

# Annual Quality Assurance Report

(2017- 2018)

Submitted by

Internal Quality Assurance Cell  
(IQAC)

**ARTS COMMERCE COLLEGE  
YEODA**

Tk. Daryapur, Dist. Amravati  
(Maharashtra)



Track ID: MHC0GN27385



SUBMITTED TO

**National Assessment and  
Accreditation Council, (NAAC)  
Bengaluru**

# Arts Commerce College, Yeoda

## THE ANNUAL QUALITY ASSURANCE REPORT

### (AQAR) OF THE IQAC (2017-18)

#### PART – A

##### 1, Details of the Institution

1.1, Name of the Institution

Arts Commerce College,  
Yeoda

1.2, Address Line 1

Umri Road

Village / Taluka

At Post: Yeoda,  
Taluka: Daryapur

District

Amravati

State

Maharashtra

Pin Code

444702

Institution e-mail address

acollegeyeoda@gmail.com

Contact Nos.

Institution: 07224-237063  
Principal: 9657233055

Name of the Head of the Institution:

Dr. Y.G. Singh

Tel. No. with STD Code:

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Mobile:

9657233055

Name of the IQAC Coordinator:

Dr. Mohammad Azeemuddin

Mobile:

8275232355

IQAC e-mail address:

[iqacaccy@gmail.com](mailto:iqacaccy@gmail.com)

1.3, NAAC Track ID

**MHCOGN27385**

(For ex. MHCOGN 18879)

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

EC (SC)/28/A&A/1621  
Dated Oct. 30, 2017

1.5, Website address:

<http://www.accy.in>

**Web-link of the AQAR:**

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

### 1.6, Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	2.52	2017	2022
2	2 <sup>nd</sup> Cycle	--	--	--	--
3	3 <sup>rd</sup> Cycle	--	--	--	--

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

15/08/2016

1.8, AQAR for the year (for example 2010-11)

2017-18

1.9, Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10- 2011)

Not Applicable

1.10, Institution Status

STATE	CENTRAL	DEEMED	PRIVATE
√			

Affiliated College:

YES	NO
√	

Constituent College

YES	NO
	√

Autonomous College of UGC

YES	NO
	√

Types of Institution

Coeducation	Men	Women
√		

Urban	Rural	Tribal
	√	

**Financial Status:**

Grant in Aid	UGC 2 (f)	UGC 12 B
√	√	√

Grant in Aid + Self Finance	Totally Self Finance
√	--

## 1.11, Type of Faculty/Programme

Arts	Science	Commerce	PEI (Phy. Edu.)
√	--	√	--

TEI (Edu)	Engineering	Health Science	Management
--	--	--	--

**Others (Specify)**

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

Sant Gadge Baba Amravati University, Amravati.
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## 1.13, Special status conferred by Central/ State

Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

No
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University with Potential for Excellence

No
----

UGC-CPE

No
----

DST Star Scheme

No
----

UGC-CE

No
----

UGC-Special Assistance Programme DST-FIST

--
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No
----

UGC-Innovative PG programmes

--
----

Any other (*Specify*)

---
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UGC-COP Programmes

No
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## 2, IQAC COMPOSITION AND ACTIVITIES

2.1, No. of Teachers	08
2.2, No. of Administrative/Technical staff	01
2.3, No. of students	01
2.4, No. of Management representatives	01
2.5, No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	Nil
2.7, No. of Employers/ Industrialists	Nil
2.8, No. of other External Experts	01
2.9, Total No. of members	13

2.10, No. of IQAC meetings held

2.11, No. of meetings with various stakeholders: No  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12, Has IQAC received any funding from UGC during the year? Yes

If yes, mention the amount

2.13, Seminars and Conferences (only quality related):

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

Total Nos.  International  National  State  Institution Level

## Themes

- Workshop on 'Eco-friendly Lord Ganpati Making' on 13<sup>th</sup> July, 2017- NSS.
- The seminar on pattern and examination "Reforms in B. A. & B. Com." has been conducted on 29<sup>th</sup> July, 2017.
- Awareness workshop on GST organized by the Department of Commerce on 6<sup>th</sup> Sept, 2017.
- Seminar on Competitive Exam and Personality Development on 16<sup>th</sup> Sept 2017-  
By Guidance, Counseling & Placement Committee
- Workshop on 'Communication Skills and Personality Development' on 23<sup>rd</sup> Sept, 2017- by  
Guidance, Counseling & Placement Committee
- Intercollegiate level Quiz Competition had been conducted for college students with Collaboration of Eklavya Academy, by the Department of Carrier Guidance Cell on 26<sup>th</sup> Sept., 2017.
- Workshop on 'Personality Development' on 14<sup>th</sup> Feb., 2018- by Dept. of Social Science.
- Workshop on 'Enhance Language Proficiency in English' on 03 March, 2018- Dept. of English.
- Workshop on "Green Energy Resources in 21<sup>st</sup> Century" has been organized by "Green Audit Committee" from 3<sup>rd</sup> to 6<sup>th</sup> November, 2017 to develop awareness among the students about Green Energy Resources.

### 2.14 : Significant Activities and contributions made by IQAC

- IQAC reviewed the academic performance and conducted the academic audit of all the departments.
- IQAC motivated research publication and so **40** research papers were published by the faculties in various forums.
- IQAC motivated the teachers for increasing extension activities.
- IQAC provided support in organizing and participating quality initiatives such as Guest lecturers/Conferences/Seminars/Workshops for teachers and students.
- IQAC contributed to cultivate ingredients of social service among the students with the help of various socially marginalized activities.
- IQAC motivated NSS unit for implementing cleanliness drives and campaigns.

## 2.15 Plan of action by IQAC/Out Come

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

➤ To organize conference/workshop	➤ Organized different types of Conference and seminar for students
➤ Seminar on Semester Pattern and Examination Reforms of B. A. & B. Com.	➤ The seminar on pattern and examination “Reforms in B. A., B. Com. and B.B.A.” has been conducted on 29 <sup>th</sup> July, 2017.
➤ One day workshop on Physical fitness by the Department of Physical Education.	➤ One day workshop on Physical fitness has been organized for the students by the Department of Physical Education on 4 <sup>th</sup> Aug., 2017.
➤ Academic Calendar 2017-18	➤ Activities run according to Academic Calendar
➤ Academic Audit	➤ Academic Audit is conducted and suggestions given to the concerning department
➤ Internal Green Audit	➤ Internal Green Audit is conducted at the end of every academic year

\* Academic Calendar of the year 2017-18 is attached as Annexure 1

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  any other body

Management approved the plan of action after a detailed discussion with college authorities and formal sanction was given.



## PART - B CRITERION - I

### 1: CURRICULAR ASPECTS

#### 1.1, Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	02	-	02	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	01	01	01
Others	-	-	-	-
<b>Total</b>	02	01	03	01

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

#### 1.2, (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

The college offers academic flexibility at under graduate level by providing Elective Options subject wise to cater the need and interest of the learners in making choice of career.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01 (First year of UG (B.A. & B.Com.) Programmes)
Trimester	--
Annual	02 (Only Second & Final year of B.A. & B.Com. programmes)

The University has initiated semester pattern at UG level in the Faculties of Humanities and Commerce at first year. Hence semester pattern is applied to B.A. part-I and B.Com part –I in this academic year whereas to B.A. part-II & III and B.Com part –II & III shall be merged in semester pattern in corollary system.

### 1.3, Feedback from stakeholders (*On all aspects*)

Alumni	Parent	Employers	Students
√	√	√	√

#### *Mode of feedback:*

Online	Manual	Cooperating Schools For PEI	Other
	√		

*\*Please provide an analysis of the feedback in the Annexure*

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

- Semester pattern is introduced for B.A. & B.Com. Consecutively from 2017-18 and syllabi were revised and updated by the University.
- Reformation of Examinations pattern: - Examinations of under graduate courses for Semester I & II will be conducted at college level. Date, time and question papers will be provided by Sant Gadge Baba Amravati University, Amravati. Evaluation of the answers sheets will be conducted at college level.
- We are following the syllabus designed by SGB Amravati University, and syllabi are updated from time to time and this year many syllabi of B.A. and B.Com. are updated as per semester pattern.

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

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**CRITERION - II**  
**TEACHING, LEARNING AND EVALUATION**

**2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Principal
16	13	02	--	01

2.2 No. of permanent faculty with Ph.D. 08

**2.3 No. of faculty position recruited (R) and Vacant (V) during the year**

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
13	01	03	--	--	--	--	--	16	01

**2.4 No of Guest and Visiting faculty and Temporary faculty**

--	--	09
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**2.5 Faculty participation in conferences and symposia:**

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	04	10	04
Presented papers	04	10	04
Resource Persons	-	-	-

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

- ICT enabled teaching for students
- Interactive lectures by experts and guest faculties.
- Use of LCD in teaching
- Book review competition / Library books exhibition
- Guidance how to use E-recourses through mobile for studies
- Research based assignments and projects were completed by students in some subjects
- Student-Centered teaching strategies were introduced.

2.7, Total No. of actual teaching days during this academic year 180

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

The college is affiliated to SGBAU, Amravati.

- The Question papers for University examination are sent to Examination Officer on the same day through e-mail.
- From the academic session 2017-18, first year (Sem-1 and 2) examinations are conducted by college for B.Com. and B.A. Sem-1, 2 and 3 examinations.
- Examination pattern of the Parent University is followed.

2.8 No. of faculty members involved in curriculum restructuring/revision/syllabus development as members of Board of Study/Faculty/Curriculum Development Workshop.

Member of Board of Studies: 01

Faculty involved in Curriculum Designing: 02

Curriculum Development Workshops: Nil

2.9 Average percentage of attendance of students

80 %

2.10 Course/Programme wise distribution of pass percentage:

S.N.	Title of the Programme	Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
1	B.A. 1 <sup>st</sup> Sem.	246	08	30	36	--	30.87%
2	B.A. 2 <sup>nd</sup> Sem.	201	07	33	36	--	37.81%
3	B.Com. 1 <sup>st</sup> Sem.	98	--	04	05	--	10.20%
4	B.Com. 2 <sup>nd</sup> Sem.	90	--	08	28	--	40%
5	B.A. II (Annual Pattern)	138	01	09	28	03	31.16%
6	B.A. III (Annual Pattern)	94	--	05	17	01	28.72%
7	B.Com. II (Annual Pattern)	51		03	05	--	15.69%
8	B.Com. III (Annual Pattern)	47	--	06	12	--	51.06%

## 2.11 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes?

It encourages and helps all the departments to prepare a viable academic plan before the commencement of new academic session

- It endeavors for optimum use of ICT facilities and other teaching and learning aids available in the college by novice and experienced teachers
- It interacts at regular intervals with the HODs and the faculty members of all the departments to improve the teaching and learning for slow and advanced learners
- It acts as a communication bridge between various committees and departments to solve problems associated with effective execution of annual plan of all the departments and committees.
- As per the suggestions of IQAC, the renovation of science laboratories is in progress.
- Academic calendar is prepared which is followed throughout the year.
- Academic audit is conducted at the end of each academic year.

## 2.12 Initiatives undertaken towards faculty development

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

## 2.13 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	--	--	--
Technical Staff	--	--	--	--

## **CRITERION - III**

### **RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1, Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the**

1. IQAC monitored, promoted and encouraged the teachers for research in the concerning subjects.
2. Regular interaction with teachers for sensitizing them about research schemes, revised guidelines/directives of funding agencies.
3. IQAC persuades the college authority to sanction duty leave and necessary facilitate such activities.
4. Visit to tribal area of Melghat to celebrate National Festivals with tribal people.
5. Project work was given to the students of various subjects to promote research skill among them.

#### **3.2, Details regarding major projects**

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

#### **3.3, Details regarding minor projects**

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

#### **3.4, Details of research publications**

	International	National	Others
Peer Review Journals	11	6	-
Non-Peer Review Journals	-	-	-
e-Journals	02	-	-
Conference proceedings	04	10	04

#### **3.5, Details on Impact factor of publications:**

Range  Average  h-index  Nos. in SCOPUS

3.6, Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major project	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects ( <i>other than compulsory by the University</i> )				
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7, No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8, No. of University Departments receiving funds from - NA

UGC-SAP  CAS  DST-FIST

DPE  DBT Scheme/funds

3.9, For colleges: Autonomy  CPE  DBT Star Scheme

INSPIRE  CE  Any Other (specify)

3.10, Revenue generated through consultancy

3.11, No. of conferences organized by the Institution

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

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

--

3.13, No. of collaboration

International

--

National

--

Any other

--

3.14, No. of linkages created during this year

--

3.15, Total budget for research for current year in lakhs:

From funding agency

--

From Management of University/College

--

Total

--

3.16, No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

3.17, No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

01



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

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

JRF  SRF  Project Fellows  Any other

3.21, No. of students Participated in NSS events:

University level  State level

National level  International level

3.22, No. of students participated in NCC events:

University level  State level

National level  International level

3.23, No. of awards won in NSS:

University level  State level

National level  International level

3.24, No. of awards won in NCC:

University level  State level

National level  International level

3.25, Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility.

Mobile Learning programme, Blood donation programme, Cleanliness programme, Tree plantation, Annual Green Audit programme, Personality Development Programme and Green Energy Resources.

**CRITERION - IV**  
**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1, Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4 Acre	-	-	4 Acre
Class rooms		-	-	
Laboratories	-	-	-	-
Seminar Halls	01	-	-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	--	02	-	02
Value of the equipment purchased during the year (Rs. in Lakhs)	--	300000/-	Khasdar Nidhi + College	300000/-
Others	-	-	-	-

**4.2, Computerization of administration and library**

**Administration**

- Main office is well equipped with computers, printers, photocopiers etc. . Amravati using for office automation purpose. All incoming and outgoing correspondence carried out through e-mail with scanned images and copies were sent to the concerned.
- Salary bills of employees were first prepared manually on computer and then uploaded on the portal ([www.stesevartha.gov](http://www.stesevartha.gov)) developed by Higher and Technical Education Directorate, Government of Maharashtra

**Library**

- Library is fully automated system by means of E-Granthalaya software developed by Information & Library Network Centre NIC Delhi.
- All computer systems are loaded with antivirus software and UPS is used as security measure to protect the hardware and uninterrupted electric supply to computer machines.
- During the session 2017-18 Library has added 375 books worth rupees 212212/-from various sources.

#### 4.3, Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No	Value
Text Books	2565	3,15,534/-	375/-	212,212/-	2940	527,746/-
Reference Books	205	161474/-	-	-	205	161474/-
e-Books	--	-	-	-	-	-
Journals	13	10000/-	-	-	13	10000/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4, Technology up gradation (overall)

	Total Computer s	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Depart ments	Others
Existing	14	09	09	01	01	02	01	-
Added	--	--	01	-	-	-	02	01
Total	14	09	09	01	01	02	02	01

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

- Computer training for non-teaching staff and training for imparting ICT skills for students conducted by the IT Proficiency Cell.

#### 4.6, Amount spent on maintenance in lakhs:

i) ICT	7870/-
ii) Campus Infrastructure and facilities	537307/-
iii) Equipment	--
iv) Others	729856/-
v) Total	1275033/-

## **CRITERION - V**

### **STUDENT SUPPORT AND PROGRESSION**

#### 5.1, Contribution of IQAC in enhancing awareness about Student Support Services

- The institutional Prospectus consist of detailed information about the students support services available, through print media and personal counseling by the teachers.
- In the beginning of each academic year the Principal interacts with the students at entry level to inform them the facilities and support services available on campus.
- The IQAC also arranges various types of Informative programmes to intimate the students regarding the innovative facilities, teaching tools and newly added resources made available in the college.
- The college provided various types of help and services through various committees, supervised by IQAC.
- IQAC collected the feedback from the students on the utility of support services
- The college publishes its annual magazine “Onjal” with the help of IQAC.
- Information related to scholarship and free ship is provided to students through notice boards.
- The staff members of the college provided help for poor and downtrodden students for educational purpose.
- “Earn while Learn” is an important scheme of the college for poor and needy students as per the need of the college.
- Ramp facilitates is available for physically challenged students.
- The suggestion box is kept in front of the Principal’s cabin. The issues raised are addressed immediately

#### 5.2, Efforts made by the institution for tracking the progression

5.3, (a) Total Number of students

UG	PG	Ph. D.	Others
737	--	--	--

(b) No. of students outside the state

Nil
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(c) No. of International Students

Nil
-----

Men	No	%
	433	58.75

Women	No	%
	304	41.24

2016-17						2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
177	199	22	302	--	700	131	198	233	385	--	737

Demand ratio:  Dropout %

No. of students beneficiaries

#### 5.5, No. of students qualified in these examinations

NET	SET/SLET	GATE	CAT	IAS/IPS ETC.	STATE PSC	UPSC	OTHERS
01	--	--	--	--	--	--	05

#### 5.6, Details of student counseling and career guidance

- Workshop on Career Counseling
- Guest lectures and Seminars for Career Counseling.
- Department of History conducts counseling sessions for students
- Career Guidance and Counseling centre work throughout the year.

No. of students benefitted

#### 5.7, Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	05

## 5.8, Details of gender sensitization programmes.

- Awareness campaign was organized for gender equality and prevention of Domestic Violence.
- Equal Opportunity to boys and girls in every activity.
- Guest lecturers regarding gender equality are regularly organized by Internal Complaint Committee, Women Counseling & Prevention of Women's Sexual Harassment Cell.
- In collaboration with Women Counseling & Prevention of Women's Sexual Harassment Cell of the college Internal Complaint Committee organized guest lecture to educate the girls students.
- Internal Complaint Committee celebrated International Women's Day on 8<sup>th</sup> March, 2018.

## 5.9, Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State Level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10, Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	278	11,80,525/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

### 5.11, Student organized / initiatives

Fairs: State/ University level	International level	National level
--	--	--

Exhibition: State/ University level	National level	International level
--	--	--

5.12, No. of social initiatives undertaken by the students

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5.13, Major grievances of students (if any), ----- Nil-----

## CRITERION VI

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1, State the Vision and Mission of the institution

**Vision:**

- The vision of our college is to inculcate good values in students and to make education more accessible to rural and backward class students of this region.
- To create a class of intellectually, morally sound and committed citizens, who will become a human resource of high calibre; cater the need of society by taking into rapid changes in the global scenario.

**Mission:**

*The mission of Janvikas Shikshan Sanstha is:*

- To create a learning environment and knowledge-based society.
- To create a teaching -learning environment conducive to the pursuit of higher knowledge, relevant skills, and experience to rural and backward class students.
- To create research environment helpful for the all-round development of the society.
- To include new developments in education into the curriculum so as to promote academic advancement leading to national development.
- To sensitize the students on socio-economic issues (emphasizing on gender and human rights) by including related topics into the curriculum, and through co-curricular activities.
- To promote awareness on ecological and environmental issues.
- To promote and develop the use of ICT Learning by taking into consideration global changes.
- To undertake various extension activities so that it reflects the aim and objectives of the Institution.
- To uplift rural girls who lack in educational opportunities.

6.2, Does the Institution has a management information system:

No



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

#### 6.3.1, Curriculum Development:

The institution has adopted quality Improvement Strategies in curriculum Development –

- The curriculum designed by the university is implemented by the institution. In order to make the implementation more effective following strategies are adopted.
- The feedback received from various stakeholders viz. employers, parents, teachers and alumni and suggested improvements are forwarded to the University for restructuring of syllabi.
- In order to contribute in the process of syllabus framing, the faculty is motivated to participate in the process. As per new guidelines of University Act the teachers have been appointed on various bodies.
- One of our faculty member is a member of Board of Studies of SGB Amravati University, Amravati.

#### 6.3.2, Teaching and Learning

The strategies are made for qualitative teaching and learning by the Academic Planning and Audit Committee under IQAC for effective implementation of the Annual Plan well before the commencement of each academic year and the semester.

*Following Strategies are adopted:*

##### **Teaching:**

- Teachers provide a variety of learning experiences in order to make the process more interactive and participative.
- Adopting more student centric methods of teaching and learning.
- Promotion of experiential learning through case studies, field visits, excursions etc. making it more students centric.
- Guest lectures are conducted in various fields to interact with the variety of experts.
- Participation of the faculty in orientation, refresher courses, short term courses, training programmes and workshops to enhance their teaching skills.
- Participation of students in Seminars and Power Point Presentations

**Learning:**

- Efforts are executed to enrich learning opportunities through co-curricular, cultural, extra-curricular, field trips, awareness programmes, and extension activities including sports and games and soft skill competitions.
- Optimizing the blended learning mechanism by using ICT tools in regular teaching and learning practices through e-classrooms.
- Being a multi-faculty institution, a number of inter-faculty competitions are organized through which many students are benefitted. They are exposed to vast information not only in their own disciplines but also from allied disciplines. That helps to bridge inter- disciplinary acquisition of knowledge.
- Through sports and games the learning experiences and life skills such as team work, sportive spirit and participative learning are inculcated among the students.

**6.3.3, Examination and Evaluation****Examination:**

- The pattern of Internal Assessment has undergone a change in Humanities and Commerce. The examination pattern is reformed as B.A. I & B.Com. I , Semester I and Semester II was conducted at the college level.
- The schedule of examination as well as the evaluation method of the University examinations, theory, practical, internal assessment, viva-voce, dissertation, project writing, report writing, industrial visit, field tour, seminar and incentive marks for participation in extra-curricular activities like sports, cultural and extension activities etc. are published in the College Prospectus and displayed on the Notice Board..
- There is a provision of Pre-University Trial Examination for the students appearing for the Annual Pattern examination.
- Subject knowledge of the students is tested through seminars, quiz, group discussions held in classes on regular basis.
- There is a compulsory question (MCQs) of 16 marks in every subject for which students need to go through the respective curriculum very carefully. The detailed preparation in the subject helps them for further entrance exams such as SET, NET, and JRF etc.

**Evaluation:**

- The evaluation of B.A. I & B.Com. I Semester I and Semester II was conducted at the college level and the results were declared on-line.
- Continuous Internal Evaluation is made through unit tests, home assignments, seminars, paper presentations and terminal examinations.
- The assessed books and assignments are returned to the students with suggestions and remarks given by teachers.
- A grievance redressal mechanism has also been developed by the committee, in order to resolve any grievance if occurred related to examination.
- Performance in the examinations is discussed in Staff Council meetings and College Development Committee's meeting

**6.3.4, Research and Development**

The Research Committee supervises following activities:

- Research committee monitors and encourages research activity to be carried out by the faculty. Major and minor research projects are encouraged.
- One faculty is recognized by the University as Supervisor.
- One faculty obtained PhD degree in the academic session 2017-18.
- 40 Research papers are published by the teachers in various forums.
- There are 08 permanent teachers having PhDs degree and 08 teachers are registered for PhD degree in various subjects.

### 6.3.5, Library, ICT, Physical Infrastructure/Instrumentation:

#### **Library:**

- Library provides Guidance for e-resources to students and staff
- Organized Book Fair / book review competition to attract users toward reading new rivals.
- To arrange various types of programs to encourage students toward library.
- To enrich the library with books and journals.
- To provide university question papers to the students.
- To organize book exhibition to bring awareness among stakeholders.
- The library has initiated best library user award to students in order to encourage the maximum utilization of the library resources.

#### **Sports and Games:**

- To motivate more students by organizing sports carnivals and competitions in games & Sports.
- To cultivate the playfield scientifically for out-door games.
- To organize a Sports Day an event called SANMAN to recognize the achievements of the sportspersons.
- To organize lectures and awareness camps on Food and Nutrition for sports persons.

#### **Physical Infrastructure/ Instrumentation**

- To maintain and utilize the support facilities such as library, sports field, so that the institute can provide the best facilities.
- As a part of renewable energy solar- panels have been set up to generate electricity at our own to fulfill our some daily requirements.
- To sensitize about water conservation water harvesting unit is working.

### 6.3.6, Human Resource Management

With the establishment of Human Resource Development Centre the professional competencies of faculty is attained.

- To have a development centre to enhance the human resources optimally. As a result HRDC has been established.
- To promote the teaching as well as non-teaching staff to undertake professional training and enhance the competence to gain optimum results at work.
- To form a systematic and well-regulated mechanism to administer the academic affairs. The Principal and his office staff along with the OS regulates the office administration. The head and his faculty along with support staff manages the academic programmes. And above all the management body is the final voice in all administrative and decision making matters.
- To organize conferences, seminars, workshops and guest lecturers based on current trends in the respective subjects as well as current social issues etc to update the knowledge of the faculty as well as students.
- To bring necessary changes in the curricula and to make the syllabi applied and time relevant the faculty members are promoted to represent the university bodies such as Board of Studies and Academic Council of the affiliated university and other professional associations.
- To provide welfare measures for teaching, non-teaching staff and students
- The Institution has made a provision of leaves for professional development of the faculty, such as FDPs, Refresher and Orientation Courses, Short Term Courses and also for participation in academic events. Provision of travel grants is made as per norms.

### 6.3.7, Faculty and Staff recruitments

Since the institution is an affiliated college, running courses partly aided and partly un-aided, the policy of the recruitment of the faculty needs to adhere to the rules of state government. However the institution has a strategy to recruit the faculty for self-financed courses on contributory basis. Thereby the institution could run the academic programme smoothly

### 6.3.8, Industry Interaction/ Collaboration

MOU's with the following institutions have been established

- Library of J.D. Patil Sanglutkar Mahavidyalaya, Daryapur, Dist. Amravati
- Friends Sports Club, Dariyapur, Dist. Amravati
- My Job Academy , Akola

### 6.3.9, Admission of Students

- The admission procedure is properly planned well in advance and executed by the Admission Committee.
- The admission to all programmes is made as per norms of the Government of Maharashtra and affiliated university
- The college prospectus is annually updated and uploaded on the college website prior to the opening of each academic session.
- To make effective use of print and e-media for the promotion of admission to be sought by students from other states and Countries.
- Through prospectus, the College gives a wide publicity of information regarding the quota, scholarships, free-ships and concessions for economically backward classes.
- Quota fixed for sports personnel and students achievers in cultural activities is strictly observed during admission

### 6.4, Welfare schemes for

Teaching	Medical reimbursement, Group insurance as per government rules.
Non-teaching	Medical reimbursement, Group insurance as per government rule .
Students	Freeships, Scholarships, EBC, PTC, STC, Meritorious Minority Students Scholarship, Teacher-sponsored Cash Prizes for college topper students,

6.5, Total corpus fund generated:

--

6.6, Weather annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			√	Principal, Academic Audit Committee. IQAC

6.8, Does the University/ Autonomous College declare results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9, What efforts are made by the University/ Autonomous College for Examination Reforms?

The institution is affiliated to Sant Gadge Baba University, Amravati and follows its rules and regulations regarding Examination Reforms.

6.10, What efforts are made by the university to promote autonomy in the Affiliated/constituent colleges?

University conducted a one day workshop on RUSA grants for Autonomy in the colleges

### 6.11, Activities and support from the Alumni Association

- Alumni Association of the college has been working in the college for last sixteen years.
- Feedback from alumnae is taken regarding the overall development of the college.
- Several alumnae visited the college during the session.
- Alumni supports the college socially, encourages, students.
- Some ex-students of the college who are at good positions visit the college from time to time.
- Alumni of our college guide students for competitive examination regularly.
- Meetings of Alumni Association are arranged twice in a year.

#### **Support:**

- Career counseling Cell is provided as well as Guest Lectures is conducted.
- Suggestions are sought from the alumni to bring qualitative changes in general and changes in syllabi in particular.
- The Training and Placement Cell with the help of eminent alumna seek support to enhance employment.
- Conducted guest lectures

### 6.12, Activities and support from the Parent – Teacher Association

**The Parent – Teacher Association (PTA)** is proving to be very valuable in bringing parents, teachers and students together. It also helps to seek feedback from them on their satisfaction regarding design and review of the syllabi.

The meetings under PTA are held twice in a year.

- Feedback is gained from the parents of the wards. It also helps to bring qualitative changes for all round development of the campus.
- The academic performance of the mentee is shared with the parents by the mentor. .
- PTA provides a platform for discussion in regards to problems of the ward either through such meetings or by paying visits to their houses.
- The college has active Parent Teacher Association.
- The meeting of Parent Teacher Association was organized on 10<sup>th</sup> January 2018. A feedback is collected from the parents in the form of a structured questionnaire in the annual meeting of the Association.
- Meetings of the Association are held to keep the parents aware of their wards' progress.



### 6.13, Development programmes for support

#### **Development programmes:**

- By organizing guest lectures on work culture, work ethics, stress management, yoga & meditation, Free Health Check-up Camps
- By making provision of loans, Medical Allowances, LIC, GIS, for teaching as well as noon-teaching staff.
- By providing conducive atmosphere at the workplace to enhance professional efficiency.
- A systematic Self-Appraisal Mechanism monitors the methods of work and throughout the year AAA is carried out internally and externally.
- The faculties are sent for workshops, training programmes and conferences organized by the University or other Institutions.
- A free Blood Test & Health Check-up camp for students and staff was organised by NSS unit in collaboration with PHC Yeoda.
- Department of English organized guest lecture on 'Communication Skills in English' on 03 March, 2018.
- Organization of International Yoga Day on 21<sup>st</sup> June, 2018 by NSS.

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

In order to nurture the importance of eco-friendly campus, the following green initiatives are conducted

- Promotion to take initiatives in Renewable Energy Scheme.
- Use of LED lights help to reduce electric consumption on campus
- Solar Panel for generation of electricity in the campus area.
- Promotion of green practices on the campus as a step towards green initiatives.
- Campus is made eco-friendly with garden, which include botanical garden.

- Plantation is done by different dignitaries visiting the college.
- Rain water Harvesting is done for all building.
- Burning of waste is prohibited in campus.
- Our IQAC coordinator using Battery operated vehicle to promote Green Energy Awareness among the students
- As per the directions of the Ministry of Human Resource Development NSS unit observed 'Cleanliness Fortnight' (Swachhta Pakhwada) from 1<sup>st</sup> to 15<sup>th</sup> September, 2017. Various activities were carried out by NSS volunteers.
- Polythene bags are banned in the college campus.
- IQAC has formed "Annual Internal Green Audit" to promote eco-friendly environment in the campus.

## **CRITERION - VII**

### **INNOVATIONS AND BEST PRACTICES**

7.1, Innovations introduced during this academic year which has created a positive impact on the functioning of the institution. Give details.

- Traditional methods of teaching have become out dated in the wake of information and communication technology. To provide thorough understanding and knowledge using ICT enabled techniques are popular and exhaustively used by the institution through establishment of E-classroom and other ICT oriented tools like LCD/DLP projectors, multimedia, Interactive boards, animations, simulations and web enabled resources.
- Evolving pedagogical methods of teaching learning such as dramas to teach human values, screening of movies, experiential methods of learning in the form of case studies, field visits, industrial tours, etc are used in the college. The human values are inculcated and students are made aware of social commitments by organizing Annual Social Gathering on the theme, Clean India, Green India
- Waste management in the campus is carried out earnestly by classifying it into three parts such as solid, liquid and e-waste management. Waste baskets are placed in campus area and students are encouraged and sensitized on cleanliness and the management of the waste. On regular basis classified garbage is collected and disposed as per the parameter of ecological science.
- Smart Board Concept is introducing for improving teaching learning process.
- Message System.
- Tree Plantation drives help to make the campus green and make the students and local community aware about importance of tree plantation.
- Organizing of Inter-collegiate University level Games & Sports competition helps to encourage the spirit of Games & Sports competition among the students.
- Taluka Level Speech Competition with collaboration of Nehru Yuva Kendra, Amravati.
- Organizing of Employment counseling programmes assists the students in providing them career guidance, career planning and occupational choices.
- Merit scholarship to students achieving academic excellence

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

- Permission to Start Indira Gandhi National Open University study center is awaited.
- Study Forum of different subjects has formed.
- One day workshop on 'Crime Protection' has organized.
- IQAC motivated the faculties to publish research papers in the conferences/seminars and in journals and in all 40 research papers were published in the academic year 2017-18.
- Academic audit of the departments has been completed.
- A free Blood Donation & Health Check-up camp has been organized by NSS unit in collaboration with District Government General Hospital Amravati & Sub District Government Hospital, Daryapur.
- Inter-Collegiate University level Games and Sports competition has organized in collaboration with SGB Amravati University, Amravati.
- Meeting of Parent Teacher Association was arranged and a feedback was taken.
- NSS unit carried out Tree Plantation drive on 1<sup>st</sup> July, 2017, in the college campus.
- Feedback on individual teacher's performance was collected from students.
- NSS unit carried out cleanliness drives/campaigns throughout the session.
- Employment counseling programme was organized.
- Blood group detection camp was organized.
- Awareness drive for using clay Ganesh idols was carried out.
- College level Poster Competition has organized by Dept. of Urdu and Persian.

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

- 1: M-Learning Programme
- 2: Earn While Learn Scheme

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

7.4 Contribution to environmental awareness / protection

- NSS volunteers helped in creating environmental awareness through different activities such as tree plantation & conservation; village cleanliness, waste management, plastic eradication, Swachh Bharat Abhiyan, rallies in NSS Special Camp.
- Tree Plantation, Tree Conservation and Green Campus Campaigns are carried out by NSS volunteers.
- Rain Water Harvesting System has been installed in the college.
- Exhibition of environmental friendly clay Ganesh idols on 25th August, 2017 by NSS volunteers.
- Cleanliness Awareness from 1st to 10th January, 2018.
- Tree plantation was done.
- No vehicle day was followed in college
- Green Audit and Energy Audit is in process.
- Participation of students in green practices such as Nature trail, Study tours, Excursion in the Sanctuary, field based activities in collaboration with the forest department and Social forestry of govt. of Maharashtra and Nisargakatta (NGO).
- Ecofriendly Rakhi, Ecofriendly Ganesh idol preparation, Ecofriendly Holi colour making done.

7.5 Whether environmental audit was conducted?

YES	NO
√	

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

**SWOC ANALYSIS:** The following are the Strengths, Weaknesses, Opportunities, and Challenges that emerge from the discussion at various points of time in the faculty meeting, IQAC meeting, Discipline Committee, Admission Committee and students feedback.

**STRENGTHS:**

- Qualified, competent and permanent faculty members
- Safe and secure environment for coeducation
- Spacious, eco-friendly campus with sound infrastructure, Sports ground, medicinal plants center etc.
  
- Student's grievance system.
- Academic accountability at the departmental level
- Scope for introduction of innovations and best practices
- Committed faculty and cooperative management.
- Flexible resilient campus ethos.

**WEAKNESS**

- More workload for the teacher but not recognized by the State Government
- Slow learner and poor scores.
- NO incentive for research, No work load reduction in teaching as recommended by the UGC.
- No system for generating income through consultancy.
- Ground water shortage and salty
- Lack of mechanism to track the progression of alumni
- Adequate resources

**OPPORTUNITIES**


- Introduction of more intra-disciplinary courses.
- Providing additional job oriented courses outside the curriculum
- Collaborative, participatory and Learner-centric classroom.
- Make the virtual classroom.
- Department based consultancy services and extension activity.
- Action research on classroom issues
- Community-linked extension activities.
- ICT-enabled smart classroom and seminar hall.

**CHALLENGES:**


- The mismatch between social requirement and university curriculum.
- Training teachers to adopt themselves the newer ways of teaching learning.
- Lack of communication skill on the part of students to make the classroom participatory
- Teachers` mindset is that primarily they are teachers, and not researchers.
- Funding for research project.
- Lack of financial support from the government.
- Maintenance of the campus.
- Lack of resources to help socially and economically weaker sections students
- Conventional mindset and tendency to react.

## 8, PLANS OF INSTITUTION FOR NEXT YEAR

1. Intramural matches for Non-participant students in games and sports.
2. Workshop on NET/ SET Examination.
3. Orientation Programme on career opportunities for Outgoing Batches.
4. One day workshop on Communication Skills & Personality Development.
5. PPT Competition on Environmental Awareness.
6. Celebration of World animal welfare day by organizing poster competition on awareness about animal protection.
7. To organize Industry - Institute Interaction
8. To establish MoUs with Various colleges and Institutions.
9. Tree plantation drive
10. Campus Cleanliness drive
11. Organization of Trade Fair to promote business skills and entrepreneurship
12. To organize visits of the students and staff to the NGOs at local level to inculcate.
13. Submitting research proposals to different funding agencies.
14. Organizing departmental programmes / activities according to Academic Calendar.
15. Organizing Guest Lectures
16. Organizing departmental programs/ activities/ according to Academic

  
**CO-ORDINATOR**  
**IQAC**  
Arts-Commerce College, Yeoda  
Taluka: Daryapur,  
District: Amravati  
**Dr. Md. Azeemuddin**



  
Principal  
Arts-Commers Collège  
Yeoda, Dist. Amravati  
**Dr. Y.G. Singh**

Annexure – I

## Arts Commerce College, Yeoda

### Annual Institutional Calendar : 2017-2018

MONTH	DATE	ACTIVITY
<b>June</b>	1 June	Prospectus Committee Meeting
	5 June	Environment Day Programme (Environmental Committee)
	HSC Result	Meeting of admission committee members on the very next day of HSC result declaration. Tentatively admission will start for First Year.
	12 June	Admission process will start.
	12 June to 25 June	Admission procedure will continue.
	19 June	Meeting (Teaching Learning Evaluation Committee)
	20 June	Meeting (Grievance, Redressal Committee)
	21 June	International Yoga Day
	22 June	IQAC Meeting
	23 June	Time table for class teaching will be prepared by Time Table Committee
	27 June	Classroom teaching will be commenced.
<b>July</b>	1 July to 15 July	Admission process will be continued simultaneously.
	15 July to 31 July	Process of NSS enrolment will be done
	1 July	Meeting (Discipline Committee) NSS Meeting,
	2 July	Meeting (Environmental Committee)
	3 July	Tree Plantation (NSS),
	4 July	Meeting (Infrastructure Committee)
	11 July	Population Awareness Rally (NSS)
	13 July	<ul style="list-style-type: none"> <li>➤ Guidance, Counseling, &amp; Placement Committee Programme,</li> <li>➤ Meeting (Budgetary Committee)</li> <li>➤ Eco-Friendly Lord Ganpati Awareness Programme</li> </ul>
	20 July	Swacchata Muhim (NSS)
	24 July	Meeting (Magazine Committee)
	27 July	Meeting (Extension Committee)
	Last Week	Parent Meeting
	<b>August</b>	1 August
9 August		Ranganathan Day (Library Committee) Vyasan Mukti Jagruti (NNS)
16 August		Meeting (Library Committee)
15 August		Independence Day Programme, Oath Ceremony (Anti Ragging Committee)
16 August		Youth Festival team will be selected and preparation of Youth Festival will be started for inter colligate cultural activities.
17 August		1 <sup>st</sup> meeting of student's council for the nomination of class representatives and other activities
25 Aug.		Ganesh Festival (Cultural Committee)



<b>September</b>	02 Sept.	Meeting (Guidance, Counseling, & Placement Committee Programme)
	4 Sept.	NSS establishment Day
	5 Sept.	Teachers Day
	9 Sept.	Saksharta Divas (Dept. of Library)
	2 <sup>nd</sup> Week	Inauguration of various Study Forum
	15 Sept.	Wachan Prerna Divas (Dept. of Library)
	19 Sept.	Shaheed Bhagat Singh Jayanti (Dept of History)
	24 Sept.	NSS Day
	25 Sept.	Meeting (Examination Committee)
	28 Sept.	Blood Donation Camp (NSS)
<b>October</b>	2 October	Gandhi and Shastri Jayanti (NNS)
	2 <sup>nd</sup> Week	Inter Collegiat Organise Games & Sports Comp. (10 Oct. to 14 Oct.)
	14 Oct.	IQAC Meeting (Last working day of First session. Review meeting will be conducted)

**WINTER HOLIDAYS FROM Monday 16<sup>th</sup> October 2017 to Saturday 4<sup>th</sup> November 2017**

<b>November</b>	6 Nov.	College reopens after winter vacation.
	2 <sup>nd</sup> Week	University practical examination
	9 Nov.	Study Tour (Dept. of Economics)
	11 Nov.	Education Day (Dept of Urdu & Persian)
	14 Nov.	Nehru Jayanti (Dept. of Sociology)
	18 Nov.	<b>Meeting (Teaching Learning Evaluation Committee)</b>
	Last Week	Alumni Meet will be arranged. ( Tentative date)
	Last Week	Remedial teaching
<b>December</b>	6 Dec.	Mahaparinirvan Divas (Dept. of History)
	11 Dec.	AIDS Awareness Programme
	12 Dec.	Industrial Visit (Dept. of Commerce)
	20 Dec.	“Sant Gadge Baba Death Anniversary” clean drive will be arranged
	21 Dec.	Vidhi wa Nyae Sewa Pradhikaran (Law awareness Programme)
	30 Dec.	Study Tour (Dept of History)
	Last Week	Medical test of students will be conducted.
<b>January</b>	3 Jan.	Savitri Bai Phule Jayanti (Dept. of Commerce)
	8 Jan.	Meeting (Discipline Committee)
	10 Jan.	Anti T.B. Campaign (NSS)
	12 Jan.	Youth Day, Swami Vivekanand Jayanti Samaroh (NSS)
	26 Jan.	Republic Day Celebration & Award Distribution Ceremony
	Last Week	N.S.S. Camp
	30 Jan.	Mahatma Gandhi Punyatithi (Dept. of Sociology)
<b>February</b>	1 <sup>st</sup> week	Allotment of assignments for internal assessment for all subjects.
	2 <sup>nd</sup> week	Workshop on New Semester Pattern
	19 Feb.	Shivaji Jayanti (Dept. of Marathi)
	3 <sup>rd</sup> Week	Meeting (Examination Committee) and Parent Meeting

<b>March</b>	1 <sup>st</sup> week	GD/seminars / Practical etc.
	3 March	Meeting (College Magazine Committee)
	2 <sup>nd</sup> Week	Open Book Test / Objective Test etc.
	8 March	Women Day (Women/ ICC Committee)
	12 March	Meeting (Library Committee)
	19 March	Meeting (Grievance, Redressal Committee)
	26 March	Meeting ( Discipline Committee)
31 March	Meeting (Research Committee)	
<b>April</b>	1 Apr. to 10 Apr.	University practical examination
	2 Apr.	Meeting (Infrastructure Committee)
	10 Apr.	Meeting (Anti Ragging Committee)
	11 Apr.	Mahatma Phule Jayanti (NSS) Meeting (Teaching Learning Evaluation Committee)
	14 or 15 Apr.	Dr. Ambedkar Jayanti
	16 Apr. to 28 Apr.	For the preparation of Annual Department Report, Profile and Assessment and evaluation of work done.
	24 Apr.	Meeting (Admission Committee)
	24 Apr.	Meeting (Prospectus Committee)
	25 Apr.	Meeting (Guidance Counseling & Placement Committee)
	28 Apr.	Meeting (Extension Committee)
29 <sup>th</sup>	Annual Academic Calendar for 2018-19 will be prepared. Last working day of the session Review meeting will be held.	
<b>May</b>	1 <sup>st</sup>	Flag hosting
<b>Summer Vacation starts from Monday 30th April 2018 to Saturday 9<sup>th</sup> June 2018</b>		

## *Annexure – II*

### *Best Practice No: 1*

# **“M-LEARNING PROGRAMME”**

## **GOALS:**

- Primary intension of this practice is to use mobile phone as an Educational Device.
- To aware students about the educational Utility of Mobile phone.
- To introduce various type of Android Application of smart phone for education purp

## **CONTEXT:**

- Number of mobile internet users officially overtaking desktop users [in 2016](#), and more and more people working away from the office, mobile learning isn't just the future for [eLearning](#) providers — it's already here. But with every exciting new frontier comes new technological challenges to adapt to and best practices to take onboard.
- Mobile learning or m-learning is ‘anywhere, anytime learning’, using a portable, hand-held device. It’s a logical avenue for eLearning providers looking for new ways to connect with learners when and where they want to learn, as well as those looking to offer a deeper, more dynamic experience for existing learners.
- To make the most of mobile technology in education, eLearning modules must cater to the greater flexibility and consumability of content that learners expect on the mobile platform. In this piece we break mobile learning best practices down further.

### **Advantages of mobile learning**

Freed from the requirement for the bulky desktop, as well as a fixed time and location for lessons, m-learning is the ideal fit for 21st-century lifestyle for a number of reasons.

*The advantages of mobile learning include:*

- **Flexibility and convenience** — the learner is free to choose when, where and on what device they engage with the material, as it’s accessible anywhere an internet connection is available. For example, users can interact with mobile learning apps on their daily commute or revise course materials on a tablet in between meetings.
- **Improved engagement, retention and completion rates** — mobile learning tools are designed to fit in with the learner’s busy life. Offering content in bite-sized pieces, rather than being overloaded, m-learning makes it easier and more likely for students to stay engaged and committed to completing the course by completing the course content in easy chunks or ‘bites’.
- **Self-directed learning** — the learner can set their own pace and style to maximise results. Content can also be revisited to further embed learning, enabling deeper and more likely retention of the course content.

### **THE PRACTICE:**

- Teachers are using Mobile Phone, not only for communication with students but to provide various types of information such as various types of events, curriculum, syllabus, timetable, and examination dates, and results through mobile phone.
- Our teachers are using SOCIAL MEDIA as an informative tool for the students.
- Workshop, Seminar, and special lectures are organized by the institution, to aware students about the latest technology of mobile for education needs.
- Creative teachers are delivering study materials directly to students on their personal cell phones through Whatsapp, Facebook, Instagram, ShareIt etc.
- Not every student has a cell phone. The easiest way to work around this is to have students working in groups, collaborating and solving problems together. Now we only need one cell phone to report out the group work. If we get creative, any problem can be solved.
- Teachers are introducing Variety of android application as per the need of syllabus and curriculum.

### **EVIDENCE OF SUCCESS:**

- Students are taking interest when teachers are talking about various applications as a study material.
- Students are well aware about lots of application related to education education.
- Now, many students realized that they have an educational tools in their pockets not just a text machines!
- Student can easily translate many languages by using Google Translator or other android application.
- Student can search various topics related to their syllabus.
- “Language Learning Group” is successfully running on Whatsapp by Dept. of English.

### **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:**

- Mobile Phone/ Smart Phone are expensive and not affordable for many students.
- Using of mobile phone in educational campus in not acceptable by the society.
- Gprs and Internet facilities are not available everywhere, especially in rural areas.

## *Best Practice No: 2*

# **Earn while learn scheme**

### **GOALS:**

- To employ students to work in the college after academic activity.
- To enhance the skill of students and to make them employable / competent.

### **THE CONTEXT:**

Most of the students studying in the college are from socio economically weaker sections of society. The college Management has devised “Earn While Learn Scheme “to financially support the economically backward and needy students who possess some general skills like DTP work, data entry work, photography and video shooting work and other work which finds use in the day to day office work of the college.

### **THE PRACTICE:**

College has several part-time jobs for the students to work in the college under “Earn While Learn Scheme”. The college offers data entry work, scholarship related work, printing work, video shooting and photography work and other work where college needs manpower to the students. The students are trained to assist the office staff members in different types of regular non-technical work. The students are paid for the work performed or services rendered.

### **EVIDENCE OF SUCCESS:**

The students working in this scheme have successfully undertaken the jobs like stitching and supplying uniforms for college students, design, manufacture and supply of identity cards for the college staff and students, Shivdnyan Magazine editing and printing, design and printing of reports, brochures, invitation etc. The students have undertaken statistical surveys, e-filing of income tax returns and participated in census. The students assist office staff for scholarship related work.

### **PROBLEM ENCOUNTERED AND RESOURCES REQUIRED**

Identification of needy and economically backward students with requisite technical skills has been the most important issue to be dealt with. Secondly, the students must be trained to perform routine non-technical office work.

Thank

You