



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

SHRI SHIVAJI ARTS, COMMERCE AND
SCIENCE COLLEGE, MOTALA DIST.
BULDANA

- Name of the Head of the institution **DR. GAJANAN NAMDEO JADHAO**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9422945519**
- Mobile no **9422945519**
- Registered e-mail **ssacscm317@gmail.com**
- Alternate e-mail **avi.meherkar@gmail.com**
- Address **Behind Sakshi Garden Restaurant,
Old Malkapur Road, Motala**
- City/Town **MOTALA**
- State/UT **MAHARASHTRA**
- Pin Code **443103**

2.Institutional status

- Affiliated /Constituent **AFFILIATED**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **SANT GADGE BABA AMRAVATI UNIVERSITY AMRAVATI**
- Name of the IQAC Coordinator **AVINASH MEHERKAR**
- Phone No. **8805902112**
- Alternate phone No. **7972535538**
- Mobile **8805902112**
- IQAC e-mail address **ssacscm317@gmail.com**
- Alternate Email address **avi.meherkar@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)) https://www.sscmotala.ac.in/pdf/AQAR_2020_21.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.sscmotala.ac.in/pdf/Academic_calendar_2021_22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	C	1.86	2015	01/05/2015	30/04/2020
Cycle 1	C++	67.20	2004	16/09/2004	15/09/2009

6.Date of Establishment of IQAC **25/07/2013**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	nil	nil

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Regular IQAC meetings are conducted.

Feedbacks are collected and analyzed.

Research papers are published in national and international peer reviewed journal and conference proceedings.

Cleanliness Drive at Shantivan Kushtadham Chawarda with Leprosy patient on the occasion of Sant Gadge Baba birth Anniversary

HIV and AIDS Awareness Program & Corona vaccination camp organized.

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

Plan of Action	Achievements/Outcomes
Ensuring fair admission process as per Govt. policy	Fairly implemented
Academic calendar and planning is prepared prior to begin teaching	Throughout the academic session, teaching fraternity is maintained and all activities are conducted as per the planning and calendar
To collect Feedback from all stake holders	Feedback collected from all stake holders and analyzed. Important suggestions are sorted out and improved.
Cleanliness mission	Cleanliness mission is a regular activity conducted by NCC and NSS volunteers.
To organize visit to bank, industry and field visit	Field visit to Nalganga dam, Industrial visit to Parle Biscuit factory ,Khamgaon,To organize visit to bank, industryvirtual Industrial visit to Aradhya Enterprises,Ambala,Haryana by various department of science

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

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13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	16/12/2022
15.Multidisciplinary / interdisciplinary	
nil	

16.Academic bank of credits (ABC):
nil
17.Skill development:
nil
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
nil
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
nil
20.Distance education/online education:
nil

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	135
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1002
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	788

File Description	Documents
Data Template	View File
2.3	330
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	24
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	59
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	12
Total number of Classrooms and Seminar halls	
4.2	12.13
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	54
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	

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

Our college is affiliated to Sant Gadge Baba Amravati University, Amravati, hence we follow the curriculum designed by the university. The college academic committee prepares the academic calendar for every academic session in accordance with the university academic schedule, which comprises the duration of curricular, Induction program, co-curricular, extracurricular activities, internal assessments, general holidays, and disseminates it to the departments for effective implementation and delivery of the curriculum. Induction program is conducted at the beginning of academic session for the newly admitted students to first year. In addition to the course delivery, group discussions, seminars, workshops, industrial visits and certificate courses are conducted for skill development and to bridge the curriculum gaps. Remedial classes and counseling support are provided for slow learners as additional support, and advanced learners are encouraged. Periodical meetings of the Head of the Departments are held with the Principal to take review and discuss the curriculum delivery. Heads of Departments regularly monitor the course coverage and effective delivery of the curriculum through student feedback and performance in CIE and implement corrective measures on need basis. Assignments, seminars, projects, unit test etc. are given to the students under the supervision of the faculty.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/http://sscmotala.ac.in/pdf/Prospectus_2021_22.pdf

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

At the commencement of every academic session, the university notifies an academic calendar for all the programs, which contains the date of commencement, the last working day of the even & odd semesters and dates for semester-end examinations. Our college

follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation. The College prepares a college-level calendar. The college calendar of events includes details like the total number of working days, holidays, CIE dates, workshops, industrial visits, and other co-curricular and extra-curricular activities. The academic activities, CIE and all activities are conducted in adherence to the calendar of events except for unforeseen circumstances. Internal Assessment tests, assignments, quizzes and seminars, personal interviews are part of the Continuous Internal Evaluation of students.. The internal assessment test timetable prepared by the concerned department is published to stakeholders and conducted as per the schedule. Conduction of laboratory experiments and viva, and submission of records are the major components of laboratory course evaluation. In case of revision of the academic calendar by the university, the institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	chrome-extension://efaidnbmnribpcajpcglclefindmkaj/http://sscmotala.ac.in/pdf/Prospectus_2021_22.pdf

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

D. Any 1 of the above

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

1.2 - Academic Flexibility**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

4

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

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

6

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

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

154

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

1.3 - Curriculum Enrichment

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

The institution runs the courses in Arts, Commerce and Science streams. The curriculum is designed by Sant Gadge Baba Amravati University, Amravati. Environmental Studies is a compulsory subject for all undergraduate second-year students, related to Environment and Sustainability the students get knowledge of environmental studies. Similarly, Cross-cutting issues relevant to Gender, Human Values and Professional Ethics are covered in the prescribed syllabi of the university in various subjects in the form of topics, chapters, poems and co-curricular activities. Activities are conducted by respective departments related to Environment & Sustainability, Gender, Human Value & Professional ethics. NSS and NCC Units conducted tree plantation, and expert lectures organized on gender sensitization, ethics and the environment. Swachha Bharat Abhiyan, Blood donation camp, cultural activities in the college and at adopted village during special development camp. Additionally, Women Safety Programme on Women Empowerment conducted by ICC. Internal complaint cell has been constituted for redressal of complaints about sexual harassment. The Internal complaint cell is involved in prevention, prohibition and redressal of the complaints regarding sexual harassment of women employees, students. Guest lectures series were organized on "Jagar Stree Shakticha" on the occasion of Navratri Mohotsaw.

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

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

6

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

265

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

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	http://sscmotala.ac.in/pdf/Link_of_Feedback.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sscmotala.ac.in/pdf/Feedback_Analysis_2021_22_ALL_Final.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1002

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

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

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

918

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

2.2 - Catering to Student Diversity

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

For advanced learners:

In-depth stress is laid on topics of the syllabus. For this, they are provided with reference books, useful web links and online video lectures. Their thought process is enriched by making them handle advanced instruments, group discussions and programs on subject-related topics. Their learning abilities further get improved when they are encouraged to participate in quiz, debate and elocution competitions.

Executing all this for advanced learners renders in their consistent performance in university examinations, enhanced interests in advanced topics and recent development of the subject.

For slow learners:

Slow learners are given special attention. Their concerns regarding comprehension, assimilation and question solving abilities are emphasized. The teachers of the college conduct extra classes give personal attention to every student and take tests for slow learners and provide all sort of help they need in academics to boost their confidence and enhance performance in the final exams. They are provided with study material in the form of printed or handwritten notes and PowerPoint presentations.

After providing remedial coaching, the slow learners have aroused interest in learning which consequently led to their improved performance in university examination.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1002	21

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college has adopted a multi-dimensional approach by integrating conventional teaching method with novel and innovative pedagogy that involves teaching with ICT enabled tools and effective Learning Management System. Activities such as classroom seminars, cultural events, inter-collegiate programs such as debate, poster presentations, rangoli competitions, observing and celebrating days of national and social importance, rallies and field visits enable students to get a robust aspect of learning. This makes the students aware of the prominent developments. Practicals form a teaching aspect in the science faculty as is known. We have dedicated laboratories for physics, computer science, chemistry, botany, zoology- the subjects in science faculty where experiments are performed by students as per the prescribed syllabus of the university. Students in the college are encouraged to make demonstrations, participate in seminar and poster competitions, undertake project works that inculcates a sense of working together and elevates delivery skills. Tutorials are engaged by the teaching staff to focus on topics that need extra attention and students' doubts are cleared. Assignments are given to students for brainstorming and inculcate a sense of mutual comprehension. Students are encouraged to approach the concerned teacher regarding their problems of the subject and teachers leave no stone unturned to satisfy them.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The college has always aimed to encourage innovative, creative and new pedagogical methods so as to endorse skills in learners which helps to make the teaching-learning better and student centric. The teachers of the various faculties and departments of the college make generous use of information and communications technology enabled tools that help students learn concepts in a robust way. The teachers and learners are encouraged to use the ICT tools regularly so that they get familiarized and trained accordingly. The college has two ICT enabled classrooms

facilitated with LAN, Wi-Fi, desktop, projector-screen and sound system. Students learn things in an interactive manner. Their comprehension gets enhanced. What's-App groups of students and teachers come handy to make announcements and share lecture-notes. Use of the ICT tools in the teaching method undoubtedly assists students to learn and understand things in an effective way.

The use of ICT techniques in teaching-learning has made teaching-learning process vibrant, student-centric and has had good impact on students' learning abilities. Students react positively in academics while using computers to accomplish tasks assigned to them, encouraging and motivating them to gain knowledge and skills.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

20

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

2.4 - Teacher Profile and Quality

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

21

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

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

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

10

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

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

2.4.3.1 - Total experience of full-time teachers

175

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

2.5 - Evaluation Process and Reforms

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

Internal assessment forms a part of the evaluation process prescribed by the university. It is a normal practice to conduct unit test after completion of a unit. The internal assessment is made on the bases of seminar presentation, classroom participation, home assignments, attendance and unit tests. Students are made aware well in advance through notices and the academic calendar about the schedule of class tests, home assignments. Students of first year are asked to submit assignments. Students of second year are asked to deliver seminars while those of final year are said to undertake projects that are assigned by the teaching staff. A comprehensive evaluation is made on the performance of students in the respective fields. Students underperforming in the tests or remaining absent are counseled by the mentors and the HOD concerned. No bias in any way is followed. Completion of an assigned task within stipulated time is also one of the key aspects in internal evaluation. Internal evaluation is finally made considering all the things in a transparent and vivid manner. All these tasks assist students in keeping pace with the learning process. All this leads to students' improved performance in the university examinations.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Written tests, multiple choice questions (MCQs), quiz competitions, assignment submissions, seminar presentation, participation in industrial visits and study tours form various ways of internal assessment. Results of internal examination are displayed on the notice board and thus transparency is ensured. Answersheets of the examination are displayed to the students and their doubts regarding questions, marking scheme are resolved by the concerned teacher. Grievances involving internal examination are addressed immediately and every doubt is cleared.

General greivances about questions that arise with students are: misprint in question papers, questions appearing out of the syllabus, doubtful choices in MCQs etc.

The doubts presented about results involve- undervaluation of answersheet, change of medium, change/misspelling in name, change

in subject, withheldment of result etc. Students approach the administrative office to get these greivances cleared.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institution aims at providing outcome-based education to learners to inculcate various values, aptitudes, skills and competencies like developing scientific temper, critical thinking, problem solving capability, deep knowledge, experiential learning, a few to mention. The institution realizes the importance of learning outcomes (PO, PSO and CO) to achieve these. The institution being an affiliated college, follows the syllabus for a course along with the teaching-learning and evaluation mechanism prescribed by the affiliating university. Therefore, the college has ascertained learning outcomes for numerous programs and courses offered at the under-graduate and post-graduate levels by using the syllabus prescribed by the affiliating university. At commencement of each academic session, the Heads of various departments along with their teaching faculties consider the syllabi prescribed by the affiliating university to prepare the learning outcomes. The learning outcomes for all courses/programmes offered at UG and PG levels are stated in the institutional website. An induction program is also organized for first year students by the college wherein Principal, IQAC coordinator, senior faculty members and Heads of departments of all subjects share the learning outcomes with students. Information about the faculty and the courses is also imparted to the students in the same programme.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://sscmotala.ac.in/pdf/PO_PSO_CO_Motala_2021_22.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The College is a multi-faculty institution which runs numerous co-curricular, extracurricular and extension activities to realize the mentioned learning outcomes (PO, PSO and CO) of different programs available in various departments at under-graduate and post-graduate levels. The programme outcomes and course outcomes of the relevant programme are assessed by direct and indirect evaluation. The attainment is ensured by efficacious curriculum delivery which is graced with other activities for the holistic development of the students.

Assessment tools: The external assessment done by the university in the semester end examinations has 80% weightage. Indirect assessment, which has 20% weightage, comprises the following: unit tests, tutorials, assignments, practicals and seminars. For courses where laboratory work gets involved, the additional tools that are made use of are: attendance, viva, journal writing and timely submission, team work. Unit-test questions, laboratory performance and projects are brought about in order to fulfill COs. Assignments and unit-test questions are also framed in the same manner. The indirect method of assessment also considers collection of feedback from the students of all years in the form of a questionnaire that sheds light on the upon curricula and delivery.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

the year

64

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

2.7 - Student Satisfaction Survey

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

http://sscmotala.ac.in/pdf/SSS_Academic_Session_2021_22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

02

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

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NIL

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

01

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

02

File Description	Documents
URL to the research page on HEI website	https://sscmotala.ac.in/pdf/3.1.2_Research_Centre_Supervisor_list.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

03

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

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

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

07

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

3.4 - Extension Activities

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

Workshop on Nursery Management:

In nursery management, basics of vermicomposting was discussed. Techniques of growing plant in an open environment, maintaining a good quality of plants and protecting the plants from pests and diseases were discussed.

Natural Color Making Workshop:

In natural color making workshop chemicals are used which have hazardous effects. In order to avoid this, students were motivated to make colors from different herbs and plant leaves.

Seed Balls Preparation:

In Seed Balls preparation by involving and distributing them among the students, teaching and non-teaching staff awareness was created about a better environment among the public, in an innovative manner.

Butea-Monosperma (Palash Tree) Conservation:

In Butea-monosperma (Palash Tree) Conservation, an article is circulated in nearby community with the help of student. This helps to stop cutting and uprooting the palash trees because of blind faith.

Webinar on Cyber Crime:

In Webinar on Cyber Crime the keynote speaker of this program mentioned in his lecture that girls in particular should keep their information confidential while handling a social media. The

monetary transactions are also made by these devices which also give rise in "cyber-crimes".

File Description	Documents
Paste link for additional information	https://sscmotala.ac.in/pdf/3.4.1_Extention_Activity_additional.pdf
Upload any additional information	View File

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

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

02

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

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

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

15

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

880

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

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

03

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is spread over the 3.98 acres. It is well connected to around thirty villages in Motala taluka.

Following facilities are available in our institution :

Class Rooms : We have 12 classrooms, each equipped with comfortable desks, benches and black- boards, There are 05 well equipped laboratories for practical. Out of these, 2 laboratories are used for practical as well as theory classes.

ICT as a Learning Resource : The college has provided 52 computers for students and faculties. Every department has its own computing facilities to meet the curriculum needs. All departments are provided with a maximum bandwidth of 100 Mbps. Of this, we have 100 Mbps from BSNL provider. We intend to provide free unlimited Wi-Fi internet facility on our campus shortly.

We have 02 ICT enabled classrooms, and these have LCD projectors, screens, internet connection and audio system. We have an electric generator for power backup.

Learning Spaces: All departments of the Science are well-equipped. The College has well equipped laboratories and classrooms. The administrative block has sufficient number of spacious rooms. Classrooms (Total 12) of different capacities meet requirements of UG and PG students. Each classroom boasts of subtle and comfortable furniture, good ventilation and adequate light.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga-center and cultural activities. The institute played a proactive and supportive role in grooming students in sports and cultural activities. Infrastructural and instrumental facilities have been developed for extracurricular activities.

Sports Activities :The college has adequate sports facilities. Students engage in games such as kho-kho, kabaddi, volleyball, weight lifting etc. Students practise for athletic events on the ground. The college is spread over more than 16106 square meter of campus which is used for various sport facilities. The institute has ground for several outdoor/indoor games. The college also promotes indoor games such as chess and carrom for mental fitness of students.

Cultural Activities & Events: Students participate in the intercollegiate and University level Youth Festival. This provides them an opportunity to show their talent. Shivotsav is another platform for the large number of talented stuffs. It is an activity organized by our parent society Shri Shivaji Education Society, Amravati. All the institutions associated with the same participate in it. The birth anniversary of Dr. Panjabrao Deshmukh, the founder president of our society, is celebrated from 25th to 27th December every year as annual social gathering.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1.89

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

4.2 - Library as a Learning Resource

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

The central library of the college came into existence with the establishment of the college in the year 1990. Numerous students benefitted themselves by issuing books for curricular studies and competitive examinations. The reading hall of the library stands apart. It has good lighting and seating arrangement. Reading hall has a computer with internet / Wi-Fi access for the students. It is well protected with CCTV security. Library at present provides services partially automated from the year 2015 with Soul 2.0 Library Management software. It is upgraded with OPAC since 2015 with SOUL automation Software with improvised user-friendly OPAC interface.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

1.70

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

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

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

14.36

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

4.3 - IT Infrastructure

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

The details of the IT facilities including Wi-Fi is as follows.

Our Institute frequently updates its IT facilities including Wi-Fi. A technician is outsourced as per requirement for the maintenance. The IT facilities are updated periodically as per the requirements. Related equipments are purchased as per the demands of the respective department i.e. advanced computers, printers, scanners, accessories, LCD projectors, screen, CCTV cameras, audio aids etc. All the procured IT infrastructure is kept a record of in the stock-book. Broadband internet connection is provided to the departments. The college has uninterrupted BSNL broadband internet connection facility available in the Administrative Office, IQACoffice, Central Library and YCMOU office. Wi-Fi router is installed in the administrative block. All the departments of science faculty are also Wi-Fi enabled. This facility is also at the disposal of the students. Computer laboratory is being used by the students of computer science and commerce. In the institution, there are fifty-two computers and a laptop. Printers, scanners, projectors, CCTV Cameras, UPS inverter, generator, photocopy machine being the other allied hardware. Services of Authorized Library Management Software (SOUL 2.0), college automation software, admission management software and account management software are also availed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

54

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

12.13

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

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

The infrastructure of our institute is adequate to provide a conducive atmosphere to achieve program outcomes. The laboratories of all core subjects are well equipped and maintained.

Physical Maintenance and Utilization:

- The college, IQAC, and CDC are constituted as per the rules

and regulations to supervise the maintenance and utilization of physical and academic infrastructure.

- Various college committees are formed at the beginning of the session for the smooth working of institutional academic and administration work.
- The cleanliness and maintenance of the building committee, cycle stand and parking committee, and sports committee are formed to look after the maintenance of physical infrastructure facility.

Academic Maintenance and Utilization:

- The teaching-learning evaluation committee, college examination committee, educational tour and excursion committee, and timetable committee are formed in the beginning of the session.
- These committees organize meetings separately and decide policy matters in the maintenance and utilization of academic facility.
- The teaching-learning evaluation committee ensures the regular academic schedule as per the timetable.

Support facility maintenance and utilization:

- Library committee is formed for the purpose of maintenance and utilization of support facilities such as the internet etc.
- In addition to the above committee department of physical education and NSS unit are also involved in the utilization of facilities such as games and sports facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sscmotala.ac.in/pdf/4.4.2_Policy_and_Procedure_Document.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

Government during the year

590

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://sscmotala.ac.in/pdf/5.1.3_Skill_Enhancement_Programmes.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

459

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

459

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

18

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

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

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

4

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

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

The students admitted to different programmes are given due representation on various academic and administrative bodies. Following are the bodies/committees where the students are given

representation as College Development Committee, Internal Quality Assurance Cell (IQAC), Dr. Panjabrao Deshmukh Jayanti Utsav, N.S.S., N.C.C., Subjects Forums etc. Student through study/subject Forum organizes various events. The activity of the subject forums are as follows: The Students' of the college is very positive, takes lead and allows the comprehensive involvement of all the students through their different class representatives. The council accommodates other active students to take initiatives related to curricular and co curricular activities. Since the students are the office bearers NSS, NCC and Subject Forums, they contribute a lot in organizing activities such as 1) Cleanliness a Tree plantation drive 2) Organization of various workshops and seminars 3) Patriotic song competition on the day of Independence as well as Bhausahab Jayanti Utsav 4) Teachers' Day celebrations on 5th Sept. 2017, 5) Organization of elocution competition 6) Organization of 'Bhausahab Jayanti Utsav' 8) Sensitization programs such as a) Survey on Green Literacy Program b) Voter Awareness Programme c) Road Safety Programme 9) Organization of expert talks guest lecture under various subject societies/Forums 10) Gender Sensitisation Programs 11) Health Check up Programme 12) Organize Sports, Cultural and Various Competitions. Thus the institution has given maximum representation to the students on various bodies.

File Description	Documents
Paste link for additional information	https://sscmotala.ac.in/pdf/5.3.2_Student_Representation.pdf
Upload any additional information	View File

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

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

679

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

5.4 - Alumni Engagement

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

Alumini Association registration is process and shall be officially formed soon.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

To develop the institute as a Centre of higher Learning ever abreast with the expanding horizon of knowledge in the field of Science & to facilitate transformation of students into good human

being, responsible citizens & competent professionals.

Mission:

Shri Shivaji Arts, Commerce & Science College, Motala is committed to the mission of the parent body "Tamso-ma-Jyotirgamaya." The college has full-faith in its Mission which will be producing Intelligent, Noble, Tolerant, Confident, Courageous, Self-radiant students who may prove themselves to be good health, responsible citizens of prosperous India.

File Description	Documents
Paste link for additional information	https://sscmotala.ac.in/pages/vision_mission.php
Upload any additional information	No File Uploaded

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

1 Decentralization of administrative responsibilities: Principal as the head of the administrative office executes duties, responsibilities through the office staff by consisting various committees such as Purchase Committee, NSS, NCC Advisory Committee, Admission Committee, Library advisory Committee, Infrastructure Committee, Student Welfare Committee etc. these various committees are empowered to take active decision regarding initiative to making Quality in academic, administrative and Extension activities.

2 IQAC: The IQAC of the college is established as per NAAC guidelines as a representation and working mediator to various stakeholders like teaching, non-teaching staff, social workers, management, alumni entrepreneurs and students. The responsibility of seven criteria is entrusted to head of each criteria convener assisted with 2-3 actively participated staff member in implementation of decision making of quality initiatives reflected in respective criterion. Head of each criteria carries out the work which comes under their criteria and fulfills the work from the respective administrative committees.

File Description	Documents
Paste link for additional information	https://sscmotala.ac.in/pages/executive_committee.php
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is affiliated to Sant Gadge Baba Amravati University, Amravati and the college has to follow the curriculum developed by the university according to rules regulations. At the beginning of academic session Academic Calendar Committee prepares the academic planning and every activity is carried throughout the session.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://sscmotala.ac.in/pdf/Academic_calendar_2021_22.pdf
Upload any additional information	View File

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

Executive committee: The Executive committee of the Parent institution takes policy decisions regarding academic and infrastructural development of the college. The Executive committee decides policy matters and takes key decisions including the recruitment, confirmation of the services, promotion and transfer of the employees. The various committees working under the surveillance of executive committee are Purchase, Finance and Accounting, Building Construction, Grievance, Academic Audit etc.

College Development Committee: According to the Maharashtra Public Universities Act 2016, the CDC is formed. It prepared an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth. It takes decision

regarding to introduce new academic courses and the creation of additional teaching and administrative posts, policy to encourage and strengthen research culture, consultancy, collaboration and extension activities in the college.

Administrative Set-up: The Principal is the executive head of the institution. He is authorized to take decisions regarding academic, administrative and financial matters in accordance with the policy matters as per the rule and regulation of State Government and UGC. The Office Senior clerk is head and custodian of the college office which includes three sections- Establishment, Accounts and UGC, senior clerk, assistant and peons assist him.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	NIL
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching:

- The parent institute Shri Shivaji Education Society, Amravati and the college has initiated several welfare measures for well-being of teaching and non-teaching staff.
- Welfare measures by the Institute The parent institution offered the job to one of the family members after the sudden death of the staff member in service as per government rule.
- Teaching staff is covered by Group Life Insurance.
- The college conducts on socially relevant issue like AIDS Drug awareness.
- Medical reimbursement: as per the guidelines of the university and UGC, medical reimbursement given to employees.
- Leaves: Leaves rule of the university are adhered to employees are granted leaves as per their entitlement.

Non-Teaching:

- The parent institute Shri Shivaji Education Society, Amravati and the college has initiated several welfare measures for well-being of teaching and non-teaching staff.
- Welfare measures by the Institute The parent institution offered the job to one of the family members after the sudden death of the staff member in service as per government rule.
- Nonteaching staff is covered by Group Life Insurance.
- Medical reimbursement: as per the guidelines of the university UGC medical reimbursement given to employees.
- Leaves rule of the university are adhered to employees are granted leaves as per their entitlement.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

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

0

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

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

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

Nil

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

18

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Institution evaluates all teaching & non-teaching staff every year. An appraisal system evaluates faculty's academic performance against a list of set objectives and it identifies SWOC of concerned faculty. Through this system institution fulfils the goals and aims of the parent society.

The performance of each faculty member is assessed according to the Annual Self-Assessment by the Performance Based Appraisal System (PBAS). Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score which appear before screening cum selection committee. The institution undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities. The Institute accords appropriate weightage for these contributions in their overall assessment. The faculty members are informed well in advance of their due promotion. The PBAS proforma filled by the Faculty Member is checked and verified by the HODs, followed by the Principal & IQAC office.

All non-teaching staff are also assessed through annual confidential report. The various parameters for staff members are assessed under different categories i.e. character, habit, talent, departmental abilities, capacity to do hard work, discipline, reliability, relations/co-operation with superiors, subordinates, colleagues, students and public.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college has internal and external audit mechanism. The internal audit is conducted by the authorized Chartered Accountant, appointed by the management at the end of financial year. The audited reports are submitted to the joint director's office by the end of the month of June. In every ten years for the external assessment is done by the competent government authority. The General Audit is also conducted by the Auditor General of the State, Nagpur region. The financial irregularities are pointed out by the auditor general and are settled as per the financial provisions.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

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

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The institute has framed certain strategies for maintaining transparency in its audit process. It conducts internal and external financial audits regularly. The internal audit is conducted by the authorized Chartered Accountant, appointed by the management at the end of financial year. The audited reports are submitted to the joint directors' office by the end of the month of June every year. The external assessment is done by the competent government authority. The General Audit is also conducted by the Auditor General of the State, Nagpur region. The financial irregularities pointed out by the auditor general are settled as per financial provisions. Proper utilization of financial resources is planned at the beginning of every year. The expenses made for various heads are recorded properly and the income and expenditure statements of the Institute are subjected to regular internal and external audit.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC committee is created with the consent of the governing body to oversee the assurance policies. Our college is committed to develop infrastructure, improving faculty competency and envisaging students learning. Parameters that increase the quality of the institution like innovations in teaching, workshops, conferences, FDPs, publications in journals etc. are considered

after IQAC Committee approves them. The institution adheres to the syllabus proposed by the affiliating university for all streams. If followed meticulously, the program enables the student to start their careers be it in service or higher studies. The holistic and outcome-based programs prove to be the building blocks and measurable prospects and train students to ensure triumph in their chosen careers. Along with providing quality education, our college also makes sure that this education is useful to its student in whatever profession they wish to choose. The college leaves no stone unturned to improvise itself in its compliance to maintain the best quality of education.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

In the beginning of every session, IQAC holds a meeting with the faculty members headed by the Principal to discuss the admission process and its criteria. The IQAC takes initiative in forming the academic calendar for every academic session. Information regarding each course proves useful to decide the planning of teaching and learning for every chapter. The faculties of all the streams are aware of the syllabus and make sure that all the admitted students fulfill the pre-requisites. In this view the college organizes bridge courses for the students opting a different stream. Later, an induction course is conducted for the entry year students by the IQAC that lets them know about the details of the college. In the covid-19 period, teaching was conducted in online mode by means of various platforms. Teaching was made interactive by using presentations, videos and other reference material and shared with students. Students responded warmly to this novel teaching approach. The college abides by its commitment to provide solutions for social, economic and emotional hardships faced by the students without any bias so that they develop curiosity in the subjects and devote their maximum attention to studies and excel in academics.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sscmotala.ac.in/pdf/Meeting%20&%20Action%20taken%20report%202021-22.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Sensitization:

- Internal Complaints Committee (ICC) organizes various events including guest lectures to empower and support young minds in achieving their goals.
- The College celebrates International Women's Day in a grand manner and presents success stories of famous women to inspire the girl students and to make them understand their potential.
- The faculty of the college gets appreciated without gender

bias. Women faculty are designated, based on their capabilities, as heads of the departments and conveners of various committees and perform their duties competently.

Sr. No.

Name of Programme

Date of Programme

No. of Participants

1

Nine days online workshop on " Jagar Sri Shakticha"

7 Oct. to 14 Oct 2021

101

2

Krantijyoti Savitribao Phule Jayanti

3 Jan 2022

40

3

International Womens Day

8 Mar. 2022

58

File Description	Documents
Annual gender sensitization action plan	http://sscmotala.ac.in/pdf/action_plan_2021_22.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://sscmotala.ac.in/pdf/7.1.1_Specific_facilities_provided_for_women.pdf

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

D. Any 1 of the above

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

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

The waste is generated in college building and campus by all kinds of routine activities carried out that includes paper, foods, glass, metals, plastics, laboratory waste etc. Dustbins are placed in every administrative building, laboratory, classroom, rest room and library at different locations in the campus. The waste is separated at each level and source. Workers in each block confirms that the waste in each floor is collected after interval of time. The block sweeper in each floor collect, clean, isolate and compile the waste in the dustbins provided at each floor. The floor dustbins are emptied in movable containers provided for each block and biodegradable waste transferred to the Vermicompost bed of college for making eco-friendly organic fertilizers. Non-biodegradable waste was transferred to dumping ground of Municipal Corporation, Motala and after treatment return to college and sale it.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	A. Any 4 or all of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

B. Any 3 of the above

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

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

The college is highly dedicated to endorse cultural harmony

towards cultural, regional, linguistic, communal, socio-economic and other diversities to maintain an inclusive environment. Various cultural activities are conducted by the college and monitored by the cultural committee. It serves as a platform for enhancing and exposing the hidden talents and skills of the students in various fields.

Students actively participate in various extra-curricular activities including annual gatherings, social awareness programs, tree plantation, elocution, quiz, rangoli competitions etc.

Constitution day is celebrated sensitizing students about the Constitution of India and creating awareness about practicing social harmony.

College has implemented a code of conduct under which discipline is maintained in the campus. Uniform is mandatory for students of the college and staff which helps to maintain an inclusive environment.

Department of Marathi organized activities to promote linguistic harmony like 'poetry writing' and conducted workshops on "creativity of poetry". The admission policy clearly states that equal opportunity shall be given to all candidates as per the UGC guidelines. Annual gathering is organized every year on the occasion of Dr. Panjabrao alias Bhausaheb Deshmukh's birth anniversary. It helps in enhancing leadership and inculcating a sense of responsibility.

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

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

College organized activities to create awareness for employees and students to inculcate values for being a responsible citizen. College conducted anti-ragging committee, formation of internal complaints committee, grievance redressal committee, discrimination against SC/ST Committee, etc. for looking into the issues of students and employees promptly.

A blood donation camp gets organized in association with government blood bank to encourage students and staff to donate blood organized on 1 October 2021 to make their contribution towards creating a shared value to the society.

Tree plantation drive was organized by the Department of Botany, NSS and NCC on 19th July 2021 to create interest in conservation of nature.

Cleanliness drive was organized on the occasion of Sant Gadge Baba Jayanti dated on 23th February 2021 by NSS wherein the students cleaned the Krushtadham Shantiwan, Chawarda to spread awareness on cleanliness among the local people.

NSS department played his duty by organising Corona Vaccination Drive dated on 27 October 2021 to vaccinate all the students during Covid Pandemic.

National Voters Day celebrated at college on dated 25 January 2022 to inspire and aware students for voting.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sscmotala.ac.in/pdf/7_1_9_Sensitization_of_student_2021-22.pdf
Any other relevant information	https://sscmotala.ac.in/pdf/7.1.9_Sensitization_of_student_(A)_2021-22.pdf

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

Shri Shivaji Arts Commerce and Science College, Motala celebrate national and international commemorative days, events, festivals like Republic Day, Independence Day, International Yoga Day, Mahatma Gandhi and Lal Bhadur Shastri Jayanti, Dr. Babsaheb Ambedkar Jayanti, Savitribai Fule Jayanti, Netaji Subhaschandra Bose Jayanti, Rastramata Jijau Jayanti, Chatrapati Shivaji Maharaj Jayanti, Sant Gadge Baba Jayanti, Punjabrao alias Bhusaheb Deshmukh Jayanti, etc. In addition, various other activities like Health Checkup camps conducted for the welfare of students. In few cases, small committees are formed in collaboration with faculties, employees and students who can form a team and manage the activities in a smooth way. Students take an active part in organizing the Independence Day and Republic Day celebrations. On both these days, our national flag is hoisted with full honor and the national anthem is sung by all the attendees. In addition, students celebrate Farewell party under the guidance and supervision of faculty and staff. College takes pride in organizing all the important national events irrespective of any bias towards caste, creed or religion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice-I

1. Title of Practice

"CONNECT TO ENVIRONMENT THROUGH NATURE CLUB"

2. Objectives of the Practice:

- To create interest of students in conservation of nature.
- Promote to save water.

3. Context:

The college is situated in a medium rainfall area therefore the college serious about utilizing rainwater.

4. The Practice:

College conduct various awareness programmes, celebrate various days, Rain Water Harvesting and Tree Plantation Drive.

5. Evidence of Success:

College campus having greenery 298 tree plants. Photographs were available.

6. Problems Encountered and Resources Required:

Adequate funds. Difficult to manage time.

Best Practice-II

Title of Practice:

"INCULCATING SOCIAL RESPONSIBILITY THROUGH ACTIVITIES"

2. Objectives of the Practice

- To create awareness among students towardssocial

responsibility.

- To transform energy to servenation.

3. The Context:

Our college belongs into rural area so there is many lacuna in development of society. These deficits are fulfilling through the integration of social activity.

4. The Practice:

College conducted activities like Constitution Day, cleanliness drive, Yoga Day, blood donations drives.

5. Evidence of Success:

- Students participate in various activities.
- Photographs and Newspaper cuttings were available.

6. Problems Encountered and Resources Required:

Limited financial support. It is difficult to follow academic calendar.

File Description	Documents
Best practices in the Institutional website	https://sscmotala.ac.in/pdf/Best_Practices_7.2_2021_22.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

From more than three decades our college has been striving hard to provide education, specially to students coming from rural background and economically weak families. This does not mean that they lack in talent, knowledge and humility. The college imparts education in arts, commerce and science streams. College has collaborations with various organizations, institutes & industries through MOUs so that students get to know various aspects through visits/ practical and guest lectures. College provides distance education facility through Y.C.M.O.U centre. College staff

motivates parents for encouraging their daughters to pursue higher education. Now girls have out numbered boys in terms of enrollment. The college runs a 'Student Bank' for financially backward students. This bank provides loans to students without incurring any interest so that they can bear admission/examination fees and other expenses. Information about all schemes is timely announced so that all government welfare schemes and scholarships are easily available to the students. Most of the students come from agrarian families so the college has commenced a skill based programme "Certificate course on Organic Farming" that urges to minimize the usage of chemical fertilizers and pesticides. Skill base programmes were organized for girl students for her empowerment.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To organize field visits to places of biological and economical prominence.
2. To create awareness and motivate students to participate in activities of environmental importance.
3. To enhance alumni engagement in college development.
4. To inform parents of students of the college about various welfare schemes thereby increasing students' activity..
5. To set up a well equipped auditorium.
6. To purchase well configured computers with latest softwares, OHPs and .
7. To set up solar power generator.