they have taken. The feedback forms, which are in the form of questionnaires, collect data about the teacher and other aspects of the teaching process. There is Performance Self Appraisal mechanism for non-teaching staff, also.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.3.5_Institutions_Performance_Appraisal_System_for_teaching_and_non-_teaching_staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal and external audit of financial resources is completed after every year at the end of financial year. Institutional internal financial audit committee verifies the income and spending details of the college in the presence of Principal. The external audit is completed by External agency.

The financial resources are as below:

- **At beginning of every financial year, Principal submits entire budget allocations to management and Joint Director of Higher Education.**
- **College budget includes recurring expenses such as salary, electricity, internet, maintenance cost, stationery, other consumable charges etc., and non – recurring expenses like lab equipment purchases, furniture and other development expenses.**

○ **Costs of various things purchased.**

Internal audit:

All vouchers are audited by an internal financial committee once in a year and verified by the CDC of Institution and Shri Shivaji Education Society, Amravati.

External audit:

According to government regulations, the college's accounts are audited on a regular basis by chartered accountant Bhagwan Nagwani. After audit, the auditor confirms that all payments are properly authorized before sending the report to management for approval. Any questions that arise during the audit process will be addressed as soon as possible, together with the supporting documentation, within the timeframes specified.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.4.1_Institution_conducts_Internal_and_ecternal_financial_audits_compressed.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

7.13 lakhs

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Regular internal audits from the Charted Accountant and external audits from the government make sure that the mobilization of the resources is being done properly. The Purchase Committee takes demands requirements from the heads of the departments & after careful consideration allows making the purchase.

Sources of funds are as follows:

1. Fees: Fees charged as per the university and government norms from students.
2. Salary Grant: The College receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government.
3. UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. So we receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research.
4. We received fund from Stakeholders, non-government bodies, individuals and Philanthropists.

Optimal Utilization resources include:

1. Departmental and Laboratory equipment
2. Library Expenses
3. Sport maintenance
4. Infrastructure
5. ICT Maintenance
6. Internet and telephone charges
7. Electricity Charges

Campus cleanness and its utilization is monitored by the Campus Cleanliness and Beautification Committee.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.5.1_Internal_Quality_Assurance_Cell__IQAC__contributed_significantly_to.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the

quality assurance strategies and processes

For our IQAC, the academic year 2020-21 was vibrant. Since the month of May, we started to take and carry out initiatives for academic and administrative upgrade. But the outbreak of Covid-19 pandemic abruptly stopped the normal teaching learning assessment process; as a result we shifted to online teaching methods.

Two Examples of Initiatives taken by IQAC:

1. Green Audit and Environmental Audit

Green Audit and Environmental Audit is the official examination of the consumption and maintenance of natural resources. It is done through government recognized agency. It was must for us also to know our consumption and maintenance of natural recourses and lacunas to overcome it. The institution has completed the process through EFSC Services.

2. MoU

Memorandum of understanding (MoU) has been signed viz. Botany Department signed MoU with Amravati Garden Club, Zoology Department signed the MoU with Wild Life And Environment Conservation Society,Arts Science And Commerce College Chikhaldara Dist. Amravati,Shri Vyankatesh Arts, Commerece & Science College Deulgaon Raja and Physics Department signed MoU with Vedant Energy Solution LLP. Through this MoU workshop and guest lecture series have been organized by all Departments respectively.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.5.1_Internal_Quality_Assurance_Cell__IQAC__contributed_significantly_to.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Two examples of IQAC-supported institutional review and teaching-learning reforms:

Plan and Strategy of IQAC to take review of Teaching Learning Process:

IQAC creates a plan that includes the use and enhancement of ICT infrastructure. The IQAC has advised the administration to improve its ICT infrastructure by obtaining modern tools and Wi-Fi facility. IQAC has trained teachers to use ICT on a regular basis by hosting workshops on topics such as Google Apps, video conferencing, e-mail, and handling ICT instruments. Social media has also been used in the classroom to develop communication amongst students. Youtube, Learning Management System (LMS) and ZOOM, Slide Share and other online teaching tools were used for teaching purpose. Feedback system is used in teaching and learning to assess the reliability and use of ICT facilities.

Academic review through periodical meetings:

The IQAC holds periodic meetings with Internal Examination Committee, Council of Heads, Principal, and College Development Committee. Faculty coordination committees for Arts, Commerce, and Science streams conducts an academic evaluation of all departments, gathering data on academic activities like completion of Syllabus, Internal assessment, group discussions, quizzes, and educational tours. Faculty Heads meet regularly to discuss improvement of academic and administrative matters.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.5.2_The_institution_reviews_its_teaching_learning_process__structures___methodologies.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://shivajichk.ac.in/pdf/criterion6/6.5.3_Quality_assurance_initiatives_of_the_institution_include_compressed__1_.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- **Women's Nurturing Cell and Women's Grievance Cell oversees gender related issues, carrying out activities throughout the year to promote gender equity and sensitization by organising various activities such as Pre-marriage counselling, Programme Legal Guidance for Women Harassment, Debate competition, Quiz Competition, Youth festival, Annual Social Gathering programme and other extension activities for welfare and overall personality development of students**
- **Safety and Security are ensured by 24-hour security at the College entrance, CCTV Cameras at the entrance of the college, in corridors, library, staff room laboratories etc. Moreover, alert faculty members ensure discipline.**
- **A common waiting room with rest room is made available for girl students and women staff of college. It is well furnished with necessary things like first aid kit, drinking water, mirrors, hand comb, hand wash soap, disposal dustbin and sanitary napkin vending and incinerating machine.**
- **Girl students are encouraged for the study of a various competitive exams for higher study, PG and research. They are encouraged to join NCC and NSS.**

File Description	Documents
Annual gender sensitization action plan	https://shivajichk.ac.in/pdf/criterion7/7.1.1_Annual_Gender_Sinsitisation_Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://shivajichk.ac.in/pdf/criterion7/7.1.1 Specific facilities provided for women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

To keep campus, keep clean, neat and tidy, Dustbins are placed in the college premises, corridors and office. The Institute has proper waste disposal mechanism. The solid waste is segregated into organic and is used to prepare compost for in-house consumption and non-degradable waste is collected by the Municipal Corporation Chikhli. To maximize use of paperless technology i.e., sharing of data /Lecture notes on google classroom, google cite, college website e-mail etc. Cleanliness drive to collect solid waste in the campus by NSS & NCC students.

Liquid waste management:

Chemical liquid waste generated in the lab is collected in separate soak pits which are located aloof from the water bodies. The soak pits are periodically emptied and dumped in special area outside the

campus and town with due care.

E-waste management:

E-waste at our college refers to electronic equipment that has gone out of use. The cartridge of printer is refilled from a suitable vendor and reused it. The electronic component such as resistor, capacitor, transformer, transformer, burn cable, LED, CDs, floppy disks, burn cables are regularly send as scrab for recycling process to Nagar Parishd Chikhli, Dist.Buldana.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://shivajichk.ac.in/pdf/criterion7/7.1.3_Waste_management__Geotagged_Photos.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Shri Shivaji Science & Arts College, Chikhli, Dist. Buldana has conducted several activities for providing an inclusive environment.

- **Higher education ministry of government of Maharashtra invokes higher education institutes to organise blood donation camps to overcome shortage of blood supplies during the unprecedented COVID-19 pandemic. In this response the NSS & NCC units our institute organise blood donation camp & participated in this holistic activity.**
- **Universal Human Right Day was celebrated on 10th December 2020 to promote equality, peace, justice, freedom and the protection of human dignity among all stakeholders.**
- **Constitution Day was celebrated on 26th November 2020 that gives opportunity for students to broaden their knowledge of the Constitution, that have both shaped our history and our lives.**
- **Voting awareness program was also organised on 25th January 2021.**
- **A Workshop on Women Empowerment was organised on 01/01/2021 that helps to create importance of women in society, just as helps to increase respect and dignity of women among students.**
- **College organises regularly various activities on Gandhian Ideology to explore its relevance in present era on social harmony, politics, cleanliness and nonviolence, tolerance and secularism**
- **Social harmony Day was also celebrated on-20/08/2020**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The education system of today is imparting knowledge but somehow it lacks to imbibe the sense of responsibility and spirit of nationality among the students. Every one of us is conscious of the rights but has forgotten duties and responsibilities as the citizen of the country. In order to address these issues, the institution has undertaken various activities accordingly to sensitize the young minds of the learners and the staff working with the institution.

The college has been relentlessly taking efforts to organize such activities like reading of Preamble of the Constitution-on-Constitution Day & National Voting Day, Blood Donation Camp, World Water Day etc. are arranged. The NSS and the NCC Units, of the college undertake many activities to shape the students as responsible citizen of tomorrow's India.

Birth anniversaries of freedom fighters, social workers and educationists are celebrated regularly to inspire students. The fundamental rights and duties as defined by the constitution are brought before them by organizing various workshop and events on the occasion of Human Rights Day, National Voters Day and Constitution Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is   **A. All of the above**

a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. **Independence Day and Republic Day: Independence Day and Republic Day is Celebrated on 15th August and 26th Januray by organizing activities highlighting the struggle of freedom and our responsibility towards our nation. Students were also made aware about challenges our democracy is facing such as corruption, terrorism communalism, regionalism and relations with neighbouring countries. Moreover, Constitution Day also celebrated on 26th November every year to highlight importance of Indian constitution.**

2. **International Yoga Day: Every year International Organized on June 21st, by the Department of Physical Education. On the occasion yoga day training is organized to maintain mental and physical good health.**

3. **Universal Human Rights Day:Human Rights Day is celebrated by Dept. of Political Science to raise awareness about rights that all human beings are entitled to, irrespective of factors such as religion, gender, language, race, color, nationality and so on.**

4. **Celebration of Founders Day:Our college celebrates the birth anniversary of founder noble leaders, Dr. Panjabrao Deshmukh, Dalitmitra Pandharinath Patil & R D Bhonde Sarkar to get inspiration from their work & ideology.**

5. **Celebration of Birth/Death Anniversaryof great historical social and political leaders to get inspiration from their**

noble work and ideologies.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice-I

Title of the Practice: Rainwater Harvesting and Artificial Recharge of ground water in college campus.

Objectives of the Practice:

- **Planning, development and management of water resources considering local context.**
- **Effective water augmentation, conservation and management**

The Context: Artificial recharge structures are priostised to demonstrate the technology available for artificial recharge ground water and disseminate the technical know-how it is useful to institutions & local public.

The Practice: A bore well recharge system is developed in the college campus. Rain water harvesting from rooftop run-offs is done by using suitable mechanism. Farm Ponds and recharge are created trenches near the tomb (Samadhi) of Late Pandharinath Patil. The NSS, NCC units and staff members contributed in this noble work.

Evidence of Success:

- **All these projects are physically built and properly functioning in the campus.**
- **Photographs of are available**

Problems encountered and Resources Required:

- Financial problem raised and were solved by administration and labour work by NSS, NCC and staff volunteers.
- Technical help was not sought from outside & solved by self-motivation.

Best Practice-II

Title of the Practice: Toprepare Vermicompost organic manure from biodegradable waste.

Objectives of the Practice:

- To recycle biological waste of the college campus in scientific way
- To prepare useful organic manure from biological waste

The Context: To implement the concept of green and clean campus Vermicomposting project is implemented here. Recycled organic manure from the all types of biodegradable waste is to be produced.

The Practice: The organic biodegradable waste is mixed with cow-dung in the ratio of 1:8Beds of it are prepared & showered with water. On these beds the earthworm species E-foetida is spread. It is estimated that about 5000 worms can produce 01 Ton of organic manure within a month.

Evidence of Success:

- The problem of biodegradable waste from the college has been solved.
- The biofertilizer produced is used for the plants in the garden.
- The worms are used as a food for aquarium fishes in the Department.

Problems Enconteredand Resources Required:

Problems Encountered:

- Protection of Vermiculture from ants and birds.
- Scarcity of appropriate seed availability.
- The seed is very costly.

Resources Required:

- Financial assistance.

- **Automatic water sprinkling method**

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The NCC unit of the college is established in 1972 under 13 Maharashtra Battalion, Khamgaon. Since the establishment it has been working very effectively by giving opportunities to the rural area youths to participate in NCC training programs. The NCC cadets participate every year in RD pared at Rajpath, Sthal Sainik Camp. The unit is special, as every year at least 40 girls participate in NCC. Some students from other districts also seek admission in the college to join NCC. Most of the cadets including girls are selected in army every year. The distinctive feature of our NCC unit is participation in socially related activities. The college is specially known in the District for its NCC unit.

The priority and thrust of our institution are to provide quality education to the students from downtrodden society of rural area. The students who are especially interested in joining defense services are given chance to achieve their goal to serve motherland through our NCC unit. Our institution gives priority to the NCC unit and presents opportunity to students to equip themselves by proper training to serve in defense. There are many students from rural area who got appointments in defense services after training.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

College is affiliated to SGB Amravati University, Amravati and offers undergraduate and postgraduate, PhD Courses in Science, Arts and Commerce subjects. Five professors of the college are elected for the members of Board of Studies at the university. As curriculum is designed by the university, the college implements the curriculum effectively.

The IQAC prepared Academic Calendar and centralized Time Table for the implementation of teaching work And organizes a meeting of all the faculty members to present the result analysis of all the three faculties. After evaluation of the achievements and failures of the past year, fresh modalities are checked out for upcoming new academic year. The Annual Plan and Daily Teaching Work are noted down in the Academic Diary.

For Research Programmes, the courses are discussed first in the RAC and then recommended to the PhD Cell of University where they are again discussed in RRC for final approval. The faculties participate in various research activities.

Students and teachers can refer study literature in library. The Physical Education Department arranges various sports events. Regular sport practice is also arranged. Staff Council Meetings are held to discuss the difficulties in the teaching learning process and other relevant matters of college.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://shivajichk.ac.in/pdf/criterion1/1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

According to SGBA University's guidelines: Continuous Internal

Evaluation (CIE) and Semester/ Annual Examination (SSE/EAE) which includes test, assignment, project assignment, seminar/ excursion tour, and group discussion. Weightage ratio is 20% in CIE and 80% in ESE/ EAE in UG. For smooth performance of CIE, a College Examination Committee has been formed. All teachers follow the university's own evaluation procedures.

Its exercise ensures:

The (CIE) Marks are shown to students.

Providing feedback to students on mistakes committed.

Providing opportunity to learn subject more accurately.

Fail students can take opportunity of second test to improve performance.

Question papers of the unit tests are framed on basis of university question paper pattern including MCQs, Answer in One Sentence Questions, Short And Long Answer type Questions to have a comprehensive understanding of University Semester Question Paper Pattern. Internal evaluation is the teacher's responsibility. To preserve the system's credibility, students are able to communicate with their teachers. University Examination grievances are solving promptly through committee.

Institution ensures effective time management. College carries effective planning to stick to academic calendar this allows teachers and students to space out their teaching-learning and regular assessment of the same. Academic calendar provides important information of teaching and examination dates.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://shivajichk.ac.in/pdf/criterion1/1.1.2.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.	A. All of the above

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

15

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

08

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

223

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

1550

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution has imbibed different types of papers in the curriculum such as Indian constitution, professional ethics, and environmental studies.

Environment and sustainability

To sensitize students about the environmental and sustainability issues, No. of units are taught (BSc-Zoo, Sem IV- Unit No. Vth, VIth and Botany Sem-V Unit Vth, VIth) And activities such as Guest Lectures series on Environment Education, Oxygen Park Development, Tree Plantation were organized. Wildlife Week, Sparrow Day, Ozone Day and Tiger day are commemorated.

Human Values

B.A-Political Science (I) Unit 1 Preamble-Nature & Importance,

B.Com-I (I) Accounts.

B.A. I (II) Prose 4 : Values In Life,

B.A. I (II)-Poetry 5: Money Madness A number of activities comprising human values have been conducted, working in Swachhata Abhiyan, Sanvidhan Din, Voters Awareness, Road Show.

Gender Sensitization

`BA-Sem-V Stri-Purush Tulana`

`B. A. (I) Unit Women Participation In Panchatraj of Maharashtra I`

`nternational Women's Day is celebrated every year by organizing Guest lecture by Woman luminaries.`

`Professional ethics`

`B. Com. II Sem-V Prose 1. Ratan Tata 2. Steve Jobs`

`B.Com-II (III) Computer And Fundamental Systems`

`Students' perspectives on professional ethics have been enriched by exposing them to a variety of seminars, workshops, and lectures by eminent scholars.`

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

`02`

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

44

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://shivajichk.ac.in/pdf/criterion1/1.4.1__1.4.2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1780

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

905

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The students admitted in our college are from different economic background. After the completion of admission process, college conducts 'Student Induction Program'. Through this students are introduced with teaching-learning and evaluation system, Discipline, Support services, various academic and other schemes along with development and achievements of the college.

The faculty identifies slow and advance learners among students on the basis of their previous year examination performance, responses in the class room and internal assessment. The following steps are taken for the improvement of slow learners:

i. Remedial coaching

ii. Extra coachingand notes,

iii. Additional tutorial

iv. YouTube lectures

v. Departmental library facility

vi. Student-Parents Meet

vii. Mentor-Mentee scheme

Advanced learners are provided the following several opportunities to develop their knowledge and skills.

i. Reference books, journals.

ii. Home assignment and projects are assigned.

iii. Soft Skill Development Programme.

iv. Subject Association

v.Encouraged to apply for competitive examinations.

vi. Motivated to participate in seminar, conferences, workshops, Poster presentation, Industrial Tour, Group discussion, quiz competition, Science exhibitions, debates, elocution, AVISHKAR- students' research competition.

vii. Guest lecture / lecture seriesare organized.

The college library also ensures accessibility to computer facility and internet for the online study material.

File Description	Documents
Link for additional Information	http://shivajichk.ac.in/pdf/criterion2/2.2.1..pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
963	39

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The following efforts are taken by the Faculty Members to enhance student involvement.

1. Experiential Learning:

i.Value Added Courses- Value added courses are introduced for

development of professional skills.

ii.Project based learning-Projects are given to student for deeper learning and high quality work.

iii. Mock Parliament- Somestudentsparticipate in mock parliament organized by YuvakBiradari.

iv. On-job Trainings-Some Commerce stream student are trained through 15 days apprenticeship work in various private banks for pursuing actual nature of work.

2. Participated Learning:

i.Field Visits/Industrial Visits- organize to give firsthand experienceto students.

ii. Seminar Presentation-Develop technical skills while presenting papers in seminars.

iii. Team work- All Departments organize students' activities to promote the spirit of Team work viz. NCC & NSS activities, Village Adoption,Tree plantation,Swatchh Bharat,Health awareness camp,Annual Cultural program,Science Rangoli,COVID-19 awareness poster competition,Yuva Bhushan Competition,Science day, National Voters day, Constitution day & National Girl Child day celebration.

iv. Group work-Students learn to work in groups through departmentalPractical and Workshops.

3. Problem solving Methodology:

It has been observed that students face problems to communicate in English. To encourage building the skills required for these issues, Skill Enhancement Programs were organized.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://shivajichk.ac.in/pdf/criterion2/2.3.1..pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description

in maximum of 200 words

It is essential for every faculty to know to use ICT tools for effective teaching. Almost all the faculty members are techno-savvy. Most of the teachers use LMS, Zoom Portal, Google Meet, Slideshare, Google Classroom, WebEx& WhatsApp group for teaching. Faculty member accesses N-list e-resources for upgrading knowledge for effective teaching-learning process. Virtual classroom and virtual laboratory are used by faculty to perform a series of experiments that yield authentic results.The entire faculty member use Computer or Laptop for preparing their notes and presentation. Projectors are available in different classrooms and labs. Printers and scanner machine are available in most of the Departments.Students observe lectures uploaded on YouTube channel. Animated video are made by faculty for teaching-learning process. Free internet in the library and wifi facilities in campusis available. Faculties are encouraged to use power point presentations in their teaching by using LCD's and projectors. Online expert talks, lecture series and various competitions are regularly organized for students. Faculties prepare online quiz for students after the completion of each unit with the help of Google Forms and Testmoz. Recording of video lectures is made available to students for long term learning and future referencing.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://shivajichk.ac.in/pdf/criterion2/2.3.2..pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

51

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

27

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

427

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The evaluation system serves as an aid to check the progress of learning. As per the guidelines of SGBAU, Amravati, the evaluation system has two components viz. The Continuous Internal Evaluation (CIE) and the End Semester/Annual Examination (ESE/EAE). The ratio of weightage of marks is 20% in CIE and 80% in ESE/EAE for UG. CIE component includes test, assignment, project assignment, seminar/excursion tour and group discussion.

College Examination Committee has been formed for the smooth conduction of CIE.The unit tests question paper is framed on the basis of university question paper pattern.All the respective teachers are informed to follow the academic calendar of college to declare the Internal Assessment Schedule.

To ensure the progress and transparency in CIE following steps are taken by the faculty:

1. The (CIE) Marks are displayed on Notice Board.

2. Students, who are not satisfied with evaluation, can get the answer sheets evaluated again.

Transparency in Evaluation: Internal evaluation is entirely the responsibility of the teacher who teaching the course. To ensure the creditability of the system students are allowed to interact with his/her teacher and seek clarification about the marks awarded in a particular test, seminar or project if necessary.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://shivajichk.ac.in/pdf/Academic_Calender_2020-2021__1_.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has a well-organized mechanism for Redressal of examination related grievances. The student can approach the Teachers, College Examination Officer and Principal to redress the examination related grievance. The procedure for handling examination related complaints is transparent, time-bound and effective.College Examination Committee has been formed for the smooth conduction of Continuous Internal Evaluation.

The internal marks are displayed on the notice board. If any discrepancy like mistakes in mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned.

The Department has to declare final revaluation result within fifteen days. All such representations are taken positively and are reassessed by another teacher if necessary. The students have the freedom to use suggestion box to put in the note of dissatisfaction with the internal examination mechanism.

Faculty evaluates assignments/projects based on the syllabus which is also shared with the students. They should submit it in time bound period.The grievances related to university evaluation and process is solved through Exam Grievances Committee.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://shivajichk.ac.in/pdf/criterion2/2.5.2..pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Program outcomes (PO), program specific outcomes (PSO) and course outcomes (CO) for all programs offered by the institution are stated and displayed in website of the institution.Students are made aware about Program outcomes (PO), program specific outcomes (PSO) and course outcomes (CO) in the College Induction program.Hard copy and soft copy of PO, PSO & CO is available in the departments for ready reference to teacher and students. It is also displaced on notice board of Departments.

In general the following expectations in PO, PSO and CO are discussed frequently with the students by the faculty.

1. Developed Scientific outlook for upgrading the aspects related to life, Acquired skills in handling instruments, planning and performing laboratory experiments.

2. The developments of team work and leadership abilities are imbibed to give importance of safe laboratory skills.

3. Recognize ways in which political, social and economic issues which affect their daily lives across time and space.

4. Business economics is useful to develop the knowledge & concept in economy.

5. Develop skill in Computer fundamental, Business regularity framework, areas of Income tax.

Above all professional development for economic stability is essential.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://shivajichk.ac.in/pdf/criterion2/POCOPSO_.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Courses under the Faculty of Humanities, Commerce and Science are governed under SGBAU, Amravati. The PO, PSO & CO isfirstly evaluated by the institution and then they are communicated to the students in the formal way of the discussion in the classroom as well as displayed on the departmental Notice board.

For measurement of attainment of POs, PSOs and COs, Class tests are scheduled by the teachers. After completingthe evaluation, the analysis is done. This analysis is useful to building strategy for improvement. Each student is motivated to participate in Group Discussion and Seminars. Through these activities the thinking process, skills and knowledge of the students is assessed. Assignments and Project Assignment help to measure the attainment of PSO. Practical examination is conducted in laboratory to check knowledge and skill acquired by student.

Some Co-curricular activities are also held which makes the institution know about the knowledge and information of the students. At end of course, feedback on curricular and other aspect are taken from students, Parents and Alumni to check attainment of program and course outcomes. Attainments of CO's are calculated by using university examination results. Feedback on curriculum is taken into consideration for future planning.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	http://shivajichk.ac.in/pdf/criterion2/2.6.2..pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

250

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://shivajichk.ac.in/pdf/criterion2/2.6.3_Annual_Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://shivajichk.ac.in/pdf/criterion2/SSS-2020-21_Report.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

2.20

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://www.ugc.ac.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

15

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

22

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

30

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college organizes and participates in various extension activities with the objectives of sensitizing students about various social issues and also contributing to the community and strengthening the community participation.

Civic Responsibility: Celebration of international yoga day, social harmony day constitution day, Shivjayanti and Mahatma Gandhi birth Anniversary help in forming responsible citizens of India. Through such programs the institution tries to instill the value of civic responsibility in young mind of students.

Environmental awareness: Students participating in activities such as Tree Plantation, world Water day and international ozone day become more aware about fragile ecology and create environmental consciousness among students and society.

Health And Hygiene: Organization of Covid-19 Awareness programme and programme on microgreen created awareness about prevention of Covid and healthy food habits.

Cleanliness for good living: Students participated in the cleaning of college campus. Such programme sensitizes the common man about significant aspects of good living.

Gender Equality: programs on organization of National girl Child Day create awareness about gender equality among students.

Human Values: Organization of world population day, participation in Pulse Polio campaign,Blood donation,Human right day and Voter Awareness programme emphasizes the importance of human values for

student.

File Description	Documents
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion3/3.3.1- Extention activities.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

23

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

573

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

There are adequate facilities available in our institution for teaching-learning as per the minimum specified requirement by statutory bodies.

1. Classrooms

There are 13 laboratories functioning in the institution. Nine labs are of science subjects. Department of Commerce and Home Economics carries each one lab.

The labs of Botany, Zoology and Microbiology and Computer Science are recognized research laboratories. English Language lab equipped with language learning software.

1. There are 18 classrooms available in the institution which is sufficient to engage theory classes.
2. Laboratories
3. ICT Facility:

- Internet Facility is made available in all the departments. The Administrative Office is connected with separate internet connection for uninterrupted administrative work. Collectively the available bandwidth in the institution is 120 mbps.

- All the labs are provided with LCD projector for better demonstration of practicals.
- The Central Library is equipped with 10 PCs. The library is also used by the students and teachers as Browsing Centre.

Library : The Central Library possesses 40156 books and 931 reference books including Dictionaries and Encyclopedias. There are 97000+ e-books and 6000+ e-journals available subscribed through N-List. Several books on competitive exams are also available in the library.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion4/4_1_1.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- **The college has a big play ground to serve the needs of students. The following sports facilities are available :**

Sr. No.

Sports Ground

Area/ Size/ Facility

i.

Running Track

400 Meters

ii.

Cricket Ground

60X70 Meters

iii.

Football Ground

60X90 Meters

iv.

Kho-Kho Ground

16X29 Meters

v.

Ball Badminton Court

12X24Meters

vi.

Kabbadi Ground

10X13 Meters

vii.

Volleyball Ground

9X18 Meters

viii.

Table Tennis Table

01

ix

Cricket Net for Practice

Cement Wicket

3X12 Meters

x.

Flood Light For Ball Badminton Game Night Practice

Gymnasium:

- A well-equipped gymnasium is available for the students. Students have to pay entry fees monthly. The revenue

generated is used for the maintenance of the equipments.

- **Special time is allotted to the senior citizens, women and other than college students to avail gym facility. They are charged monthly fees.**
- **The equipments available in the gymnasium are: Triceps Push Down Machine, Dechline Bench, Twelve Station Machine etc.**

Cultural Activities

- **The students are motivated to participate in various cultural activities organized during Annual Gathering and Youth Festival organized at University level.**

The cultural activities are organized in the auditorium and on the open theatre in the annual gathering.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion4/4_1_2.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion4/4_1_3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR

in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

11.49

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The central library of the college has been working effectively serving the needs of students and teachers. There are ten PCs in the library with internet connection. There are 40156 books and 931 reference books available in the library in addition to Encyclopedias and Dictionaries. A separate reading room is also available for students. Students use the PCs for internet browsing. News papers and periodicals are also available for students. There are many books purchased to help the students to study for Competitive Exams. Students and teachers visit the library for newspaper reading also. There are e-books and e-journals available subscribed through N-List in the library. Every teacher is given membership to assess the N- List, the e-recourses of the library. Books and reference books are purchased every year. There are 32 journals belonging to different wings of knowledge are subscribed every year. The library is partially automated with SOUL- 2.0 software.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://shivajichk.ac.in/pdf/criterion4/4_2_2.pdf

4.2.2 - The institution has subscription for	C. Any 2 of the above

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.42

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

10.51

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The facilities such Internet Connection, College Website, PCs and other IT facilities are updated regularly. Agreement with the Internet Provider is signed . As per requirement, PCs are purchased. All the PCs available in the college are protected with antivirus. The Annual Maintenance Charges for E-Governance, MIS, ERP, EMS, System Software are paid annually.Licensed Microsoft softwares are purchased for some PCs. Other IT equipments are purchased as per need.

IT facility is provided to the students and teachers to make teaching and learning process effective. All the Science Departments are provided internet facility and LCD projector to incorporate IT enabled teaching methods in teaching and learning. Well equipped Computer Science Lab is available for the students to carry out IT related practical work. For the students of Commerce another Computer Lab is available where students learn IT skills incorporated in their syllabus.

The library is provided with internet and N-List Online resource of e-books, e-journals for the use of teachers and students. Soul 2.0 Software is used for automation in the library.

For the students and teachers Wi-Fi facility is provided in the college campus.

Language Learning Lab equipped with Language Learning Software is available for the students.Information about the Departments can be accessed by scanning QR Code.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion4/4_1_3.pdf

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

7.81

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Many committees are formed for the maintenance and utilization of physical, academic and support facilities.

1. Class Rooms: College Time Table for conducting teaching and practical work is prepared by the time table committee. The time table is followed throughout the academic year. The maintenance of the class rooms is done regularly.
2. Laboratory: All the laboratories are well equipped and utilized for the practical work from morning to evening by the respective teachers. The Lab Attendants having technical knowledge maintain the equipments. Sometimes services are hired from private technicians.
3. Library: The library is open for the students from 8.00 am

to 5.00 pm. A separate reading room for students is available. PCs with internet facility are available for browsing. Vacuum Cleaner is used to keep the library dust free.
   4. ICT Facility: Internet browsing facility is available in library, Computer Science Department and Commerce Department. For maintenance, as per need service is hired from private technicians.
   5. Sports Facility: Students practice the outdoor games in the supervision of the Physical Director in the morning and evening time in the playground. The gymnasium and open sports ground is maintained regularly by taking services privately.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion4/4_1_1.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

846

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

47

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	http://shivajichk.ac.in/pdf/criterion5/5.1.3-Additional_Information_Updated-1.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

182

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

182

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

05

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

104

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

11

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

02

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

1. As per lawful provisions of the SGB Amravati University , Student representative council & representation of students on academic & administrative bodies are to be formed for deliberations of student rights and their participation in educational mechanism like associations of the departments, Cultural program in Annual Gathering, Sports events etc.
2. Institution has constituted student council committee to look after all the students welfare activities.
3. As per Schedule programme Class representative of various classes are nominated on merit basis. Also representation from NSS, NCC, Cultural and games & sports are invited on merit basis.
4. This formulated student representative council then elect their Secretary and President. The Secretary represent institution at University level.

5. Meeting of the SRC are being arranged to various events in the college.

6. All these activities are assisted by financially the through institution.

7. Various academic & Administrative bodies that have student representatives are

- Student Representative Council
- Internal Complaint Committee
- Games & Sports Committee
- NSS advisory Committee
- NCC advisory Committee

- Library advisory Committee
- Subject Association
- Carrier guidance & Placement Cell
- Student Welfare Committee
- College development Council (CDC)
- Internal Quality Assurance Cell (IQAC)
- College Magazine Committee

File Description	Documents
Paste link for additional information	http://shivajichk.ac.in/pdf/criterion5/5.3.2_Additional_Information.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

02

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

1. Shri Shivaji Science & Arts College, Chikhli Alumni association was registered by the Charity Commissioner, Buldana division on 13/5/2004 having registered no. MH/227/4/Buldanafor bridging the gap between old students

and current students in the institution.

2. The Alumni association is the proper platform to meet Alumni of our college to exchange their views and experience on various developmental activities. The college believes that Alumni are an institutions most loyal supporters and great role models for current students and college can continue to benefit from their skills and experience.

3. In every academic year two meetings of alumni are arranged to discuss problems related to student's Facility. Association organized tree plantation, Help to needy and poor students, books distributed to needy students and help for the development of college.

4. The activities run and major contribution made by our Pride Alumni are Health awareness Programme, Socio-political Help, Legal and finance advice, Academic & infrastructural development, Media and consultancy services, Education services, Social, Management & Governance, business houses, Nature conservation, Research programme, Government department, NGOs, Cultural events etc.

File Description	Documents
Paste link for additional information	http://shivajichk.ac.in/pages/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) | D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution is governed by Shri Shivaji Education Society, Amravati through its Executive Committee. As the college is affiliated to SGB Amravati University, we follow the governance of the university in the area of academic and administrative work and in financial matters we follow the rules and regulations of

Maharashtra University Act, 2016.

The vision of our institution is "Excellence And Service". We strive for excellence in the area of academics and to provide service to the needy students. The mission statement of our institute is "Tamsoma Joytargmaya". In accordance to the mission, we are committed to impart quality education to the rural as well as urban area students. We try to give chance to all the stakeholders to participate in governance of the institution. Our College Development Council supervises overall management of the institution which comprises representatives from Shri Shivaji Eduvcation Society, Amravati, HoDs, Teaching staff and Non-teaching staff, representative from student is also given chance to patritipate in the governance through Student Council. The Institution also formed Staff Council and HOD Council to discuss various academic and research matters. Various committees are formed, through which the opinions and suggestions are conveyed to the higher authority.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.1.1_The_governance_of_the_institution_is_reflective_of_and_in_tune_with_the_vision_and_compressed__2___1_.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices decentralization and participative management. The decentralization of the authority and to ensure participative management we have formed several committees for effective management. The Executive Council of parent Education Society participates in decision making process and supervises the administration of the institution. The College Development Council participates in planning of Administrative work and Infrastructure growth and prepare estimate of the budget as per Maharashtra Public University Act, 2016. It also suggests improvements in curricular, co-curricular and extra-curricular activities.

The teachers can put forward their suggestions opinions in the Staff Council meetings. Some of the decisions are also taken in

the HOD Council also. Students can register their opinion and suggestions in Student Council.

The IQAC of the college takes major decisions for the improvement in academic and administrative activities. Quality initiatives are also taken and implemented by IQAC for excellence in education. Various committees such as Building Construction Committee, Purchase Committee, Time Table Committee, Committee for ICT maintenance etc are formed for regular improvement. The Principal is the institution head who takes decisions in accordance to the need of the institution.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.1.2_The_effective_leadership_is_visible_in_various_institutional_practices_such_as_compressed.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Shri Shivaji Science and Arts College Chikhli has developed a strategic plan, which takes into account the institute's evolving needs as well as input and suggestions obtained from the IQAC, students, professors, staff, alumni, employers, and management. Development of Academic and Sports Infrastructure, New Academic Programs, Green Initiatives and Campus Beautification, Development of ICT and Library Facilities, Upgrading Research Facilities, New Extension and Outreach Initiatives, and so on are all part of this plan.

To initiate Alumni engagement for development of college as mentioned in the perspective Plan we have arranged tree plantation.

Case Study: Tree Plantation Activity Organized by Alumni Association

Shri Shivaji Science and Arts College Alumni Association organized "Tree Plantation Activity" on 27th July 2021. Through this activity variety of trees including pipal, Kadulimb, Neem etc are planted at different sites in college premises. The

objective behind the tree plantation activity was to propagate the message that planting the trees helps to maintain clear eco-friendly environment to reduce pollution and improve the green ambience. Alumni Teachers, Principal, Students participated in Tree plantation activity. An alumnus of Shri Shivaji Science and Arts College, and Principal Dr. Nilesh Gawande LBS Mahavidyalya, Sakharkherda was the chief guests for the program.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.2.1 The institutional Strategic perspective plan is effectively deployedd.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Parent body of the institution is Shri Shivaji Science Education Society Amravati which formed every five years after election. Whole executive body is elected by Life members of Society. Appointment of Principal and formation of College Development Committee is done as per Maharashtra Public University Act, 2016. HoD council, IQAC, College Council, Student Council and Office administration is working under the Supervision of Principal. Council of HoD comprises Head of Departments, Teachers, Laboratory Assistant and Laboratory Attendants. IQAC formed Academic and Administrative Committee. The concerned Committees supervise Anti-ragging &student grievance cell, internal complaint Committee, OBC cell and SC, ST, Minority cell. All Academic, Administrative and student supportive work is handled by the Academic and Administrative Committees.

College Development Council improves the Academic and Research activities. To run college administrative work such as accounts, examination, store, hostel and Library, we have Superintendent, senior and junior clerk, peon and sweeper. Accountant handles the Accounts of college while for Examination there is junior clerk. Store keeper keeps all the record of store. For Library there is Librarian and Lab Attendant.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.2.2_The_functioning_of_the_institutional_bodies_is_effective_and_efficient_as_visible_from_policies__administrative_setup__appointment_and_service_rules__procedures__etc..pdf
Link to Organogram of the Institution webpage	http://shivajichk.ac.in/pdf/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Our institution has different Welfare schemes for Teaching and Non-Teaching Staff such as:

- As per UGC norms Pay Commission is implemented.
- Different types Leaves.
- Group Insurance and EPF Scheme
- Sabbatical leaves will be sanctioned with full pay to the teaching staff for attending FDP/Workshops/Conferences / who have registered for / pursuing to attend the Ph.D. work
- 6 months Maternity Leave with Pay and 1 hour concession after Maternity Leave

- **Free and periodic health checkups.**
- **Appreciation for the faculty member.**
- **Provision for voicing opinions is provided though grievance/suggestion box**
- **Professional and life skills training are imparted**
- **Quota in admission for employees' children in any of the Shri Shivaji Science and Arts College Chikhli are provided**
- **Library facility**
- **RO**
- **Mediclaim**
- **Loan facility though Shri Shivaji Science and Arts College Sevakanchi Sahakari Patsanstha Tq. Chikhli (Reg. No.: 207).**
- **Gym and Yoga meditation**

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.3.1The_institution_has_effective_welfare_measures_for_teaching_and_non-_teaching_staff._compressed__1_.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

18

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

21

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institute is using the Performance Based Appraisal System (PBAS), which was recommended by the UGC. The performances are divided into three categories:

1. Teaching, Learning and Evaluation related activities
2. Co-Curricular, Extension and Professional Development related activities
3. Research Publications and Academic Contributions

The data for above categories is collected from each faculty member in the proforma prescribed by UGC at the end of each academic year. API scores are determined for each of the three categories based on the data collected. In collaboration with senior professors, the principal establishes minimum API scores for faculty members in each of the three categories. These scores determine whether or not faculty members are eligible for career progress and promotion to the next higher post. Moreover, at the end of each semester, students are given feedback forms for each of the courses they have taken. The feedback forms, which are in the form of questionnaires, collect data about the teacher and other aspects of the teaching process. There is Performance Self Appraisal mechanism for non-teaching staff, also.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.3.5_Institutions_Performance_Appraisal_System_for_teaching_and_non-_teaching_staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal and external audit of financial resources is completed after every year at the end of financial year. Institutional internal financial audit committee verifies the income and spending details of the college in the presence of Principal. The external audit is completed by External agency.

The financial resources are as below:

- At beginning of every financial year, Principal submits entire budget allocations to management and Joint Director of Higher Education.
- College budget includes recurring expenses such as salary,

electricity, internet, maintenance cost, stationery, other consumable charges etc., and non – recurring expenses like lab equipment purchases, furniture and other development expenses.

- ○ Costs of various things purchased.

Internal audit:

All vouchers are audited by an internal financial committee once in a year and verified by the CDC of Institution and Shri Shivaji Education Society, Amravati.

External audit:

According to government regulations, the college's accounts are audited on a regular basis by chartered accountant Bhagwan Nagwani. After audit, the auditor confirms that all payments are properly authorized before sending the report to management for approval. Any questions that arise during the audit process will be addressed as soon as possible, together with the supporting documentation, within the timeframes specified.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.4.1_Institution_conducts_Internal_and_ecternal_financial_audits_compressed.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

7.13 lakhs

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Regular internal audits from the Charted Accountant and external audits from the government make sure that the mobilization of the resources is being done properly. The Purchase Committee takes demands requirements from the heads of the departments & after careful consideration allows making the purchase.

Sources of funds are as follows:

1. Fees: Fees charged as per the university and government norms from students.
2. Salary Grant: The College receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government.
3. UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. So we receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research.
4. We received fund from Stakeholders, non-government bodies, individuals and Philanthropists.

Optimal Utilization resources include:

1. Departmental and Laboratory equipment
2. Library Expenses
3. Sport maintenance
4. Infrastructure
5. ICT Maintenance
6. Internet and telephone charges
7. Electricity Charges

Campus cleanness and its utilization is monitored by the Campus Cleanliness and Beautification Committee.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.5.1 Internal Quality Assurance Cell IQAC contributed significantly to.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

For our IQAC, the academic year 2020-21 was vibrant. Since the month of May, we started to take and carry out initiatives for academic and administrative upgrade. But the outbreak of Covid-19 pandemic abruptly stopped the normal teaching learning assessment process; as a result we shifted to online teaching methods.

Two Examples of Initiatives taken by IQAC:

1. Green Audit and Environmental Audit

Green Audit and Environmental Audit is the official examination of the consumption and maintenance of natural resources. It is done through government recognized agency. It was must for us also to know our consumption and maintenance of natural recourses and lacunas to overcome it. The institution has completed the process through EFSC Services.

2. MoU

Memorandum of understanding (MoU) has been signed viz. Botany Department signed MoU with Amravati Garden Club, Zoology Department signed the MoU with Wild Life And Environment Conservation Society,Arts Science And Commerce College Chikhaldara Dist. Amravati,Shri Vyankatesh Arts, Commerece & Science College Deulgaon Raja and Physics Department signed MoU with Vedant Energy Solution LLP. Through this MoU workshop and guest lecture series have been organized by all Departments respectively.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.5.1_Internal_Quality_Assurance_Cell__IQAC__contributed_significantly_to.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Two examples of IQAC-supported institutional review and teaching-learning reforms:

Plan and Strategy of IQAC to take review of Teaching Learning Process:

IQAC creates a plan that includes the use and enhancement of ICT infrastructure. The IQAC has advised the administration to improve its ICT infrastructure by obtaining modern tools and Wi-Fi facility. IQAC has trained teachers to use ICT on a regular basis by hosting workshops on topics such as Google Apps, video conferencing, e-mail, and handling ICT instruments. Social media has also been used in the classroom to develop communication amongst students. Youtube, Learning Management System (LMS) and ZOOM, Slide Share and other online teaching tools were used for teaching purpose. Feedback system is used in teaching and learning to assess the reliability and use of ICT facilities.

Academic review through periodical meetings:

The IQAC holds periodic meetings with Internal Examination Committee, Council of Heads, Principal, and College Development Committee. Faculty coordination committees for Arts, Commerce, and Science streams conducts an academic evaluation of all departments, gathering data on academic activities like completion of Syllabus, Internal assessment, group discussions, quizzes, and educational tours. Faculty Heads meet regularly to discuss improvement of academic and administrative matters.

File Description	Documents
Paste link for additional information	https://shivajichk.ac.in/pdf/criterion6/6.5.2_The_institution_reviews_its_teaching_learning_process__structures__methodologies.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://shivajichk.ac.in/pdf/criterion6/6.5.3_Quality_assurance_initiatives_of_the_institution_include_compressed__1_.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- **Women's Nurturing Cell and Women's Grievance Cell oversees gender related issues, carrying out activities throughout the year to promote gender equity and sensitization by organising various activities such as Pre-marriage counselling, Programme Legal Guidance for Women Harassment,**

- **Debate competition, Quiz Competition, Youth festival, Annual Social Gathering programme and other extension activities for welfare and overall personality development of students**
- **Safety and Security are ensured by 24-hour security at the College entrance, CCTV Cameras at the entrance of the college, in corridors, library, staff room laboratories etc. Moreover, alert faculty members ensure discipline.**
- **A common waiting room with rest room is made available for girl students and women staff of college. It is well furnished with necessary things like first aid kit, drinking water, mirrors, hand comb, hand wash soap, disposal dustbin and sanitary napkin vending and incinerating machine.**
- **Girl students are encouraged for the study of a various competitive exams for higher study, PG and research. They are encouraged to join NCC and NSS.**

File Description	Documents
Annual gender sensitization action plan	https://shivajichk.ac.in/pdf/criterion7/7.1.1_Annual_Gender_Sinsitisation_Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://shivajichk.ac.in/pdf/criterion7/7.1.1_Specific_facilities_provided_for_women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

To keep campus, keep clean, neat and tidy, Dustbins are placed in the college premises, corridors and office. The Institute has proper waste disposal mechanism. The solid waste is segregated into organic and is used to prepare compost for in-house consumption and non-degradable waste is collected by the Municipal Corporation Chikhli. To maximize use of paperless technology i.e., sharing of data /Lecture notes on google classroom, google cite, college website e-mail etc. Cleanliness drive to collect solid waste in the campus by NSS & NCC students.

Liquid waste management:

Chemical liquid waste generated in the lab is collected in separate soak pits which are located aloof from the water bodies. The soak pits are periodically emptied and dumped in special area outside the campus and town with due care.

E-waste management:

E-waste at our college refers to electronic equipment that has gone out of use. The cartridge of printer is refilled from a suitable vendor and reused it. The electronic component such as resistor, capacitor, transformer, transformer, burn cable, LED, CDs, floppy disks, burn cables are regularly send as scrab for recycling process to Nagar Parishd Chikhli, Dist.Buldana.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://shivajichk.ac.in/pdf/criterion7/7.1.3_Waste_management__Geotagged_Photos.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly,	A. Any 4 or all of the above

barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Shri Shivaji Science & Arts College, Chikhli, Dist. Buldana has conducted several activities for providing an inclusive environment.

- **Higher education ministry of government of Maharashtra invokes higher education institutes to organise blood donation camps to overcome shortage of blood supplies during the unprecedented COVID-19 pandemic. In this response the NSS & NCC units our institute organise blood donation camp & participated in this holistic activity.**
- **Universal Human Right Day was celebrated on 10th December 2020 to promote equality, peace, justice, freedom and the protection of human dignity among all stakeholders.**
- **Constitution Day was celebrated on 26th November 2020 that gives opportunity for students to broaden their knowledge of the Constitution, that have both shaped our history and our lives.**
- **Voting awareness program was also organised on 25th January**

2021.
- A Workshop on Women Empowerment was organised on 01/01/2021 that helps to create importance of women in society, just as helps to increase respect and dignity of women among students.
- College organises regularly various activities on Gandhian Ideology to explore its relevance in present era on social harmony, politics, cleanliness and nonviolence, tolerance and secularism
- Social harmony Day was also celebrated on-20/08/2020

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The education system of today is imparting knowledge but somehow it lacks to imbibe the sense of responsibility and spirit of nationality among the students. Every one of us is conscious of the rights but has forgotten duties and responsibilities as the citizen of the country. In order to address these issues, the institution has undertaken various activities accordingly to sensitize the young minds of the learners and the staff working with the institution.

The college has been relentlessly taking efforts to organize such activities like reading of Preamble of the Constitution-on-Constitution Day & National Voting Day, Blood Donation Camp, World Water Day etc. are arranged. The NSS and the NCC Units, of the college undertake many activities to shape the students as responsible citizen of tomorrow's India.

Birth anniversaries of freedom fighters, social workers and educationists are celebrated regularly to inspire students. The fundamental rights and duties as defined by the constitution are brought before them by organizing various workshop and events on the occasion of Human Rights Day, National Voters Day and Constitution Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. **Independence Day and Republic Day: Independence Day and Republic Day is Celebrated on 15th August and 26th Januray by organizing activities highlighting the struggle of freedom and our responsibility towards our nation. Students were also made aware about challenges our democracy is facing such as corruption, terrorism communalism, regionalism and relations with neighbouring countries. Moreover, Constitution Day also celebrated on 26th November every year to highlight importance of Indian constitution.**
2. **International Yoga Day: Every year International Organized**

on June 21st, by the Department of Physical Education. On the occasion yoga day training is organized to maintain mental and physical good health.

3. Universal Human Rights Day:Human Rights Day is celebrated by Dept. of Political Science to raise awareness about rights that all human beings are entitled to, irrespective of factors such as religion, gender, language, race, color, nationality and so on.

4. Celebration of Founders Day:Our college celebrates the birth anniversary of founder noble leaders, Dr. Panjabrao Deshmukh, Dalitmitra Pandharinath Patil & R D Bhonde Sarkar to get inspiration from their work & ideology.

5. Celebration of Birth/Death Anniversaryof great historical social and political leaders to get inspiration from their noble work and ideologies.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice-I

Title of the Practice: Rainwater Harvesting and Artificial Recharge of ground water in college campus.

Objectives of the Practice:

- Planning, development and management of water resources considering local context.
- Effective water augmentation, conservation and management

The Context: Artificial recharge structures are priostised to demonstrate the technology available for artificial recharge ground water and disseminate the technical know-how it is useful to institutions & local public.

The Practice: A bore well recharge system is developed in the college campus. Rain water harvesting from rooftop run-offs is done by using suitable mechanism. Farm Ponds and recharge are created trenches near the tomb (Samadhi) of Late Pandharinath Patil. The NSS, NCC units and staff members contributed in this noble work.

Evidence of Success:

- All these projects are physically built and properly functioning in the campus.
- Photographs of are available

Problems encountered and Resources Required:

- Financial problem raised and were solved by administration and labour work by NSS, NCC and staff volunteers.
- Technical help was not sought from outside & solved by self-motivation.

Best Practice-II

Title of the Practice: Toprepare Vermicompost organic manure from biodegradable waste.

Objectives of the Practice:

- To recycle biological waste of the college campus in scientific way
- To prepare useful organic manure from biological waste

The Context:To implement the concept of green and clean campus Vermicomposting project is implemented here. Recycled organic manure from the all types of biodegradable waste is to be produced.

The Practice: The organic biodegradable waste is mixed with cow-dung in the ratio of 1:8Beds of it are prepared & showered with water. On these beds the earthworm species E-foetida is spread. It is estimated that about 5000 worms can produce 01 Ton of organic manure within a month.

Evidence of Success:

- The problem of biodegradable waste from the college has been solved.

- **The biofertilizer produced is used for the plants in the garden.**
- **The worms are used as a food for aquarium fishes in the Department.**

Problems Enconteredand Resources Required:

Problems Encountered:

- **Protection of Vermiculture from ants and birds.**
- **Scarcity of appropriate seed availability.**
- **The seed is very costly.**

Resources Required:

- **Financial assistance.**
- **Automatic water sprinkling method**

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The NCC unit of the college is established in 1972 under 13 Maharashtra Battalion, Khamgaon. Since the establishment it has been working very effectively by giving opportunities to the rural area youths to participate in NCC training programs. The NCC cadets participate every year in RD pared at Rajpath, Sthal Sainik Camp. The unit is special, as every year at least 40 girls participate in NCC. Some students from other districts also seek admission in the college to join NCC. Most of the cadets including girls are selected in army every year. The distinctive feature of our NCC unit is participation in socially related activities. The college is specially known in the District for its NCC unit.

The priority and thrust of our institution are to provide quality education to the students from downtrodden society of rural area. The students who are especially interested in joining defense services are given chance to achieve their goal to serve motherland through our NCC unit. Our institution gives priority

to the NCC unit and presents opportunity to students to equip themselves by proper training to serve in defense. There are many students from rural area who got appointments in defense services after training.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Building up a more robust system of collaborative learning of online and offlinemode.
2. Installation of Solar panels in college campus
3. Research Centers viz. Botany and Marathi will be updated.
4. Renovation of Commerce Faculty
5. New construction of Washroom for Gents and Ladies
6. Installation of R.O. Purification plant
7. Construction of Physics laboratory in main Campus
8. Renovation of Auditorium, Seminar hall and ICT Room.
9. Installation of Leibmann Sofrware in Library