



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: 2017-18**

## **INDEX**

Sr. No.	Title	Page No.
	Part A:	
1	Data of the institution	2-4
	Part B:	
2	Criterion I : Curricular Aspects	5-7
3	Criterion II : Teaching Learning and Evaluation	8-13
4	Criterion III : Research, Innovation and Extension	14-19
5	Criterion IV : Infrastructure and Learning Resources	20-22
6	Criterion V : Student Support and Progression	23-26
7	Criterion VI : Governance, Leadership and Management	27-31
8	Criterion VII : Institutional Values and Best Practices	32-35
9	Annexure A : Academic Calendar	36

## PART-A

### Data of Institution:

1	Name of Institution	Shri Shivaji Science and Arts College, Chikhli, Dist. Buldana Maharashtra
	Name of Head of Institution	Dr. Nilkanth Baliram Bhusari
	Designation	Principal
	Does the Institution functions from own campus	Yes
	Phone number/ Alternate phone number	07264-242088
	Mobile number	9421463412
	Registered e-mail	<a href="mailto:shivajichk@rediffmail.com">shivajichk@rediffmail.com</a>
	Alternate e-mail	<a href="mailto:principalscc@gmail.com">principalscc@gmail.com</a>
	Address	Near BDCC Bank, Pandharinath Patil Square
	City town	Chikhli, Dist. Buldana
	State/UT	Maharashtra
	Pin Code	443201

2	Institutional Status Affiliated/Constituent	Affiliated
	Type of Institution: Co-education/Men/Women	Co-education
	Location: Rural/Semi-urban/Urban	Semi-Urban
	Financial Status : (Please Specify) Grants-in aid/UGC 2f and 12 (B)/ Self-financing	Grants-in aid/UGC 2f and 12 (B)/Self-financing
	Name of Affiliating University	Sant Gadge Baba Amravati University, Amravati
	Name of IQAC Co-ordinator	Dr. Anil Mahadeorao Garode
	Phone number/ Alternate phone number	07264-242088
	Mobile	9850363280
	IQAC e-mail address	<a href="mailto:shivajichkhliiqac@rediffmail.com">shivajichkhliiqac@rediffmail.com</a>
	Alternate e-mail address	<a href="mailto:principalscc@gmail.com">principalscc@gmail.com</a>

3. Website address: [www.shivajichk.com](http://www.shivajichk.com)

Web-link of the AQAR: <http://shivajichk.com/wp-content/uploads/2019/12/AQAR-2017-18-2.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
1 <sup>st</sup>	B	2.72	2004	From:16/02/2004 To 15/02/2009
2 <sup>nd</sup>	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
State Level Wild Vegetable Competition	22/08/2017, One Day	150
National Level Workshop on e-Governance	21/02/2018, One Day	65
State Level Workshop On Intellectual Property Right	10/04/2018, One Day	100

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
Nil	Nil	Nil	Nil	Nil

9. Weather 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)

- State level wild vegetable competition.
- National level workshop on e-Governance.
- State level workshop on Intellectual Property Right.
- Academic audit of college by external experts.
- District level *Avishkar* competition in collaboration with S.G.B. Amravati University, Amravati

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. Purchase of books in library	Books purchased for library

2. Organisation of sport events	Shivaji Olympiad tournament, Intercollegiate sport tournament and other sport events are organised.
3. Blood donation camp	Awareness about importance of blood donation and social responsibility was created among students.
4. State level Wild Vegetable Competition	State Level Wild Vegetable Competition organised on 22/08/2017. total 150 participants are benefited in this competition
5. National Level Workshop on e-Governance	National Level Workshop on e-Governance was organised on 21/02/2018. Total numbers of participants benefited by this workshop are 65.
6. State Level Workshop On Intellectual Property Right	State Level Workshop On Intellectual Property Right was organised on 10/04/2018. Total numbers of participants benefited by this workshop are 100.
7. Academic audit of college	Academic audit of each department from each faculty is done by external experts.

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: 2017

Date of Submission: 06/07/2017

17. Does the institution have Management Information System?

Yes

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

Documentation Validation and Verification committee has been formed. The administrative data is collected through Campus ERP software and the academic data is collected on a separate system. The official data available on Campus ERP is about college account, details of admission process, enrolment of students in the university, issuance of bona fide certificate and transfer certificate. The DVV committee collects data from all the departments regarding academic progress of the students, extension activities, research activities, seminars, remedial coaching, faculty development courses, annual reports and photographs of various activities. On demand from the statutory bodies, data is provided by the DVV committee as and when needed.

**DVV Module:**

1. Administrative data is collected through Campus-ERP software on a common server in college office.
2. Academic data from various departments is collected on a common system in IQAC office.

**DVV Module Outcome:**

1. Availability of instant information
2. One step towards paperless documentation
3. Centralisation of all the data

**PART-B**  
**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.				
<p>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.</p> <p>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:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>10. Cultural programmes are also organised in the Annual Gathering every year. Students also participate in Youth Festival.</li> </ol> <p>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.</p>				

1.1.2 Certificate/Diploma Courses introduced during the academic year				
Name of the Certificate	Name of the Diploma	Date of introduction and duration	Focus on employability/	Skill development

Course	Courses		Entrepreneurship	
Communication skill in English	Nil	15/09/17 15/09/17 to 10/01/18	This course helps the students to seek job opportunities	Interview presentation and group discussion

## 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
			B.Com.- June 2017	√	
			27/06/2017 (B.A.)	√	
Master of Arts			27/06/2017		√
Already adopted (mention the year)					

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

No of Students	Certificate	Diploma Courses
14	Communication skill in English	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	15/09/17	14
Environmental Studies	2007	300

### 1.3.2 Field Projects / Internships under taken during the year:

Project/Programme Title	No. of students enrolled for Field Projects / Internships
<b>Zoology Department:</b> <ul style="list-style-type: none"> <li>• Study of Fauna at Dnyanganga Sanctuary Buldhana.</li> <li>• <b>Malgani:</b> Visited Hightech Poultry Farm</li> </ul>	33 BSc-II Students and 28 BSc-III Students
<b>Botany Department:</b> <ul style="list-style-type: none"> <li>• Study of Agricultural Fair at Rahuri Agricultural University.</li> <li>• Study of Genebank of Rahibai Popere at Kolnbhane Dist. Nagar</li> </ul>	35 BSc-III Students
<b>Microbiology Department:</b> <ul style="list-style-type: none"> <li>• Study on Process of Paneer Production at Satgaon Bhusari.</li> </ul>	30 BSc-II and BSc-III Students
<b>Electronics Department:</b> <ul style="list-style-type: none"> <li>• Study of Instrumentation of Biscuits Production at Parle-G</li> </ul>	40 BSc-II Students

Biscuit Factory, Khamgaon. • Study of Instrumentation of Cotton Reeling Mungsaji Maharaj Reeling Factory, Chikhli.	30 BSc-III Students
<b>Political Science Department :</b> • Study on Legislative Assembly Work at Nagpur (Winter Session-2017)	01 Student
<b>Commerce Department:</b> • Internship in Bank Chikhli Urban Co-operative Bank Chikhli.	20 Students

<b>Feedback System</b>				
<b>1.4.1 Whether structured feedback received from all the stakeholders.</b>				
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 2017-18, 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:

- Students are encouraged to participate in different intercollegiate academic competitions.
- A district level Science Convention “Aavishkar” is organized as a part of SGB Amravati University Research Program.
- A workshop on “Intellectual Property Rights” was organized.
- Guidance for different Competitive Examinations was organized.
- Awareness program on, “Women’s Health and Social Safety” conducted by Women’s Cell.



## CRITERION II -TEACHING-LEARNING AND EVALUATION

<b>2.1 Student Enrolment and Profile</b>			
2.1.1 Demand Ratio during the year			
Name of the programme	Number of seats available	Number of applications received	Students Enrolled
FYBSC	220	260	248
SYBSC	220	200	183
TYBSC	220	150	142
FYB. COM.	120+100	150	129
SYB. COM.	220	80	72
TYB. COM.	220	70	64
FYBA	220	250	235
SYBA	120	80	72
TYBA	120	65	64
FYMA HISTORY	80	22	22
SYMA HISTORY	80	05	05
FYMA MLT	80	20	19
SYMAMLT	80	07	07
FYMA POLITICAL SCI	80	45	44
SYMA POLITICAL SCI	80	13	13
FYMSC COMPUTER SCI	20	04	04
SYMSC COMPUTER SCI	20	05	05
FYMSC MICRO	16	25	18
SYMSC MICRO	16	12	12
FYMCOM	80	30	29
SYMCOM	80	03	03

<b>2.2 Catering to Students Diversity</b>					
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
2017-18	1161	181	25	0	07

<b>2.3 Teaching - Learning Process</b>					
<b>2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)</b>					
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
25	22	LCD/OHP/INTERNET 03	8 LCD Projector in laboratories	03	PPT/VIDEOS/LINK 03

<b>2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)</b>
<p>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:</p> <ul style="list-style-type: none"> <li>• Each mentor guides the students for their carrier development and higher studies.</li> <li>• The students also guided about preparation for competitive examinations and how to seek job opportunities.</li> <li>• The mentors also solve common problems regarding their studies.</li> <li>• The mentors inform the mentees regarding government schemes to avail financial support in time. Further the students are guided about carrier options also.</li> <li>• Every year through placement cell a workshop on carrier guidance is organized. Mentees are motivated to participate in it.</li> <li>• Induction program is organized every year to clarify the basic concept of the students.</li> <li>• Research competitions organized at university and inter collegiate level in the concerned categories like 'Avishkar'.</li> <li>• The mentees are guided to participate in seminars competitions &amp; poster presentations.</li> <li>• To inculcate research abilities among the postgraduate students are motivated to prepare their projects.</li> <li>• Students are guided to prepare and appear for competitive examinations through Kalptaru Study Center.</li> </ul>

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1342	25	1:54

<b>2.4 Teacher Profile and Quality</b>					
<b>2.4.1 Number of full time teachers appointed during the year</b>					
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D.	NET/SET
50	25	25	0	15	09

<b>2.4.2 Honours and recognitions received by teachers</b> (received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the year )			
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>
2017	Dr. A. M. Garode	Professor	Member BOS (Microbiology)
2017	Dr. V. U. Pochhi	Asso. Professor	Member BOS (Botany)
2017	Dr. G. G. Malte	Asst. Professor	Member BOS (Marathi)

<b>2.5 Evaluation Process and Reforms:</b>				
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	02/01/2018	08/02/2018
B. Sc.	B. Sc.-I	Semester- II	05/05/2018	29/06/2018
B.Sc.	B. Sc.-II	Semester –III	02/12/2017	08/02/2018
B.Sc.	B. Sc.-II	Semester-IV	07/05/2018	22/06/2018
B.Sc.	B. Sc.-III	Semester-V	01/12/2017	09/01/2018
B.Sc.	B. Sc.-III	Semester-VI	11/05/2018	18/06/2018
B.A.	B. A.-I	Semester-I	30/12/2017	05/02/2018
B.A.	B. A.-I	Semester-II	07/05/2018	01/07/2018
B.A.	B.A.-II	Annual	30/04/2018	08/06/2018
B.A.	B.A.-III	Annual	07/04/2018	24/07/2018
B.Com.	B.Com.-I	Semester-I	22/12/2017	05/02/2018
B.Com.	B.Com.-I	Semester-II	26/05/2018	24/07/2018
B.Com.	B.Com.-II	Annual	25/04/2018	11/06/2018
B.Com.	B.Com.-III	Annual	02/04/2018	25/06/2018
M.A.	M. A.-I Marathi	Semester-I	24/10/2017	26/12/2017
M.A.	M. A.-I Marathi	Semester-II	19/04/2018	21/06/2018
M.A.	M. A.-II Marathi	Annual	19/04/2018	15/06/2018
M.A.	M. A.- I Political Sci.	Semester-I	24/10/2017	20/12/2017
M.A.	M. A.-I Political Sci.	Semester-II	19/04/2018	13/06/2018
M.A.	M. A.-II Political Sci.	Annual	19/04/2018	13/06/2018
M.A.	M. A.-I History	Semester-I	24/10/2017	20/12/2017

M.A.	M. A.-I History	Semester-II	19/04/2018	18/06/2018
M.A.	M. A.-II History	Annual	19/04/2018	31/05/2018
M.Com.	M.Com.-I	Semester-I	22/11/2017	16/01/2018
M.Com.	M.Com.-I	Semester-II	24/04/2018	26/06/2018
M.Com.	M.Com.-II	Semester-III	22/11/2017	05/01/2018
M.Com.	M.Com.-II	Semester-IV	22/04/2018	25/06/2018
M. Sc.	M. Sc. I Computer Sci.	Semester-I	20/11/2017	27/12/2017
M. Sc.	M. Sc. I Computer Sci.	Semester-II	27/04/2018	11/06/2018
M. Sc.	M. Sc. II Computer Sci.	Semester-III	21/11/2017	27/12/2017
M. Sc.	M. Sc. II Computer Sci.	Semester-IV	28/04/2018	02/06/2018
M. Sc.	M. Sc. I Micro	Semester-I	20/11/2017	21/01/2018
M. Sc.	M. Sc. I Micro	Semester-II	27/04/2018	11/06/2018
M. Sc.	M. Sc. II Micro	Semester-III	21/11/2017	02/01/2018
M. Sc.	M. Sc. II Micro	Semester-IV	28/04/2018	06/06/2018

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

credibility 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 ensures effective time management and timelines academic calendar is publicised 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 extra-curricular 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 this the routing time table prepared of the entire session.

## 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-Outcomes.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	89	77	86.52%
	Electronics	30	28	93.33%
	Computer	28	23	82.14%
	Mathematics	84	80	95.24%
	Botany	33	32	96.97%
	Microbiology	32	28	87.50%
	Zoology	37	30	81.08%
B. A. Annual	English	39	24	61.54%
	Political Sci	32	28	87.50%
	Economics	30	28	93.33%
	History	37	31	83.78%
	Marathi	39	34	87.18%
	MLT	10	05	50.00%

B. Com Annual	CMA	58	41	67.68%
	BFC	58	49	84.48%
	EOE	58	53	91.38%
	BEM	58	55	94.83
	IWWW	58	43	74.44%
	English	58	46	79.31%
	Marathi	58	55	94.83%
M. Sc. Semester-IV	Computer Sci.	04	04	100.00%
	Microbiology	12	11	91.67%
M. A. Semester-IV	History	4	3	75.00%
	Political Sci.	11	07	63.64%

## 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 web link)

<http://shivajichk.com/wp-content/uploads/2019/12/Feedback-of-students-2017-18.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	Botany	2015-2019	UGC	Rs.3,90,000/-	00
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.3,90,000/-	00

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)
State Level Workshop On Intellectual Property Right	IQAC	10/04/2018

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
Vacuum Cleaner	D. A. Wadankar K. S. Deshmukh	Intra-University "Avishkar", Sant Gadge Baba Amravati University, Amravati	29/12/2017	Student
Azolla-A Nutritional value	Ku. Prachi Maval Ku. Rohini Walaskar	Sant Gadge Baba Amravati University's district level Avishkar-17	12/12/2017	Student
Fish Diversity of Koradi dam	Mr. Adesh Navghare	Vyankatesh Science College Deolgaon Raja	23/12/2017	Student
University Level Merit	Shivaji Laxman Salwant	Sant Gadge Baba Amravati University	15/11/2018	Student
Gandhi Vichar Sanskar Pariksha	Dr. A. R. Muley	Gandhi Research Foundation, Jalgaon	12/01/2018	Teacher
State Level Wild Vegetable Competition	Ku. Pallavi N. Kharat	Shri Shivaji Science College, Chikhli	22/08/2017	Student
Nutritious Wild	Ku. Pallavi N. Kharat	Shri. Vyankatesh Mahavidyalaya, Deulgaon Raja	23/12/2017	Student

Vegetables of Buldana District				
Studies on Hand Hygiene of Food Handlers based on the bacteriological examination	Mr. K. P. Misal Mr. N. M. Junare	Sant Gadge Baba Amravati University's district level Avishkar-17	12/12/2017	Student
Microbiological examination of Toothpaste and evolution of antibacterial properties of toothpastes.	Ku. P. R. Agrawal Ku. K. S. Mapari	Sant Gadge Baba Amravati University's district level Avishkar-17	12/12/2017	Student

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

<b>3.3 Research Publications and Awards</b>		
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 ( <i>applicable for PG College, Research Center</i> )	
Name of the Department	No. of Ph. D's Awarded
Zoology	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	0	0	0
National	Microbiology	01	0
	English	02	3.024
	Chemistry	01	0
	Physics	02	0
	Marathi	01	3.024
	Economics	01	3.024
	Political Science	01	3.024



	History	02	3.024
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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
Chemistry	01/01
Marathi	02/---
Botany	---/03
Physics	---/01
Microbiology	---/13
Zoology	--/01
Economics	--/01

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
Isolation, Characterization and Identification of Extra Cellular Enzyme Producer Bacillus licheniformis from Municipal Wastewater and Evaluation of their biodegradability.	A. M. Garode	Biotechnology Research and Innovation (Elsevier)	29/03/2018	02	Shri Shivaji Science College, Chikhli, Maharashtra, India	0
Optical limiting in gelatin stabilized Cu-PVP nanocomposite colloidal suspension	N. B. Thakare	AIP Conference Proceedings	08/05/2018	0	Shri Shivaji Science College, Chikhli, Maharashtra, India	0
Reduced graphene oxide-ZnO composites based gas sensors: A review	N. B. Thakare	AIP Conference Proceedings	08/05/2018	1	Shri Shivaji Science College, Chikhli, Maharashtra, India	0

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
Isolation, Characterization and Identification of Extra Cellular	A. M. Garode	Biotechnology Research and Innovation	29/03/2018	0	02	Shri Shivaji Science College, Chikhli,

Enzyme Producer Bacillus licheniformis from Municipal Wastewater and Evaluation of their biodegradability.		(Elsevier)				Maharashtra, India
Optical limiting in gelatin stabilized Cu-PVP nanocomposite colloidal suspension	N. B. Thakare	AIP Conference Proceedings	08/05/2018	0	0	Shri Shivaji Science College, Chikhli, Maharashtra, India
Reduced graphene oxide-ZnO composites based gas sensors: A review	N. B. Thakare	AIP Conference Proceedings	08/05/2018	1	1	Shri Shivaji Science College, Chikhli, Maharashtra, India

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	08	30	05	06
Presented papers	02	03	0	0
Resource Persons	01	02	0	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
International Yoga Day	NCC	06	98
Kargil Vijay Diwas	NCC	05	110
Road Safety Week	NCC	02	90
Swachta Pandhawada	NCC	02	136
Pulse Polio Drive	NCC	02	110
Cleanliness Campaign	NCC	02	90
Tree Plantation Program	NCC	03	90
Congress Grass Eradication Program	NCC	02	110
Blood Donation Camp	NCC	04	42
August Kranti Din	NSS	04	190
Tree Plantation Camp	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 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
Best ANO	Best ANO Award	Amravati Group, NCC	01
Thal Sainik Camp	Selection For Thal Sainik Camp, New Delhi	NCC	01
Republic Day Parade	First Prize	Amravati Group, NCC	02
Annual Training Camp	First Prize	13 Mah Bn NCC, Khamgaon	10

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/ collaborating agency	Name of the activity	Number of teachers Coordinated such activities	Number of students participated in such activities
International Yoga Day	13 Mah Bn NCC, Khamgaon	Yoga	02	98
Pulse Polio Drive	Rural Hospital, Chikhli	Pulse Polio Vaccination	02	100
Road Safety Week	Police Station, Chikhli, NCC & NSS	Road Safety	02+02	120+110
Kargil Vijay Diwas	13 Mah Bn NCC, Khamgaon	Kargil Vijay	02	115
Tree Plantation Program	Social Forestry	Tree Plantation	02	50
Vruksha Dindi	NSS (College & SGBAU)	Environment Awareness	02	130
Social Harmony Week	NSS( College & SGBAU)	Social Harmony	02	115
Blood Donation Camp	Govt. Hospital, Buldana	Blood Donation	02	90
Literacy Week	SGBAU Amravati	Literacy Awareness	02	110
Personality Development Camp	NSS	Personality Development	02	110
AIDS Awareness Program	Rural Hospital, Chikhli & NSS	AIDS Awareness	02	85
Swach Bharat Abhiyan	NSS( College & SGBAU)	Cleanliness	02	130

<b>3.5 Collaborations</b>			
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	12/12/2017 to 22/12/2017	20

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
Nil	Nil	Nil	Nil

## **CRETERION-IV INFRASTRUCTURE AND LEARNING RESOURCES**

<b>4.1 Physical Facilities</b>	
<b>4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year.</b>	
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
<b>Rs.1,00,000/-</b>	<b>Rs. 35,000.00</b>

<b>4.1.2 Details of augmentation in infrastructure facilities during the year</b>		
Facilities	Existing	Newly added
Campus area	18.5 Acres	0
Class rooms	19	0
Laboratories	16	0
Seminar Halls	02	0
Classrooms with LCD facilities	08 Labs	0
Classrooms with Wi-Fi/ LAN	College Campus	0
Seminar halls with ICT facilities	1	0
Video Centre	0	0
No. of important equipment's purchased ( $\geq$ 1-0 lakh) during the current year.	403	22
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 37,92,797/-	Rs. 1,35,803/-
Others (Smart Classrooms)	3	0

<b>4.2 Library as a Learning Resource.</b>			
<b>4.2.1 Library is automated {Integrated Library Management System -ILMS}</b>			
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul 2.0	Partially	2014	2014

<b>4.2.2 Library Services:</b>						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	38660	36,73,395/-	576	Rs.1,68,162/-	39236	38,41,557/-
Reference Books	861	3,94,435/-	50	Rs. 12,032/-	911	4,06,467/-
e-Books	97000+	0	0	0	97000+	0
Journals	51	Rs. 34,378/-	0	0	51	Rs. 34,378/-
e-Journals	6000+	Rs. 5,900/-	0	0	6000+	Rs.5,900/-
Digital Database	0	0	0	0	0	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	71	02	5	01	3	01	11	10mbps	0
Added	0	0	0	0	0	0	0	---	0
Total	71	02	5	01	3	01	11	10mbps	0

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

10 MBPS

#### 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. 1,22130/-	Rs.1,50,000/-	Rs. 1,48,279/-

**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/INSTITUTIONAL-MAINTENANCE-2017-18.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	41	Rs.14,900/-
Financial support from other sources			
a) National	Govt. of India (GOI)	517	Rs.5,56,139/-
b) International	0	0	0

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.	15/09/2017	14	Self
Yoga & Meditation	21/06/2017 to 28 /06 /2017	50	Shri Ramchandra Mission Chennai Center Chikhli
Kalptaru Study Center for Competative Examination	16/7/1017	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
2017	Kalpataru Study Centre	45	45	03	03
2017	Skill-Will Club 20 Days workshop for communication, job, soft skill in corporate world (Eng.-Dept.)	20	20	0	0
2017	Campus interview Mahindra finance limited	30	30	03	03
2018	General Aptitude test of Chemistry	25	25	0	0
2018	Workshop Cum training programme in E-Governance ( Comp. Science)	59	59	0	0

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



0	0	0
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<b>5.2 Student Progression</b>					
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	0	0	Saraswati College, Shegaon	30	0

<b>5.2.2 Student progression to higher education in percentage during the year</b>					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017	07	Shri Shivaji College, Chikhli	Botany	SGB Amravati University, Govt. Institute of Science, Aurangabad	M.Sc. (Botany)
2017	04	Shri Shivaji College, Chikhli	Physics	GVISH, Amravati, University Dept. Shivaji College, Akola	M.Sc. (Physics)
2017	05	Shri Shivaji College, Chikhli	Chemistry	GVISH, Amravati, VBMV, Amravati Jijamata Mahavidyalay, Buldana,	M.Sc. (Chemistry)
2017	08	Shri Shivaji College, Chikhli	Mathematics	GVISH, Amravati, University Dept. Shivaji College, Akola	M.Sc. (Math)
2017	05	Shri Shivaji College, Chikhli	Microbiology	BAMU, Aurangabad, Sgb Amravati University, Shri Shivaji College, Chikhli	M.Sc. (Microbiology)
2017	08	Shri Shivaji College, Chikhli	Computer Science	SGB Amravati University, Shri Shivaji College, Chikhli	M.Sc. (Computer Science)
2017	04	Shri Shivaji College, Chikhli	History	Shri Shivaji College, Chikhli	M.A. (History)
2017	11	Shri Shivaji College, Chikhli	Political Science	Shri Shivaji College, Chikhli	M.A. (Political Science)
2017	15	Shri Shivaji College, Chikhli	Commerce	Shri Shivaji College, Chikhli	M.Com.
2017	03	Shri Shivaji College, Chikhli	Zoology	SGB Amravati University, Amravati	M.Sc. (Zoology)
2017	01	Shri Shivaji College, Chikhli	Marathi	Shri Shivaji College, Chikhli	M.A.(Marathi)

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	01	ZOO-368637
SET	04	HIS- 143954, MCB- 75355, CHE- 146302, BOT- 147228
SLET	0	0
GATE	0	0
GMAT	0	0
CAT	0	0
GRE	0	0
TOFEL	0	0
Civil Services	0	0
State Government Services	0	0
Any Other	6	0

5.2.4 Sports and cultural activities / competitions organized at the institution level during the year		
Activity	Level	Participants
Cricket, Athletics, Kho-Kho, Kabaddi,	University	63
Folk dance, Mime, Solo song/Dance/One act play, Mimicry, Debates	College	125
Best practical record competition of Microbiology	College	146
General aptitude test for Chemistry students	College	25
District level “Avishkar” competition	University	96
State level Wild Vegetable Competition	State	150
Medicinal plant display competition	College	15
Gandhain thought enculturation exam (Gandhi vichar sanskar pariksha)	College	112
Rangoli competition	College	20
Poster presentation	College	17
Handcraft competition	College	15
Mehandi competition	College	12
Flower arrangement and dish decoration	College	11

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
2017	Colour coat Holder	All India Inter-University	01	0	9179	Mr. S. K. Lahane
2017	Colour coat Holder	All India Inter-University	01	0	11358	Mr. S. G. Patil,
2017	Colour coat Holder	All India Inter-University	01	0	7925	Mr. S.S. Atole
2017	Colour coat Holder	All India Inter-University	01	0	9138	Ku. Radha Dukare

<b>5.3.2 Activity of Student Council &amp; representation of students on academic &amp; administrative bodies/ committees of the institution (maximum 500 words)</b>
<ol style="list-style-type: none"> <li>1) As per lawful provisions of the SGB Amravati University , Student representative council &amp; representation of students on academic &amp; 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.</li> <li>2) Institution has constituted student council committee to look after all the students welfare activities.</li> <li>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., Cultural &amp; Sports is invited on merit basis.</li> <li>4) Meetings of the SRC are being arranged to observe various events like Welcome programme, Guest lectures, Sport, Cultural, Blood donation camp, Plantation, Birth &amp; death anniversary of great social reformers &amp; thinkers, farewell programmes etc.</li> <li>5) All these activities are assisted by financially by the institution.</li> </ol>

<b>5.4 Alumni Engagement</b>
<b>5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):</b>
<ol style="list-style-type: none"> <li>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.</li> <li>2) The activities run and major contribution made by our Pride Alumni are Health awareness Programme, Socio-political Help, Legal and finance advice, Academic &amp; infrastructural development, Media and consultancy services, Education services, Social, Management &amp; Governance, business houses, Nature conservation, Research programme, Government department, NGOs, Cultural events etc.</li> </ol>

<b>5.4.2 Number of enrolled Alumni</b>
57

<b>5.4.3 Alumni Contribution during the year ( In rupees)</b>
00

<b>5.4.4 Meetings/activities organized by Alumni Association:</b>
<p>In academic year, two meetings of alumni are Organised 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 &amp; 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.</p>

## CRITERION VI – GOVERNANCE LEDERSHIP AND MANAGEMENT

<b>6.1 Institutional Vision and Leadership</b>
6.1.1 Mention two practices of decentralization and participative management during the last year (max. 500 words)
<p>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, Library Advisory Committee, work under the supervision of the principle 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.</p> <p>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.</p>
6.1.2 Does the institution have a Management Information System (MIS)?
Partial.
<b>6.2 Strategy Development and Deployment:</b>
6.2.1 Quality improvement strategies adopted by the institution for each of the following (within 100 words each)
<p>❖ Curriculum development:</p> <p>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.</p> <p>There are some faculties working as members on Board of Studies (B.O.S.). Now and then they suggest certain addition I 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.</p>
<p>❖ Teaching and Learning:</p> <p>The institution focuses on following measures for effective teaching learning process:</p> <ol style="list-style-type: none"><li>Recruitment of highly qualified and skilled non-teaching staff.</li><li>Library , laboratory and ICT facilities are provided to the students.</li><li>Reference books, journals, periodicals and other learning sources are easily made available for both teachers and students.</li><li>Teachers are permitted to participate in Refresher Courses, Orientation Courses conferences, seminars, Short Term Courses, Faculty Development Programmes, etc. for knowledge updation.</li><li>The prizes and awards are given to the teachers to encourage them regarding their performances.</li></ol>
<p>❖ Examination and Evaluation:</p> <p>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 oftenly. Staff members of the college are intimated timely regarding the modified rules of the examinations. Internal evaluations such as assignments, written tests, oral</p>

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 Orientation Courses, Refresher Courses, seminars, workshops, conferences, etc.
- iii) Emphasis is given on publication of research papers, articles, books, etc.
- iv) For advance research, 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 for it.

❖ **Library, ICT and Physical Infrastructure / Instrumentation:**

The institution has well equipped library building along with the numerous text books, references books, periodicals of faculties like Arts, Commerce, and Science. The total number of books in the library are 40147.

Sr. No.	Text Books	Reference Books	Journals	e-books	e-journal
1.	39236	911	51	97000+	6000+

There are 227 CD's and videos are available

For the advance study of the faculty members, INFLIBNET facility is also provided to the students and teachers. Separate reading room is allotted to the students. The departments of Botany and Micro-biology have MoU with Anuradha Pharmacy College, Chikhli. The college has made available separate reading hall 'Kalpataru' for the students who study for competitive examinations. As an outcome of it, some of the students cleared SET exams.

❖ **Human Resource Management:**

The college perennially 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 made 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 motivates them regarding the employability. 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 preserves and provides complete data of academic and official under one system of online information.

#### ❖ Administration:

The college adopted the policy of paperless work. Minimum use of papers and maximum 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-filing 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 in collaboration with the principal of the institute. Oftenly the guidance of the management is sought.

To fulfill 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 messages 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.

Like students' groups, for teaching and non-teaching faculties, What's app groups are created to post updates and notices apropos of meetings, academic and official purposes.

#### ❖ Examination:

The college conducts examinations like unit tests, semester wise Winter and Summer exams 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	Name of conference /	Name of the	Amount of
------	-------------	----------------------	-------------	-----------



	teacher	workshop attended for which financial support provided	professional body for which membership fee is provided	support
2017-18	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)
2017	Nil	Laboratory safety programme for laboratory attendant	10/07/2017 to 10/07/2017	0	20
2018	National Level Workshop on 'e-governance'	Nil	21-02-2018	65	0

**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)
Refresher Course	01	10/07/2017 to 29/07/2017 (20 days)
Refresher Course	01	05/06/2017 to 24/06/2017 (20 days)
Refresher Course	01	20/06/2017 to 10/07/2017 (21 days)

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
25	25	35	35

**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	<ul style="list-style-type: none"> <li>Students' Scholarship Awards</li> </ul>

**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 academic 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 development 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.		
Name of the non-government funding agencies / individuals	Funds / Grants received in Rs.	Purpose
1. Corpus fund generated by faculty members of college	Rs. 20,400/-	College Development
2. Shri Shivaji College Earners Credit Society	Rs. 14,900/-	For honour of merit students
Total Corpus Fund Generated: Rs. 35300		

<b>6.5 Internal Quality Assurance System</b>				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes / No	Agency	Yes / No	Authority
Academic	Yes	1. Dr. R. E.Khansan, Shri D. M. Burungle Sci. & Arts College, Shegaon, Dist. Buldana 2. Dr. S. V. Agarkar, B. B. Arts, N. B. Commerce & B. P. Sci. College, Digras, Dist. Yavatmal	Yes	Academic Audit Committee at college level.
Administrative	Yes	Senior Auditor, Amravati.	Yes	Bhagwan Nagwani and Co.

<b>6.5.2 Activities and Support from the Parent- Teacher Association (at least three)</b>
<ul style="list-style-type: none"> <li>Parent Teacher Meet was organized (07/09/2017)</li> <li>Easy cooking show</li> </ul>

<b>6.5.3 Development programmes for support staff (at least three)</b>
<ul style="list-style-type: none"> <li>Laboratory Safety Awareness Programme</li> <li>Energy Resource Saving Workshop</li> <li>Water Management</li> <li>Green Army</li> </ul>

<b>6.5.4 Post Accreditation initiatives (mention at least three)</b>
<ul style="list-style-type: none"> <li>District level <i>Avishkar</i> competition for students in association with S.G.B. Amravati University, Amravati.</li> <li>State level wild vegetable competition</li> </ul>

<b>6.5.5</b>			
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	

<b>6.5.6 Number of Quality Initiatives undertaken during the year</b>				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (From – to)	Number of participants
2018	State level workshop on intellectual property right	10/04/2018	10/04/2018 to 10/04/2018	100
	National level workshop on e-Governance	21/02/2018	21/02/2018 to 21/02/2018	65



## 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
Awareness programme on Family Violence for women's by Women's Grievance Cell	07/12/2017 to 07/12/2017	21	Nil
Awareness programme against dowry system at NSS camp Mungsari	17/01/2018 to 17/01/2018	72	Nil
Easy cooking show for women's	12/01/2018 To 12/01/2018	50	Nil

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
<ul style="list-style-type: none"> <li>• Tree plantation- Green drive by NCC – 8<sup>th</sup> Aug. 2017</li> <li>• Suggestion stickers in each department and rooms about energy saving</li> <li>• Classroom and laboratories with efficient natural lightening to save electricity to minimize use of lights and fans (Specially Botany, Zoology, Microbiology and Electronics departments.)</li> </ul>

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)	1
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
2017	1	1	22/08/17	State level Wild Vegetable Competition	Medicinal Importance of Wild Vegetable	150

2017	1	1	17/11/17	Cyber Crime Workshop	Cyber Crime	70
2017	1	1	14/12/17 to 15/01/18	Police & Military training workshop by Physical Education Dept.	Training programme for all students	50
2018	1	1	24/04/18	Distribution of Fruits for poor Patient in Rural Hospital Chikhli	Help to poor Patient	18

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	01/07/2017	The mission of our institution is " <i>Tamaso-Maa-Jyotirgamaya</i> " i.e. <i>To Lead Me From Darkness To Light</i> . 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 follow, the code of conduct designed by UGC and S.G.B. Amravati University, Amravati and our parent body, <i>Shri Shivaji Education Society, Amravati</i> . 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
International Yoga Day	21/06/2017 to 21/06/2017	43
Shahu Maharaj Birth Anniversary (Social Justice Day)	26/06/2017 to 26/06/2017	51
Celebration of Independence Day	15/08/2017 to 15/08/2017	360
Pandharinath Patil Birth & Death Anniversary	21/09/2017 to 02/10/2017	72
District level Examination on Gandhain Thoughts by Marathi Department	01/10/2017 to 31/10/2017	35
Universal Human Right Day	10/12/2017 to 10/12/2017	45
Dr. Panjabrao Deshmukh Birth Anniversary	23/12/2017 to 27/12/2017	345
National Voters Day	25/01/2018 to 25/01/2018	78
Celebration of Republic Day	26/01/2018 to 26/01/2018	310
Chatrapati Shivaji Maharaj Birth Anniversary	19/02/2018 to 19/02/2018	56
Dr. Babasaheb Ambedkar Birth Anniversary	14/04/2018 to 14/04/2018	47

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)
• Tree plantation programme- 1 <sup>st</sup> -6 <sup>th</sup> July 2017
• Clean college campus campaign
• Fifteen days programme under Bharat Swachhta Abhiyan- 15 <sup>th</sup> Aug.-1 <sup>st</sup> Sep. 2017
• Eco-friendly Raksha-Bandhan by Dept. of Botany
• Ozone day By Dept. of Zoology

7.2 Best Practices: <a href="http://shivajichk.com/wp-content/uploads/2019/12/BEST-PRACTICES-2017-18.pdf">http://shivajichk.com/wp-content/uploads/2019/12/BEST-PRACTICES-2017-18.pdf</a>
<p><b>Best Practice-I</b></p> <p>1) <b>Title of the Practice:</b> Conservation and collection of wild vegetables.</p> <p>2) <b>Goal:</b> To study and document the traditional knowledge of wild vegetable plants in Maharashtra.</p> <p>3) <b>Context:</b> Nature has lots of miracles. It is knitted with different shades of colours and variety of medicinal plants. Plants blossom in the beginning of rainy season. Without bowing seeds different types of wild vegetables grown on mountains and in forest. Wild vegetables are nature's gift for us. In tribal region people eat wild vegetables as their food. These vegetables are good in taste and have their own medicinal values.</p> <p>It has been observed that the traditional knowledge on wild vegetable plants is sharply declining. Unless special efforts are made to educate the younger generation about the importance, the medicinal plants may get lost in near future. The study of the medicinal plant can contribute significantly not only to the developed society but also improve food security in tribal areas as these plants are good sources of required nutrition for health.</p> <p>4) <b>The Practice:</b> The collection of wild vegetable plants is the main task of this practice. To collect the medicinal plants and their medicinal value, a State level competition by the Department of Botany was organised. The information regarding the competition was spread through students in the nearby area. For the publicity pamphlets were distributed, the competition details were published in the State newspaper. To get maximum participation local cable network was also used. It was open for all age groups with good knowledge of wild vegetables. As a result 150 contestant including 78 women and 72 students participated in the competition with their recipes of the wild vegetables. The contestants give detail information about the medicinal value of the plants also. After the examination of the plants and their recipes winners were declared. Winner participants were given certificates with cash prizes 5000, 3000, 2000 and 1000 respectively to First, Second, Third and consolation. These prizes were sponsored by Mrs. Shwetatai Mahale, Chairperson, Woman and Children Welfare Cell, Zilla Parishad Buldana, Mrs. Priyatai Bondre, President of Municipality, Chikhali and Mrs. Rekha Deshmukh, Jayshree Traders, Chikhli.</p> <p>5) <b>Evidence of Success:</b> In this State level competition 150 contestants participated with 75 different varieties of Wild vegetables. Participants explained its medicinal and nutritional values. Traditional knowledge about these wild vegetables was collected and documented. Mrs. Rahibai Soma Popere, well-known as Mother of Seeds guided about the nutritional value of the plants and the process to conserve the seeds.</p> <p>6) <b>Problems occurred and resources required:</b> The main challenge is to find and identify the wild vegetables. It is very tedious work to found and collect the wild vegetables in stipulated period because most of the wild vegetables are available in monsoon season only. As an attempt, first we visited the local people who have good knowledge of wild vegetables. Students from different villages also collected these plants and its information from local farmers.</p>

## Best Practice-II

- 1) **Title of Practice:** Physiochemical analysis of water sample in Chikhli region to find out drinking water quality.
- 2) **Goal:** to caution people about different water bound diseases and contamination of water with harmful chemicals.
- 3) **The Context:** water plays important role in the maintenance of human health. Now a day nothing is left uncontaminated. Water contamination is a serious problem in our country. Almost all surface water resources and ground water reserves are contaminated by biological, toxic metals, organic and inorganic pollutants. The contaminated water causes dysentery, kidney stone, jaundice, cholera and amoebiosis etc. therefore it is must to check drinking water before making it available for people. It is also the responsibility of all to know the different water contaminants and their effect on human health.
- 4) **The Practice:** the drinking water samples are collected from different water recourses from Chikhli region such as bore well water, tap water and water reserves such as dams and rivers. Physiochemical parameters of the collected water such as hardness of water, pH, TDS, alkalinity, chlorides and fluorides are checked.  
After analysis the people are informed about water quality which they use as drinking water. The concerned teacher discussed the WHO guidelines for drinking water with the people.
- 5) **Evidence of Success:** As a result of this practice, people became aware about water bound diseases and the chemical contaminants. Every year minimum 15 samples are analysed and the concerned people are informed about the quality of drinking water.
- 6) **Problems encountered and resources required:** as the students are unaware about methods of sample collection from different water resources, they were trained before water sample collection. The equipment's required for analyses of water are digital pH meter, digital conductivity meter, TDS analyser and required chemicals.

### 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-DISTINCTIVENES-2017-18.pdf>

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

- Save Girl Child programme for women's empowerment
- Tree plantation
- Making "Eco-friendly Ganpati" programme
- Save energy & water movement amongst students and faculty
- Bird Diversity & Save Sparrow awareness programme
- Blood donation camp
- Road safety awareness week
- State level Women's Empowerment Workshop
- State level workshop on IPR
- Energy Audit for college



# ANNEXURE-A

## Shri Shivaji Science and Arts College, Chikhli, Dist. Buldana Academic Calendar 2017-2018

Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
1	1	1	1	1 Sun	1	1 Holiday	1	1	1 Second Unit Test	1 Sun	1 Holiday
2	2 Sun	2	2 Holiday	2 Holiday	2	2	2	2	2 Holiday	2	2
3	3	3	3 Sun	3	3	3 Sun	3	3	3 Second Unit Test	3	3
4 Sun	4	4	4	4	4 Winter vacation End	4	4	4 Sun	4 Sun	4	4
5	5	5	5	5	5 Sun	5	5	5	5 Second Unit Test	5	5
6	6	6 Sun	6	6	6 First term Remaining	6	6	6	6 Second Unit Test	6	6 Sun
7	7	7	7	7	7 First term Remaining	7	7 Sun	7	7 Second Unit Test	7	7
8	8	8	8	8 Sun	8 First term Remaining	8	8	8	8 Second Unit Test	8 Sun	8
9	9 Sun	9	9	9	9 First term Remaining	9	9	9	9 Second Unit Test	9	9
10	10	10	10 Sun	10	10	10 Sun	10	10	10 Second Unit Test	10	10
11 Sun	11	11	11	11	11 Second Term Starts	11	11	11 Sun	11 Sun	11	11
12 First Term Starts	12	12	12	12	12 Sun	12	12	12	12 Second Unit Test	12	12
13 Admission	13	13 Sun	13	13	13	13	13	13 Holiday	13	13	13 Sun
14 Admission	14	14	14	14	14	14	14 Sun	14	14	14 Holiday	14
15 Admission	15	15 Independence day	15	15 Sun	15	15	15	15 First Unit Test	15	15 Sun	15
16 Admission	16 Sun	16	16	16 Winter vacation Starts	16	16	16	16 First Unit Test	16	16	16
17 Admission	17	17 Holiday	17 Sun	17	17	17 Sun	17	17 First Unit Test	17	17	17
18 Sun	18	18	18 Second Unit Test	18	18	18	18	18 Sun	18 Sun	18	18
19 Admission	19	19	19 Second Unit Test	19	19 Sun	19	19	19 Holiday	19	19	19
20 Admission	20	20 Sun	20 Second Unit Test	20	20	20	20	20 First Unit Test	20	20	20 Sun
21 Admission	21	21	21 Second Unit Test	21	21	21	21 Sun	21 First Unit Test	21	21	21
22 Admission	22	22 First Unit Test	22 Second Unit Test	22 Sun	22	22	22	22 First Unit Test	22	22 Sun	22
23 Admission	23 Sun	23 First Unit Test	23 Second Unit Test	23	23	23	23	23 First Unit Test	23	23	23
24 Admission	24	24 First Unit Test	24 Sun	24	24	24 Sun	24	24 First Unit Test	24	24	24
25 Sun	25	25 Holiday	25 Second Unit Test	25	25	25 Holiday	25	25 Sun	25 Sun	25	25
26 Holiday	26	26 First Unit Test	26 Second Unit Test	26	26 Sun	26	26 Republic day	26	26	26	26
27 Admission	27	27 Sun	27	27	27	27	27	27	27	27	27 Sun
28 Admission	28	28 First Unit Test	28	28	28	28	28 Sun	28	28	28	28
29 Admission	29	29 First Unit Test	29	29 Sun	29	29	29	29	29	29 Sun	29
30 Admission	30 Sun	30	30 Holiday	30	30	30	30	30	30 Holiday	30 Summer Vacation Starts	30
	31	31 First Unit Test		31		31 Sun	31		31		31
<b>15 Days</b>	<b>26</b>	<b>25</b>	<b>23</b>	<b>12</b>	<b>12</b>	<b>22</b>	<b>26</b>	<b>22</b>	<b>22</b>	<b>23</b>	<b>00</b>

1) Total Working Days-228 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)

