Shri Shivaji Education Society, Amravati's

Shri Shivaji Science & Arts College, Chikhli Dist. Buldana (M.S.) 443 201

NAAC 'B' GRADE

Annual Quality Assurance Report (AQAR) Academic Year: 2014-15

INDEX

Data of Institution:

<table>
<tr><td rowspan="13">1</td><td>Name of Institution</td><td>Shri Shivaji Science and Arts College, Chikhli, Dist. Buldana Maharashtra</td></tr>
<tr><td>Name of Head of Institution</td><td>Dr. Nilkanth Baliram Bhusari</td></tr>
<tr><td>Designation</td><td>Principal</td></tr>
<tr><td>Does the Institution functions from own campus</td><td>Yes</td></tr>
<tr><td>Phone number/ Alternate phone number</td><td>07264-242088</td></tr>
<tr><td>Mobile number</td><td>9421463410</td></tr>
<tr><td>Registered e-mail</td><td>shivajichk@rediff.com</td></tr>
<tr><td>Alternate e-mail</td><td>principalsscc@gmail.com</td></tr>
<tr><td>Address</td><td>Near BDCC Bank, Pandharinath Patil Square</td></tr>
<tr><td>City town</td><td>Chikhli, Dist. Buldana</td></tr>
<tr><td>State/UT</td><td>Maharashtra</td></tr>
<tr><td>Pin Code</td><td>443201</td></tr>
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<tr><td rowspan="11">2</td><td>Institutional Status Affiliated/Constituent</td><td>Affiliated</td></tr>
<tr><td>Type of Institution: Co-education/Men/Women</td><td>Co-education</td></tr>
<tr><td>Location: Rural/Semi-urban/Urban</td><td>Semi Urban</td></tr>
<tr><td>Financial Status : (Please Specify) Grants-in aid/UGC 2f and 12 (B)/ Self-financing</td><td>Grants-in aid/UGC 2f and 12 (B)/Self-financing</td></tr>
<tr><td>Name of Affiliating University</td><td>Sant Gadge Baba Amravati University, Amravati</td></tr>
<tr><td>Name of IQAC Co-ordinator</td><td>Dr. Anil Mahadeorao Garode</td></tr>
<tr><td>Phone number/ Alternate phone number</td><td>07264-242088</td></tr>
<tr><td>Mobile</td><td>9850363280</td></tr>
<tr><td>IQAC e-mail address</td><td>shivajichikhliiqac@rediffmail.com</td></tr>
<tr><td>Alternate e-mail address</td><td>anilgarode@gmail.com</td></tr>
</table>

3. Website address: www.shivajichk.com

   Web-link of the AQAR: http://shivajichk.com/wp-content/uploads/2019/12/AQAR-2014-15-6.pdf

4. Weather the academic calendar papered during the year?   Yes (See Annexure A)

   If yes, whether it is uploaded in the institutional website: Yes

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.72	2004	From:16/02/2004 To 15/02/2009
2nd	B	2.82	2014	From: 24/09/2014 To 23/09/2019

6. Date of Establishment of IQAC: 01/07/2010

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for prompting quality culture		
Item/Title of the quality initiatives by IQAC	Date and Duration	Number of participants/ beneficiaries
University level workshop on water management	28/01/2015 to 28/01/2015, One Day	334
Workshop on women empowerment	03/01/2015 to 03/01/2015 One Day	67

8. Provide the list of funds by Central/ State Government:

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mr. S. A. Salve (Dept. of Mathematics)	Minor Research Project (MRP)	UGC	Feb.2015 to Feb.2017	1,00,000/-
Dept. of Electronics	Carrier oriented programme (COP) Instrumentation	UGC	2014	7,65,000/-
Dept. of Marathi	Carrier oriented programme (COP) Fashion Designing	UGC	2014	7,65,000/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

10. No. of IQAC meetings held during the year: 02

The minutes of IQAC meeting and compliance to the decision have been uploaded on the institutional website: Yes

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

No

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

- University level workshop on water management
- Voting awareness programme

13. 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	Achievement/Outcomes
1. Organisation of sport events	Intercollegiate and university level sport events are organised. Some of the good performers were selected and sent to participate in sports competitions at University level.
2. Increase in library books	Purchased text books and reference books

3. Blood donation camp	48 students donated blood to Mankar Blood Bank, Akola. Awareness about importance of blood donation and social responsibility was created among students.
4. Workshop on water management	University level workshop on water management was organised on 28th Jan. 2015. Many farmers and students are benefited by the workshop.
5. Tree plantation	Variety of trees are planted in the surrounding periphery
6. Construction of running track	Running track is constructed for use of students and common people. Many students and natives are benefited
7. Installation of Campus ERP software in office	ERP software is installed in college office.

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

15. Whether NAAC/or any other accredited body (s) visited IQAC or interacted with it to access the functioning? No.

16. Whether institutional data submitted to AISHE: Yes

   Year: 2014   Date of Submission: 22/07/2014

17. Does the institution have Management Information System? Yes

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

     The IQAC collects data every year from all the departments about the academic and extension activities conducted throughout the academic year highlighting academic progress of the students, extension activities, research activities, seminars, remedial coaching, faculty development courses, annual reports and photographs of various activities. The collected data is stored on a common system in IQAC office. The collected data is analysed and used for official and academic purpose.

     The administrative data is collected through Campus ERP software on a common server   about college account, details of admission process, enrolment of students in the university, issuance of bona fide certificate and transfer certificate etc. On demand from the statutory bodies, data is provided as and when needed.

CRITERION-I-CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

Our college is affiliated to S. G. B. Amravati University, Amravati. The Curriculum is designed by the university and it is implemented by the college. The members of Board of Studies at the university are elected from the faculties working in different affiliated colleges. The designed curriculum is made available on the university website and the college website.

As curriculum is designed by the university, the responsibility of the college is to implement the curriculum effectively. We have developed the mechanism for well-planned curriculum delivery:

1. In the beginning of each Academic Session, Academic Calendar is prepared by the IQAC, highlighting important events and availabilities of Teaching Days, Schedule of Unit Tests etc.

2. The IQAC organizes a meeting of all the faculty members to present the result analysis of each subject of all the three faculty viz. Science, Arts and Commerce. After evolution of the achievements and failures of the past year, fresh modalities are checked out for upcoming new academic year.

3. The IQAC prepares the Centralized Time Table for the implementation of teaching work as per the university norms of all the three faculties. Further the departments distribute the teaching work and prepare the Annual Teaching Plan as per the availability of number of lectures. The Annual Plan and Daily Teaching Work are noted down in the Academic Diary.

4. As a part of continuous evaluation, unit tests are conducted to evaluate the progress of the students. In addition to the Unit Tests, Assignments, Seminars, Project Assignments are allotted to the students as a part of internal assessment. Study Tours and Field Study are also organized to enrich the practical based knowledge.

5. In addition to the conventional method, some topics from the syllabus are demonstrated by using PPTs, Educational Videos and Virtual Lectures. Group Discussion is organized to motivate the students to share the ideas on some important topics from the syllabus and current issues and events.

6. The faculties participate in research activities such as Publication of Research Papers, participation and presentation of Research Papers in conferences and workshops and the faculty members also participate in Faculty Development Programmes such as Orientation and Refresher Courses and Short-Term Courses organised by HRDC of different universities.

7. Guest Lectures/ Special Lectures are arranged by the departments. Experts of concerned subject deliver lectures to update the knowledge of students with recent developments.

8. Central Library plays a vital role in the teaching and learning process. Students as well as teachers can refer reference books, encyclopedias, e-books, journals and e-journals in the library.

9. In addition to academic development of student, physical development is also important. The Physical Education Department of the colleges arranges various sports events. Regular sport practice is also arranged.

10. Cultural programmes are also organised in the Annual Gathering every year. Students also participate in Youth Festival.

Besides these regular activities, Staff Council Meetings are held to discuss the difficulties in the teaching learning process and other relevant matters of the college.

1.1.2 Certificate/Diploma Courses introduced during the academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	Focus on employability/ Entrepreneurship	Skill development
Communication skill in English	Nil	16/09/14 16/09/14/ to 09/01/15	This course helps the students to seek job opportunities	Interview presentation and group discussion
Carrier oriented programme (COP) Instrumentation	Nil	01/01/2015 150 Days	This course helps the students to seek job opportunities and self employment	Instrumentation
Carrier oriented programme (COP) Fashion Designing	Nil	01/01/2015 150 Days	This course helps the students to seek job opportunities and self employment	Fashion Designing

1.2 Academic Flexibility

1.2.1 New Programmes/courses introduced during the Academic year:

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Nil	Nil	Nil	Nil

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Nil	Nil	Nil	Nil	Nil	Nil
Already adopted (mention the year)				Nil	Nil

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

No of Students	Certificate	Diploma Courses
12	Communication skill in English	Nil
20	Carrier oriented programme (COP) Instrumentation	Nil
20	Carrier oriented programme (COP) Fashion Designing	Nil

1.3 Curriculum Enrichment:

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

Value added courses	Date of introduction	Number of students enrolled
Communication skills in English	16/09/14	12
Environmental Studies	2007	341

1.3.2 Field Projects / Internships under taken during the year:

Project/Programme Title	No. of students enrolled for Field Projects / Internships

Zoology Department: • Study on faunal diversity of Ajantha Forest.	31 BSc-II students
Botany Department: • Study of Crop Diversity & Collection of Onion material for mitosis at fields of Shindi Harali.	30 BSc-II students
Political Science: • Study on Legislative Assembly Work at Nagpur (Winter Session-2014)	01 student
Commerce Department: • Internship on Accountancy at Chikhli Urban Co-operative Bank	18

Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employer	4) Alumni	5) Parents
Yes	Yes	No	Yes	Yes

1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution? (Maximum 500 words)

STUDENTS FEEDBACK & ACTION TAKEN REPORT

Feedback system is developed in the college to evaluate overall development of the institution regarding infrastructural development, Sport Activities, Discipline, Awareness about Moral And Ethical Values, Curricular Activities, Administration, Currier Oriented Programmes, Library Facility, Cultural Activities, Extra-curricular Activities conducted by National Cadet Corps and National Service Scheme.

Further feedback is also taken about Internet Facility, Canteen Facility, Anti-Ragging Cell, Remedial Coaching, Boys Hostel Facility, Curricula designed by university and its Skill Development Potentials, feedback regarding Teaching Methodology, Effective Communication and Counselling of Students by teachers.

The feedback is taken in the Grade Form such as A- Excellent, B- Very Good, C- Good, D-Satisfactory, E- Unsatisfactory. The analysis of the feedback shows satisfaction on overall functioning of the college. The college administration tried to take action on the demands of the stake holders.

For the year 2014-15, feedback is taken from Students, Parents, Teachers and Alumni. The feedback is analyzed and discussed with the head of the institution and following decisions were taken to enhance curricular and co-curricular and extra-curricular activities in the college for the further development of students:

• Twenty Days Workshop on "Communication Skills in English", from 2nd Aug to 27th Aug 2014 was organised and Certificate Course in "Communication Skills in English" was introduced for the students.

• Tree Plantation Programme was organised to develop eco-friendly campus.

- CCTV cameras were installed for safety measures of the students. Security Guards was appointed.
- A Xerox machine is made available in central library. Internet facility made available to all students.
- Dept. of Computer Science organized project exhibition. Participation of students in "National Robotics Championship".
- University level "C" programming Competition, "Compex-2015" was organized.
- Workshop on," Water Management" was arranged on 28th Jan 2015. Three Hundred Thirty Four farmers participated in it.
- Students were encouraged to participate in, "Road Safty Week", Pulse Polio Camp, and Cleanliness Activities.
- Students encouraged to participate in different sports competitions at Inter-collegiate and university level. At the college level many sport competitions were arranged during Annual Gathering Week.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile			
2.1.1 Demand Ratio during the year			
Name of the programme	Number of seats available	Number of applications received	Students Enrolled
FYBSC	220	300	249
SYBSC	220	170	164
TYBSC	220	120	108
FYB. COM.	120 +100	160	160
SYB. COM.	120+100	104	104
TYB. COM.	120+100	47	47
FYBA	220	223	223
SYBA	120	73	73
TYBA	120	33	33
FYMA HISTORY	80	15	15
SYMA HISTORY	80	09	09
FYMA MLT	80	17	17
SYMAMLT	80	01	00
FYMA POLTICAL SCI	80	25	25
SYMA POLTICAL SCI	80	04	04
FYMSC COMPUTER SCI	20	09	09
SYMSC COMPUTER SCI	20	04	04
FYMSC MICRO	16	09	09
SYMSC MICRO	16	04	04
FYMCOM	80	29	29
SYMCOM	80	09	09

2.2 Catering to Students Diversity				
2.2.1 Student- Full time teacher ratio (Current year data)				
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2014-15	1161	134	28	0	07

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
28	20	12 (LCD/OHP/INTERNET Etc.)	8 LCD Projector in laboratories	0	03

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

Mentoring system has been developed in the college by keeping in mind the educational development and carrier counseling of the students. As this college is surrounded by many villages, several students having economically and educationally weak background take admission, they need special attention. All the teachers are the members of mentoring committee. After the completion of admission process, the total numbers of students are divided faculty wise among the member of mentoring committee. Following steps are taken by every mentor to guide the students:

- Each mentor guides the students for their carrier development and higher studies.
- The students also guided about preparation for competitive examinations and how to seek job opportunities.
- The mentors also solve common problems regarding their studies.
- The mentors inform the mentees regarding government schemes to avail financial support in time. Further the students are guided about carrier options also.
- Every year through placement cell a workshop on carrier guidance is organized. Mentees are motivated to participate in it.
- Induction program is organized every year to clarify the basic concept of the students.
- Research competitions organized at university and inter collegiate level in the concerned categories like 'Avishkar'.
- The mentees are guided to participate in seminars competitions & poster presentations.
- To inculcate research abilities among the postgraduate students are motivated to prepare their projects.
- Students are guided to prepare and appear for competitive examinations through *Kalptaru Study Center.*

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1295	28	1:46

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D.	NET/SET
42	28	14	0	11	09

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2014	Mr. S .I. Jukkalkar	Assistant Professor	Ph.D.
2014	Dr. A. B. Kadam	Assistant Professor	Editorial board member of International Journal Bio info publication.

2.5 Evaluation Process and Reforms:

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
B.Sc.	B.Sc.-I	Semester I	14/12/2014	25/1/2015
B.Sc.	B.Sc. I	Semester II	05/05/2015	20/06/2015
B.Sc.	B.Sc. II	Semester III	10/12/2014	20/01/2015
B.Sc.	B.Sc. II	Semester IV	30/4/2015	15/06/2015
B.Sc.	B.Sc. III	Semester V	9/12/2014	15/01/2015
B.Sc.	B.Sc. III	Semester VI	27/4/2015	16/07/2015
B.A.	B.A. I	Annual	28/4/2015	10/06/2015
B.A.	B.A. II	Annual	23/4/2015	12/06/2015
B.A.	B.A.III	Annual	26/4/2015	19/06/2015
B. Com.	B. Com. I	Annual	3/4/2015	18/06/2015
B. Com.	B. Com. II	Annual	26/4/2015	14/06/2015
B. Com.	B. Com. III	Annual	4/4/2015	20/06/2015
M.Com.	M.Com. I	Semester I	3/12/2014	04/02/2015
M.Com.	M.Com. I	Semester II	17/5/2015	18/06/2015
M.Com	M.Com II	Semester III	5/12/2014	04/02/2015
M.Com	M.Com II	Semester IV	27/4/2015	25/06/2015
M.Sc.	M.Sc.-I Microbiology	Semester I	3/12/2014	15/01/2015
M.Sc.	M.Sc.-I Microbiology	Semester II	26/4/2015	20/06/2015
M.Sc.	M.Sc.-II Microbiology	Semester III	4/12/2014	10/01/2015
M.Sc.	M.Sc.-II Microbiology	Semester IV	27/4/2015	02/07/2015
M.A.	M.A.-I Marathi	Annual	20/4/2015	20/06/2015
M.A.	M.A.-II Marathi	Annual	28/4/2015	23/6/2015

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

Teaching learning and evaluation are integrated and indissoluble components of education. The evaluation system serves as an aid in the process of learning. As per the guidelines of SGB Amravati University, 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 is 20% in CIE and 80% in ESE/EAE in 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 Continuous Internal Evaluation. All the HODs and respective teachers are informed to follow the guidelines of the university regarding the internal evaluation. To ensure the progress and transparency in CIE following steps are taken by the faculty:

1. **The (CIE) Marks are shown to students. Its exercise ensures:**
   a) Providing Feedback to students on mistakes committed.
   b) Providing opportunity to learn subject more accurately and adequately.

2. **Instant Exam:**
   If any student fails in first test, instantly second test is taken to provide opportunity to improve his/her performance.

3. **Comprehensive internal Evaluation system:**
   The question papers of the unit tests are framed on the basis of university question paper pattern including Multiple Choice Questions, Answer in One Sentence Questions, Short And Long Answer type Questions to have a comprehensive understanding of University Semester Question Paper Pattern.

4. **Transparency in Evaluation:**
   Internal evaluation is entirely the responsibility of the teacher, 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.

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

- The Institution, to ensure effective time management and timelines academic calendar is published at the beginning of the session.

- The college carries out effective planning to stick to academic calendar. This allows the teacher and students to space out their teaching learning and regular assessment of the same.

- Academic calendar is prepared by IQAC at the commencement of each academic year.

- The details submitted by each department in respect of curricular, co-curricular, evaluation and extension activities.

- Our academic calendar provides important information about teaching dates, examination dates, day celebration, birth and death anniversary of eminent personalities.

- On the basis of Academic Calendar, teaching work and departmental activities are carried out.

- Academic calendar displayed to the students.

2.6 Student Performance and Learning Outcomes:

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

http://shivajichk.com/wp-content/uploads/2019/12/COURSE-OUTCOME.pdf

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B. Sc. III Semester VI	Physics	48	39	81.25%
	Electronics	20	15	75.00%
	Computer	27	09	33.33%
	Mathematics	45	39	86.67%
	CPA	09	03	44.44%
	Botany	30	23	76.66%
	Microbiology	23	18	78.26%
	Zoology	39	16	41.0%
B. A. Annual	English	26	18	69.23%
	Political Sci	25	21	84.00%
	Economics	17	15	88.00%
	History	23	22	96.00%
	Marathi	28	24	85.12%
	Home Economics	05	03	60.00%
B. Com. Annual	CMA	46	45	97.83%
	BFC	46	44	95.65%
	EOE	46	46	100.00%
	BM	46	44	95.65%
	IWWW	46	46	100.00%
M. Sc. Semester	Computer Sci.	04	00	00%
	Microbiology	05	05	100%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institutionalists parameters of the college may design the questionnaire) (results and details be provided as weblink)

http://shivajichk.com/wp-content/uploads/2019/12/Feedback-of-students-2014-15-.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	---	---	---	---
Minor Projects	2014-2016	UGC	Rs.1,20,000/-	Rs. 80,000/-
Interdisciplinary Projects	---	---	---	---
Industry sponsored Projects	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students Research Projects *(other than compulsory by the College)*	---	---	---	---
International Projects				
Any other(Specify)				
Total				Rs. 80,000/-

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Nil	Nil	Nil

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

Title of the innovation	Name of the Awardees	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil

3.2.3 No. of Incubation center created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
Nil	Nil	Nil

Name of the Start-up	Nature of Start-up	Date of commencement
Nil	Nil	Nil

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*	
Name of the Department	No. of Ph. D's Awarded
Microbiology	01

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

	Department	No. of Publication	Average Impact Factor, if any
International	Mathematics	3	0
International	Microbiology	2	0
National	Economics	2	0
National	English	1	0

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

Department	Books / Conference Proceeding books
English	01
Marathi	01/03
Computer Science	01/---
Political Science	---/02
History	---/01
Economics	---/01
	Total=10

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
LRS Bianchi type v dust filled universe with varying Λ(t) in creation field of gravitation	Sanjay A Salve	Prespacetime Journal	2014	4	Shri Shivaji Science & Arts college, Chikhli	3

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
LRS Bianchi type v dust filled universe with varying Λ(t) in creation field of gravitation	Sanjay A Salve	Prespacetime Journal	2014	1	3	Shri Shivaji Science & Arts college, Chikhli

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :				
No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	0	01	04	0
Presented papers	04	12	02	0
Resource Persons	0	03	02	0

3.4 Extension Activities

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

Title of the Activities	Organizing unit / agency / collaborating agency	Number of teachers **Co-ordinated** such activities	Number of students participated in such activities
Kargil Vijay Diwas	NCC	04	131
Road Safety Week	NCC	02	100
Pulse Polio Drive	NCC	02	25
Cleanliness Campaign	NCC	02	100
August Kranti Din	NSS	04	190
Tree Plantation	NSS	04	180
Rally on Mahatma Gandhi & Lal Bahadur Shastri jayanti	NSS	22	116
Congress Grass Eradication	NSS	02	156
Village level Camp	NSS	02	100
Sant Gadge Baba Smruti Din	NSS	02	110
Rally on Occasion of Dr. Panjabrao Deshmukh Jayanti	NSS	22	120
Youth Day	NSS	02	115
Social Harmony Day	NSS	02	105
Hutatma Day	NSS	02	120

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Thal Sainik Camp	Selection For Thal Sainik Camp, New Delhi	NCC	03
Republic Day Parade	Second Prize	Amravati Group, NCC	04
Army Attachment Camp	Best Cadet Award	Pune Group NCC	10
Annual Training Camp	First Prize	13 Mah. Bn. NCC, Khamgaon	03

3.4.3 Students participating in extension activities with Government Organizations, Non-Government Organizations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organizing unit/ agency/	Name of the	Number of	Number of

	collaborating agency	activity	teachers coordinated such activities	students participated in such activities
Swach Bharat Abhiyan	13 Mah Bn NCC, Khamgaon & SGBAU, Amravati	Swach Bharat Abhiyan	02+02	100+130
AIDS Awareness Program	Rural Hospital, Chikhli, NCC & NSS	AIDS Awareness	02+02	99+85
Blood Donation Camp	Govt. Hospital, Buldana	Blood Donation	02	30
Road Safety Week	Police Station, Chikhli, NCC & NSS	Road Safety	02+02	131+110
Vruksha Dindi	NSS(College & SGBAU)	Environmental Awareness	02	130
Social Harmony Week	NSS(College &SGBAU)	Social Harmony	02	115
Blood Donation Camp	Dr. Mankar Blood Bank, Akola	Blood Donation	02	48
Literacy Week	SGBAU Amravati	Literacy	02	110
Personality Development Camp	NSS	Personality Development	02	110

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
Internship	Study of accountancy	Chikhli Urban Co-operative Bank	12/01/2015 to 19/01/2015	18

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organization	Date of MoU Signed	Purpose and Activities	Number of students/teachers participated under MoUs
Sant Tukaram College, Parbhani (STCP) & Dept. of Microbiology,Shri Shivaji Sci. and Arts College Chikhli	15/10/2015	Mobility of Students & Faculty members, research project & placement activities	02 – Students 02-Teachers

CRETERION-IV-INFRASTRUCTURE AND LEARNING RESOURSES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Rs.1,00,000/-	Rs. 77,420/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	18.5 Acres	Nil
Class rooms	19	Nil
Laboratories	16	Nil
Seminar Halls	02	Nil
Classrooms with LCD facilities	08 Labs.	Nil
Classrooms with Wi-Fi/ LAN	College Campus with Wi-Fi	Nil
Seminar halls with ICT facilities	01	Nil
Video Centre	Nil	Nil
No. of important equipment's purchased (≥ 1-0 lakh) during the current year.	239	30
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 24,35,071/-	Rs. 180,399/-
Others	Nil	Nil

4.2 Library as a Learning Resource.

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul 2.0	Partially	2014	2014

4.2.2 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37147	31,51,549/-	260	Rs. 85,595/-	37407	32,37,144/-
Reference Books	617	3,06,087/-	06	Rs. 7,705/-	623	3,13,792/-
e-Books	97000+	0	0	0	97000+	0
Journals	0	0	65	Rs. 34026	65	Rs. 34026
e-Journals	6000+	Rs. 5000	0	0	6000+	Rs. 5000
Digital Database	N-List	0	0	0	N-List	0
CD & Video	227	0	0	0	227	0

Library automation	Partially Books 25639	0	0	0	Partially Books 25639	0
Weeding (Hard & Soft)	11337	0	0	0	11337	0
Others (specify)	0	0	0	0	0	0

4.3 IT Infrastructure

4.3.1 Technology Up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	65	02	5	01	3	01	11	10 mbps	Nil
Added	00	00	00	00	00	00	00	00	00
Total	65	02	5	01	3	01	11	10 mbps	_Nil_

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

10 mbps   MBPS /GBPS

4.3.3 Facility for e-content

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

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Nil	Nil	Nil	Nil

4. 4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 1,00,000/-	Rs. 1,13,954/-	Rs. 5,00,000/-	Rs. 4,67,314/-

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

http://shivajichk.com/wp-content/uploads/2019/12/Maintance-of-Institute.pdf

        We follow the following procedure and policy for the maintenance and utilization of Physical, Academic and Support facilities:

i.   **Class Rooms:** The College runs in two sessions i.e. the Junior College classes are conducted in the morning and the Senior College classes are engaged in the noon session. All the classrooms are utilized for the teaching work. The maintenance of the class rooms is done regularly. All the classrooms are provided with electricity facility and equipped with lamps and ceiling fans. A private sweeper is appointed on daily wages to maintain cleanliness.

ii. **Laboratory:** All the laboratories are well equipped. The practical's of not only the UG and PG students but also Junior College students are conducted in the laboratories. As three laboratories viz. Botany, Zoology and Microbiology are recognized research laboratories, research work is carried out in these laboratories.

The Lab Attendants have technical knowledge of the equipment's used in the laboratories. They maintain the equipment's. Sometimes services are hired from private technicians. Equipment's are purchased as per the requirement.

iii. **Library:** The library is open for the students from 8.00 am to 5.00 pm. A separate reading room for students is available. The research students can refer journals and other e-books made available through N-List. PCs with internet facility are available for browsing. Students and teachers utilize the library facility for their academic development.

Regular sweeping and dusting is done in the library. Vacuum Cleaner is used to keep the library dust free. To keep the books safe from pests and other insects service from private Pest Control Agency is hired.

iv. **ICT Facility:** In addition to the library which provides internet browsing facility, the Laboratory of Computer Science Department, Laboratory of Commerce Department and the Language Laboratory also work as computer centres for students. Internet facility is also available in all the laboratories for the use of students.

All the computers in the college are protected by anti-virus software. The members of the department of Computer Science extend their service to all the departments to maintain the computers. Some of the staff members who have technical knowledge cooperate to maintain the computers. As per need service is hired from private technicians.

v. **Sports Facility:** The college possesses a large playground. All the outdoor games are played on the ground. The nearby dwellers use it for morning and evening walk also. A well-equipped gymnasium is also available for students. Many students practice the outdoor games in the supervision of the Physical Director in the morning and evening time. The gymnasium and open sports ground is maintained regularly by taking services privately.

CRITERION-V-STUDENT SUPPORT AND PROGRESSION

5.1 Student Support			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Meritorious Students Scholarship by Salary earner's Society	35	12600
a) National	Govt. of India (GOI)	725	1473094
b) International	_	_	_

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skill development, Communication in English including language Lab.	16/09/2014 (2014-15)	12	Self
Remedial coaching for weaker students	15/07/2014 to 15/10/2014	473	Self
Yoga and mediation	21/06/2014 to 28/06/2014	58	Shri Ramchandra Mission, Chennai. Center Chikhli
Kalpataru Study Center for competitive examination	01/07/2014	45	Self

5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year.

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2014	Kalpataru Study Centre	45	45	10	10
2014	General Knowledge Competition (Pol. Sci.)	90	90	0	0
2014	Economics Aptitude Test	90	90	0	0
2015	General Aptitude Test of Chemistry	26	26	0	0
2014	20 Days Workshop on Communication Skill in English	30	30	0	0

5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year.

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2014	Kalpataru Study Center	45	45	10	10
2014	General Knowledge Competition (Pol. Sci.)	90	90	Nil	Nil
2014	Economics (Aptitude test	90	90	Nil	Nil
2015	General Aptitude test of Chemistry	26	26	Nil	Nil
2014	20 Days Workshop on Communication, Skills in English (Eng-Dept)	30	30	Nil	Nil

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Nil	Nil	Nil

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil	Nil	Nil	Nil	Nil	Nil

5.2.2

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2014	01	Shri Shivaji College, Chikhli	Botany	Shri Shivaji College, Akola	M.Sc. (Botany)
2014	06	Shri Shivaji College, Chikhli	Physics	GVISH, Amravati, University Dept. Shivaji College, Akola	M.Sc. (Physics)
2014	09	Shri Shivaji College, Chikhli	Chemistry	GVISH, Amravati, University Dept., Jijamata Mahavidyalaya, Buldana, Shivaji College, Akola	M.Sc.- (Chemistry)

2014	11	Shri Shivaji College, Chikhli	Mathematics	GVISH, Amravati, University Dept. Shivaji College, Akola	M.Sc. (Math)
2014	07	Shri Shivaji College, Chikhli	Microbiology	SGB Amravati University, Shri Shivaji College, Chikhli	M.Sc. (Microbiology)
2014	13	Shri Shivaji College, Chikhli	Computer Science	SGB Amravati University, Shri Shivaji College, Chikhli	M.Sc. (Computer Science)
2014	04	Shri Shivaji College, Chikhli	History	Shri Shivaji College, Chikhli	M.A. (History)
2014	04	Shri Shivaji College, Chikhli	Political Science	Shri Shivaji College, Chikhli	M.A. (Political Science)
2014	08	Shri Shivaji College, Chikhli	Commerce	Shri Shivaji College, Chikhli	M.Com.

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	0	Nil
SET	2	CHE- 549131, Pol. Sci.- 751244
SLET	0	Nil
GATE	0	Nil
GMAT	0	Nil
CAT	0	Nil
GRE	0	Nil
TOFEL	0	Nil
Civil Services	0	Nil
State Government Services	0	Nil
Any Other	14	Nil

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

Activity	Level	Participants
Cricket, Athletics, Chess, Kho-Kho, Cross country,	University	48
Folk dance, Mime, Solo song/Dance/One act play, Mimicry, Debates	College	120
Quiz competition (Economics Dept.)	College	112
Group discussion (Economics Dept.)	College	22
Celebration of Science Day [Project Exhibition]	College	21
C-Skill programming competition (Complex-2016)	University	35
Essay and Seminar competition	College	40
Taste of 14th Microbiological context	College	42

Rangoli competition	College	15
Poster presentation competition	College	9
Handcraft competition	College	7
Mehandi competition	College	14
Flower arrangement and dish decoration	College	15

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2014	Silver Medal	University level	01	Nil	Nil	Mr. V.E. Rodge

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

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 Scheduled programme Class representative of various classes are nominated on the merit basis. Also representation from N.S.S., N.C.C., and Cultural & Sports is invited on merit basis.
4) Meetings of the SRC are being arranged to observe various events like Welcome programme, Guest lectures, Sport, Cultural, Blood donation camp, Plantation, Birth & death anniversary of great social reformers & thinkers, farewell programmes etc.
5) All these activities are assisted by financially by the institution.

5.4 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

1) Yes, the institution has registered Alumni association. In every academic year two meetings of alumni are arranged to discuss problems related to student's Facility. Association organised tree plantation, Help to needy and poor students, books distributed to needy students and help for the development of college.
2) 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.

5.3.2 Number of enrolled Alumni

71 Alumni enrolled during 2014-15

5.3.3 Alumni Contribution during the year (In rupees)

00

5.3.4 Meetings/activities organized by Alumni Association:

In academic year 2014-15, two meetings of alumni are organized to discuss problems related to student's facility, Institutional infrastructure, Different activities such as blood donation, Tree Plantation, Help to needy and poor students for development of college, Health Checkup & Physical efficiency Test are taken by our Alumni and renowned Medical Practioner. Alumni are always in touch through individual relations, telephone, media, social sites like Facebook, Twitter etc. During the meetings Student's problems, expertise sharing is done.

Shri Shivaji Education Society Amravati's Shri Shivaji Science and Arts College, Chikhli, Dist. Buldana, Maharashtra.

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CRITERION VI – GOVERNENCE LEDERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (max. 500 words)
The academic administration is decentralized by forming various committees. Management plays a vital role to offer operational autonomy at different levels. The committees like IQAC, Purchasing Committee, Academic Monitoring Committee, Admission Committee, and Library Advisory Committee, work under the supervision of the Principal of the college. The heads of the departments are empowered for perfect decentralized governing system. The committees are provided freedom to design the schedule of activities, time tables, workshops, guest lectures, etc.   Head of the departments supervise the departmental activities, development plans and research. They are also given freedom to enrich the departments and laboratories through budgetary provision.

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

6.2 Strategy Development and Deployment:
6.2.1 Quality improvement strategies adopted by the institution for each of the following (within 100 words each)

❖ Curriculum Development:
      The institution implements all the undergraduate and post graduate courses run by Sant Gadge Baba Amravati University, Amravati. For certificate course like Communication Skills in English Language, staff members of the English department have added some basic grammatical and practical heads for the development of the students.
      There are some faculties working as members on Board of Studies (B.O.S.). Now and then they suggest certain addition to curriculum at university level to enhance the quality of the syllabus so that students should get knowledge that could be helpful for them in their future career.

❖ Teaching and Learning: The institution focuses on following measures for effective teaching learning process: i) Recruitment of highly qualified and skilled non-teaching staff. ii) Library, laboratory and ICT facilities are provided to the students. iii) Reference books, journals, periodicals and other learning sources are easily made available for both teachers and students. iv) Teachers are permitted to participate in Refresher Courses, Orientation Courses, conferences, seminars, Short Term Courses, Faculty Development Programmes, etc. for updating knowledge. **v)** The prizes and awards are given to the students through college credit society and the teachers to encourage them regarding their performances.
❖ Examination and Evaluation: For the smooth functioning of the examinations like unit tests, semester pattern examinations and its evaluation, principal, officer in-charge of examination and related staff conduct meetings

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often. Staff members of the college are intimated timely regarding the modified rules of the examinations. Internal evaluations such as assignments, written tests, oral tests, project reports are conducted. Throughout the year, as per the schedule of the evaluation process is followed for the betterment of students' performance.

❖ Research and Development:

To enhance the research among the staff members Research Promotion Committee is formed. It has got definite outcome such as-

i) Teachers are made aware about the various research schemes so that they invite proposals for MRPs.

ii) Faculties participate in research activities like seminars, workshops, conferences, etc.

iii) Emphasis is given on publication of research papers, articles, books, etc.

iv) For research activities infrastructural facilities are provided.

v) Study leave is granted for those who desire to work under FIP.

As an output of such encouragement, till now thirteen teachers have been awarded the highest academic degree like Ph. D. and five are pursuing.

❖ Library, ICT and Physical Infrastructure / Instrumentation:

The institution has well equipped library building along with the numerous text books, reference books, periodicals of faculties like Arts, Commerce, and Science. The total numbers of books in the library are 38030, 227 CDs, Text Books 37407, Reference Books 623, Journals 65, e-books 97000+, e-journal 6000+ and videos are available in the library.

For the advance study INFLIBNET facility is also provided to the students and teachers. Separate reading room is allotted to the students. The college has made available separate Study Centre for Competitive Examinations - 'Kalpataru' for the students. As an outcome of it, many students cleared various competitive exams.

❖ Human Resource Management:

The college perenniously work for the overall development of its staff members and students to ensure a healthy atmosphere. Many students take the benefit of gym of the college for their physical fitness. Cultural programmes are conducted to develop the personality of students and to make them aware of the social responsibility to build the strong nation. In such league programmes special days like Yoga Day, Women's Day, Forest Conservation Day, and Ozone Day are organized. Duty leaves are sanctioned by the principal to the teachers who participate and give their contribution in national and international conferences, Short Term Courses, seminars, etc.

❖ Industry Interaction / Collaboration:

Keeping in view today's corporate scenario, the students and staff members, industrial study tours are organized. It encourages and inspires the students about their future and motivate them regarding the employability. The departments of Botany and Micro-biology have MoU with Anuradha Pharmacy College, Chikhli, Dist. Buldana. The college also arranges placement drive in the campus. Department of Botany has collaboration with Anuradaha Pharmacy college, Chikhli, Dist. Buldana. Dr. V. U. Pochhi madam guided the students in identifying the plants for their projects. The students were given authentication certificates.

❖ Admission of Students:

The college undertakes online admission process. Every data of the students is saved and

kept secret. It has formed admission committee which takes care of the filling up the admission and assists to the students in this regard. Their forms are also scrutinized and verified by the members of the admission committee. Students are also guided by the teachers so that they take proper decision and select their branches like Arts, Commerce and Science.

6.2.2 Implementation of e-governance in areas of operation:

❖ Planning and Development:

The college has software Campus ERP that preserves and provides complete data of academic and official under one system of online information.

❖ Administration:

The college adopted the policy of minimum use of papers and to some extent work is done online such as notices, admission, reading e-journals, etc. It has become so useful and helpful for smooth functioning administration. It is one of the transparent ways of administration to share the views with saving time.

❖ Finance and Accounts:

With the help of computerization, data of finance and accounts is being preserved very safe. The related documents are scanned properly; e-filling and budget transactions are done systematically by the software. The management has a bird's eye view over the finance and account of the college for smooth functioning of the grants with the help of the Principal of the institute. Oftenly the guidance of the management is sought.

To fulfil the mission of the institution, it takes the help of the financial sources such as-fees collected from the students, non-salary grant from the state government UGC grant, etc.

❖ Student Admission and Support:

Online tools are used for the students' admissions so that the students can be kept easily in contact with the teaching and non-teaching staff. Through the Whatsapp messages and SMS they are informed now and then regarding their attendance, the dates of examination, filling up the scholarship forms, etc. they are also conveyed frequently academic and official activities.

❖ Examination:

The college conducts examinations like unit tests, semester wise Winter and Summer examinations with the help of teaching and non-teaching members. It is being conducted as per the instructions of the rules and regulations of Sant Gadge Baba Amravati University, Amravati. For the sake of students and smooth administration of exams, notices and roll numbers are flashed on the notice to avoid the chaos of the students.

The principal, officer-in-charge and co-officer of examination carry major responsibility of examinations. Apart from that the marks of internal assessment are sent to the examination department of the university. Before sending the marks to the university, marks of unit tests and assignments are displayed on the notice board. If the students have any query, it is rectified legally and afterwards marks are sent to the concerned department of the university.

6.3 Faculty Empowerment Strategies

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

Year	Name of the teacher	Name of conference / workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2014-15	Nil	Nil	Nil	Nil

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

Year	Title of the professional development programme organized for teaching staff	Title of the administrative training programme organized for non-teaching staff	Dates (from----to)	No. of participants (Teaching Staff)	No. of participants (Non - Teaching Staff)
2014-15	Nil	Nil	Nil	Nil	Nil

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from----to)
Orientation Course	01	09/03/2015 to 04/04/2015 (27 days)
Refresher Course	01	07/01/2015 to 27/01/2015 (21 days)
Refresher Course	01	23/02/2015 to 15/03/2015 (21 days)
Refresher Course	01	07/11/2014 to 26/11/2014 (20 days)
Short Term Course	01	02/02/2015 to 07/02/2015 (06 days)

6.3.4 Faculty and Staff recruitment (no. for permanent / fulltime recruitment)

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
28	28	40	40

6.3.5 Welfare schemes for

Teaching	Shri Shivaji Employees Credit Society, Chikhli , Dist. Buldana
Non-teaching	Shri Shivaji Employees Credit Society, Chikhli , Dist. Buldana
Students	• Earn and Learn Scheme • Students' Scholarship Awards

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly (within 100) words

The institute carries out every year the internal and external financial audit. Internal audit is conducted by the auditor Bhagwan Nagwani and Co. appointed by the management. The external audit is conducted by the government senior auditor of Amravati division and finally from the auditor, Nagpur.

Before the College Development Committee the audited reports are discussed keeping in view the overall develop0ment of the college. If there are any queries, that are solved satisfactorily in the interest of college development.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year. (Not covered in Criterion III)		
Name of the non-government funding agencies / individuals	Funds / Grants received in Rs.	Purpose
1. Shri Shivaji Education Society Amravati	Rs. 12,50,000/-	College Development
2. Corpus fund generated by faculty members of college	Rs. 12,025/-	College Development
3. Shri Shivaji College Earners Credit Society	Rs. 12,600/-	For honour of merit students
6.4.3 Total Corpus Fund Generated	Rs. 12,47,625/-	

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes / No	Agency	Yes / No	Authority
Academic	No	Nil	Yes	Academic Audit Committee at college level.
Administrative	Yes	Senior Auditor, Amravati.	Yes	Bhagwan Nagwani and Co.

6.5.2 Activities and Support from the Parent- Teacher Association (at least three)

- Parent Teacher Meet was organized. (25th January 2015)

6.5.3 Development programmes for support staff (at least three)

- Laboratory Safety Awareness Programme
- Energy Resource Saving Workshop
- Water Management
- Green Army

6.5.4 Post Accreditation initiatives (mention at least three)

- Research Activities:
    - i) Publication by the teachers at national and international level.
    - ii) No. of research supervisors and research centers increased at college level.
    - iii) Participation and presentations at national and international conferences.
- ICT facility is provided to the teachers
- Installation of ERP software in college office

6.5.5

- i) Submission of Data for AISHE portal   : (Yes / No)   Yes
- ii) Participation in NIRF   : (Yes / No)   No
- iii) ISO Certification   : (Yes / No)   No
- iv) NBA or any other quality audit   : (Yes / No)   Yes

	6.5.6 Number of Quality Initiatives undertaken during the year			
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (From – to)	Number of participants
2015	University level workshop on water management	28-01-2015	28-01-2015 to 28-01-2015	334
2015	Awareness programme about anaemia among young girl students	13/02/2015	13/02/2015 to 13/02/2015	35
2015	Eradications of superstitions and its scientific view	02-03-2015	02-03-2015 to 02-03-2015	67

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period **(from-to)**	Participants	
		Female	Male
Guidance on malnutrition (Home Economics Dept.)	10/09/2014 to 10/09/2014	20	0
Skill development programme for women's (Home Economics Dept.)	29/11/2014 to 29/11/2014	28	0
Skill development programme for women's (Home Economics Dept.)	03/01/2015 to 03/01/2015	23	0
Eradications of superstitions and its scientific view (Women's grievance cell)	28/02/2015 to 28/02/2015	67	0
Awareness programme about anemia among young girls students	13/02/2015 to 13/02/2015	35	0

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

- ❖ Tree plantation on the occasion of Independence Day by NSS- 15th Aug. 2014
- ❖ Jal Dindi (Water Day Rally) by NSS -30th Aug. 2014
- ❖ University level workshop on water management – 28th Jan. 2015

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/ Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	Yes (As per University Rules)	2
Special skill development for differently abled students	No	0
Any other similar facility	Western Commode	2

7.1.4 Inclusion and Situatedness: Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2014	1	1	05/10/14	Voting awareness rally	Voting Awareness	70
2015	1	1	04/01/15	Dental check-up camp by	Dental hygiene	20

				Dr. Yogesh & Meena Kale		
2015	1	1	04/01/15	Guidance on legal Awareness	Legal awareness	100
2015	1	1	01/01/15	Haemoglobin check-up camp programme of women of Chikhli city [women nurturing cell]	Women health	60

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

Title	Date of Publication	Follow up (maximum 100 words each)
Teachers diary and Prospectus of college	01/07/2014	The mission of our institution is *"Tamaso-Maa-Jyotirgamaya"* i.e. *To Lead Me From Darkness To Light*. By keeping in mind the mission, we encourage the students to develop educationally, professionally, socially and spiritually to meet the challenges of life. To seek the above mission and goal we fallow, the code of conduct designed by UGC and S.G.B. Amravati University, Amravati and our parent body, *Shri Shivaji Education Society, Amravati.* We also incorporated the required expectations in code of conduct for all the stakeholders and published it in prospectus and teachers diary. We also displayed it on the notice board.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Shahu Maharaj Birth Anniversary (Social Justice Day)	16/06/2014 to 16/06/2014	50
Celebration of Independence Day	15/08/2014 to 15/08/2014	250
Pandharinath Patil Birth & Death Anniversary	21/09/14 to 02/10/2014	110
Universal Human Right Day	10/12/2014 to 10/12/2014	53
National Voters Day	25/01/2015 to 25/01/2015	82
Birth Anniversary of Dr. Panjabrao Deshmukh	23/12/2014 to 27/12/2014	350
Lectures on Gandhian Ideology	13/01/2015 to 13/01/2015	62
Celebration of Republic Day	26/01/2015 to 26/01/2015	250
Shivaji Maharaj Birth Anniversary	19/02/2015 to 19/02/2015	65
Dr. Babasaheb Ambedkar Birth Anniversary	14/04/2015 to 14/04/2015	58

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

❖ Tree plantation on the occasion of Independence day

❖ Rain water harvesting

Shri Shivaji Education Society Amravati's Shri Shivaji Science and Arts College, Chikhli, Dist. Buldana, Maharashtra.

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❖	Campus cleanliness programme
❖	Baction Compost plant for organic manure
❖	Botanical garden

7.2 Best Practices:
http://shivajichk.com/wp-content/uploads/2019/12/Best-Practices.pdf

Best Practice-I

1) Aim: Use of ERP software to accelerate office work to save time and manual labour.

2) Goal: To enhance accuracy in documentation of the office work through ERP software.

3) Context: Approximately one thousand and five hundred students are enrolled in the college at graduation and post-graduation level in the college. Before the installation of the ERP software in the office the details of admission process issuance of transfer certificate, details of examination fees etc. was maintained manually. It consumed lots of time. Therefore to accelerate the office work and make available the required information quickly, ERP software was installed in the office.

4) The Practice: ERP software is installed in the college office. The concern office staff members ware trained to use the software effectively. All the detail information of every admitted student is entered in the software by the concern clerk. Through the academic year the information is made available quickly whenever required.

5) Evidence of Success: The data of the admitted students was made available to the concern departments. The required information is provided to the university within time. The installation of the software accelerated overall office work. It successfully overcame the problem heavy work of the office.

6) Problems encountered and resources required: For the effective functioning of the software skilled staff is required. Initially the skilled staff members were not available in the office. After training, some of the office staff members used the software effectively. For better functioning, the software provider need to trained the office staff members and provide required service time to time.

Best Practice-II

1. Aim: Creating awareness about importance of vote in a democratic country among the people.

2. Goal: Encouraging all eligible citizens to take independent decision during elections and use their right to vote.

3. The Context:

It has been found that many eligible citizens are unaware about the most powerful right; i.e. right to vote which democracy imparts to the common people to register their opinion about the working of the government. A strong democracy can be built only when every citizen takes independent decision while using his right to vote in elections. Therefore it is an urgent need to organise awareness programme for young as well as old, particularly for rural area citizens. Our institution also considers it as social responsibility to organise the awareness programme for the citizens of Chikhli tehsil.

4. The Practice:

As a first step we have celebrated 25th January as "Voters Awareness Day" by taking maximum participation of the students. At the same time students take oath regarding responsibility of a citizen in a democratic nation. The area to conduct the awareness programme was decided. Including Chikhli town, the nearby villages were selected as the places to work. Road shows ware arranged at public places in the town and a special show was organised in front of district collectorate office at Buldana. Flexes ware displayed at the main public places in the

town. Student's rally was also organised. During the rally the volunteer students specially interacted with the youngsters and encouraged them to cast their vote in upcoming elections. Some of the villages around Chikhli ware also selected for the work. Street plays ware performed and pamphlets regarding importance of voting ware also distributed among the villages. Monograph was prepared and distributed in the town. Some of the social organisations working at Chikhli such as *Renuka Senior Citizens Club* extended their service to this campaign.

5. **Evidence of Success:**

During this campaign particularly in villages the common people have shown their interest to know about the importance of right to vote. The common public in town as well as villages responded to the rally's and interacted with the volunteers. They understood their responsibility to build a strong democratic nation.

6. **Problems encountered and resources required:** It has been found that in the rural area common people are unaware about their right to vote and some of them even ignorant about the effect of their vote which can change the political scenario of the nation. The volunteer students and teachers convinced them by explaining in detail the way a democratic system works and how a single vote can bring change. They are also convinced that we got democracy after a long struggle. Therefore they are convinced that it is their responsibility to strengthen democracy by selecting the right representative who will work them.

7.3 Institutional Distinctiveness
   Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the web-link of the institution in not more than 500 words

   http://shivajichk.com/wp-content/uploads/2019/12/Institutional-distinctiveness-.pdf

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8. Future Plans of action for next academic year (500 words)

- To create awareness about "Water. Land and Air Conservation" among farmers young generation through programme.
- To create awareness about human rights among teachers, Social Workers, Reporters and Students through seven day workshop on human rights.
- To create awareness about "Right to Information" among teachers, Social Workers, Reporters and Students through workshop on right to information.
- To build toilet facility for students of Shri Shivaji High School and employee under 'Swachh Bharat Abhiyan (Clean India Campion) (Approx. 50000/-)
- To build "Running Cum Walking Trail" for old aged people (Senior Citizen) for walk safely and outdoor youth for preparation of Military & Police Services.

Dr. A. M. Garode   Principal Dr. N. B. Bhusari

_____   _____
   (Co-ordinator IQAC)   (Chairperson IQAC)

Shri Shivaji Science and Arts College, Chikhli, Dist. Buldana
Academic Calendar 2014-2015

Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-1	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15
1	1	1	1 Holiday	1 Second Unit Test	1	1	1	1 Sun	1 Sun	1	1
2	2	2	2 First Unit Test	2 Second Unit Test	2 Sun	2	2	2 First Unit Test	2 Second Unit Test	2 Holiday	2
3	3	3 Sun	3 First Unit Test	3 Holiday	3	3	3	3 First Unit Test	3 Second Unit Test	3	3
4	4	4	4 First Unit Test	4 Second Unit Test	4	4	4 Sun	4 First Unit Test	4 Second Unit Test	4	4
5	5	5	5 First Unit Test	5 Sun	5	5	5	5 First Unit Test	5 Second Unit Test	5 Sun	5
6	6 Sun	6	6 First Unit Test	6 Holiday	6 Holiday	6	6	6 First Unit Test	6 Holiday	6	6
7	7	7	7 Sun	7 Second Unit Test	7	7 Sun	7	7 First Unit Test	7 Second Unit Test	7	7
8	8	8	8 First Unit Test	8 Second Unit Test	8 Win. Vacation End	8	8	8 Sun	8 Second Unit Test	8	8 Sun
9 First Term Start	9	9	9 First Unit Test	9	9 Sun	9	9	9 First Unit Test	9 Second Unit Test	9	9
10 Admission	10	10 Sun	10 First Unit Test	10	10 Second Term Start	10	10	10 First Unit Test	10 Second Unit Test	10	10
11 Admission	11	11	11 First Unit Test	11	11	11	11 Sun	11 First Unit Test	11 Second Unit Test	11	11
12 Admission	12	12	12 First Unit Test	12 Sun	12	12	12	12 First Unit Test	12 Second Unit Test	12 Sun	12
13 Admission	13 Sun	13	13 First Unit Test	13	13	13	13	13 First Unit Test	13 Sun	13	13
14 Sun	14	14	14 Sun	14	14	14 Sun	14	14 Sun	14	14 Holiday	14
15 Admission	15	15 Independence Day	15	15	15 Sun	15	15	15	15	15	15 Sun
16 Admission	16	16	16	16	16	16	16	16	16	16	16
17 Admission	17	17 Sun	17	17	17	17	17	17 Holiday	17	17	17
18 Admission	18	18	18	18	18	18	18 Sun	18	18	18	18
19 Admission	19	19	19	19 Sun	19	19	19	19 Holiday	19	19 Sun	19
20 Admission	20 Sun	20	20 Hon Pandharinath Patil Jayanti	20 Win. Vacation Start	20	20	20	20	20	20	20
21 Sun	21	21	21 Sun	21	21	21 Sun	21	21	21 Holiday	21 Holiday	21
22 Admission	22	22 Second Unit Test	22	22	22	22	22	22 Sun	22 Sun	22	22 Sun
23 Admission	23	23 Holiday	23	23 Sun	23	23	23	23	23	23	23
24 Admission	24 Sun	24 Second Unit Test	24	24	24	24	24	24	24	24	24
25 Admission	25	25 Second Unit Test	25	25	25	25 Holiday	25 Sun	25	25	25	25
26 Admission	26	26 Second Unit Test	26 Sun	26	26	26	26 Republic Day	26	26	26 Sun	26
27 Admission	27 Sun	27	27 Second Unit Test	27	27	27 Hon Dr. Panjabrao jayanti	27	27	27	27 Summ. Vacation Start	27
28 Sun	28	28	28 Sun	28	28	28 Sun	28	28	28 Holiday	28	28
29 Admission	29	29 Holiday	29 Second Unit Test	29	29	29	29		29	29	29 Sun
30 Admission	30	30	30 Second Unit Test	30	30 Sun	30	30		30	30	30
	31	31 Sun		31		31	31		31		31
17 Days	27 Days	24 Days	24 Days	14 Days	18 Days	26 Days	26 Days	22 Days	23 Days	19 Days	00 Days

1) Total Working Days-240   2) Available Teaching Days- 180   3) A teacher should prepare the yearly plan before the starting of the session.
The Teacher, as far as possible should be spare 15 days for excepted leaves. Unit test, Seminar etc.

First & second Unit Test of - (First Term Exam)	B.Sc. I (Sem.I)	B.Sc. II (Sem.III)	B.Sc. III (Sem.V)	First & second Unit Test of - (Second Term Exam)	B.Sc. I (Sem.II)	B.Sc. II (Sem.IV)	B.Sc. III (Sem.VI)