

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2013-2014

SUBMITTED TO

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL, BANGALURU**



SUBMITTED BY

PRINCIPAL

**SIR SAYYED COLLEGE OF ARTS, COMMERCE AND SCIENCE,
AURANGABAD-431001 (M.S.)**

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

Academic Year 2013-2014

Part – A

1. Details of the Institution

1.1 Name of the Institution

**Rahber Educational, Cultural and Welfare Society's
SIR SAYYED COLLEGE OF ARTS, COMMERCE AND
SCIENCE, AURANGABAD**

1.2 Address

**Sir Sayyed College of Arts, Commerce and Science
Post Box 89, Roshan gate, Aurangabad-431001(M.S.)**

City/Town

Aurangabad.

State

Maharashtra.

Pin Code

431001

Institution e-mail address

sirsayyedcollege@rediffmail.com

Contact Nos.

**0240-2313876, 2311285 Fax
No.0240-2300241.**

Name of the Head of the Institution:

Prin. Dr.Shaikh Kabeer Ahmed

Tel. No. with STD Code:

0240-2313876.

Mobile:

9923388668

Name of the IQAC Co-ordinator:

Dr. Milind J. Jadhav

Mobile:

8698097062

IQAC e-mail address:

ssca.iqac@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

12701

1.4 NAAC Executive Committee No. & Date:

EC/32/243

05/01/2013

1.5 Website address:

www.sirsayyedcollege.org

Web-link of the AQAR:

www.sirsayyedcollege.org/AQAR2013-2014

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	73%	March 2004	3 rd May 2009
2	2 nd Cycle	C	1.83	October 2012	4 th Jan 2018

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

1-12-2012

AQAR for the year

2013-2014

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR : 2012-2013 submitted on----- (DD/MM/YYYY)

1.9 Institutional Status

University

State ☒

Central ☐

Deemed ☐

Private ☐

Affiliated College

Yes ☒

No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐
TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

☐ Bachelor of Computer Science(BCS)
☐ Diploma in Web Designing.

1.11 Name of the Affiliating University (for the Colleges)

**Dr Babasaheb Ambedkar
Marathwada University,
Aurangabad (M.S.).**

1.12 Special status conferred by Central/ State Government-- UGC✓/CSIR/DST

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence ☐

UGC-CPE ☐

DST Star Scheme ☐

UGC-CE ☐

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)Minority
Status

UGC-COP Programmes

☐ Diploma in Taxation Law☐ Diploma in Web Designing**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**

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

05

2.11 No. of meetings with various stakeholders: No

04

Faculty

02

Non-Teaching Staff and Students

01

Alumni

01

Others

00

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

Yes

☒

No

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 --

(ii) Themes --

2.14 Significant Activities and contributions made by IQAC

1. Quality parameters in Academics & Administration were set by IQAC.
2. Assessment of PBAS forms of all staff members is carried out.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Preparation of Academic Calendar of institution for quality enhancement	Prepared Academic calendar & monitored programmes as per schedule
Preparation of subject wise Annual Teaching plan	Monitoring actual implementation in the form of Syllabus completion report semester wise.
To organise various seminars/Conference	Organised National Conferences in Chemistry, Arabic and Commerce.

* Attach the Academic Calendar of the year as Annexure (i).

2.16 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate Any other body

Provide the details of the action taken

- The Management approved AQAR and gave certain suggestions.
 - 1) To organise State and National conference.
 - 2) To Install Water Cooler with RO system for students in campus.
- Action taken by Management :

- 1) The management granted permission to organise conference in Chemistry and Commerce.
- 2) It provided funds for purchasing Water Cooler.

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	05	--	05	
UG	05	--	02	02
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma Certificate	02 02	-- 01	02 01	02 01
Others	--	--	--	-
Total	14	01	10	05

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option ✓ / Open options**(ii) Pattern of programmes:**

Pattern	Number of programmes
Semester	05
Trimester	01
Annual	02

1.3 Feedback from stakeholders* Alumni ☒ Parents ☐ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure (ii)*

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

Yes, The College cannot design the curricula being affiliated to university but the faculties from our College are selected as member of university committee and they take active part in framing syllabus. And also some of the teachers have given suggestions to the BOS.

• **Syllabus Framing:**

- Syllabus for Diploma Courses of annul pattern is framed at college level.
- Internal evaluation at UG level has 40% weightage while 60% weightage for external evaluation.
- The mode of internal evaluation is /Assignments and tests.
- Similar pattern has been followed at PG level.
- From this year 100% external evaluation is followed.

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

-Nil-

Criterion – II**1. Teaching, Learning and Evaluation****2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
38	32	06	--	--

2.2 No. of permanent faculty with Ph.D.

22

2.3 No. of Faculty Positions 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
01	03			-	-		-	01	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest faculty	Visiting faculty	Temporary faculty
--	08	37

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Others University/ Local	Total
Attended Seminars/ Workshops	19	55	18	--	92
Presented papers	11	32	02	-	45
Resource Persons	01	08	-	01	10

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

- Use of chalk and duster along with the use of ICT in Teaching.
- More concentration on communicative method.
- Regular organization of classroom seminars, group discussion, field visit, industrial visits, study tours.
- Students are encouraged to participate in social and environmental activities

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

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy

- **Examination Reforms Implemented-**
 - D-CAS at College level for First Year Exam is formed as per guidelines of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad
 - Formation of vigilance squad.
 - Conduct of meetings for Exam. Supervisors.
 - Receiving the question papers from the University through E-mode centre to maintain confidential records.
- **Evaluation Reforms:**
 - Continuous internal assessment for practical subjects.
 - Novel teaching learning methods for internal evaluations are being introduced.

Group Discussions

Chart and Poster Competitions.

Quiz Competitions.

Students Seminar.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Member of BOS

04

2.10 Average percentage of attendance of students

77%

2.11 Course/Programme wise Distribution of pass percentage: 2013 -14

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	101	15 %	68 %	02 %	--	85 %
B.Com.	86	--	36 %	05 %	--	41 %
B. Sc.	120	02 %	41 %	08 %	--	51 %
M.A. English	24	--	21 %	--	--	21 %
M.A. Arabic	23	39 %	52%	--	--	91 %
M.A. Urdu	18	33 %	61 %	--	--	94 %
M. Com	27	04	88 %	--	--	92 %
B. B.A.	--	--	--	--	---	--
B. C. S.	09	23 %	11 %	--	--	34 %

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes**Teaching- Learning process is monitored by IQAC in following ways:**

- Annual Planning of each subject by respective teachers.
- Submission of Semester wise Progress Report at the end of each semester.
- Submission of these reports to Head of Institution.
- Feedback of Staff by Students at the end of year in each subject.
- Analysis of these feedback forms submitted to Head of Institution in consolidated report format.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	05
Faculty exchange programme	--
Staff training conducted by the institution (Advanced computer training to office staff)	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	08

2.14 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	16	01	-	2
Technical Staff	10	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Encourage teachers for organizing conferences, seminars and workshops at State & National Level to keep the updates in research area.
- Organization of Study and Educational tours, Industrial Visits and Guest Lectures etc.
- Motivation to the staff for presenting their research work in the conferences, seminars and also to publish their research work in the research journals/proceedings.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	02	-	1
Outlay in Rs. Lakhs	11,50,800	10,96,800	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	04	-	-
Outlay in Rs. Lakhs	6,05,000	5,80,000	-	-

1.4 Details on research publications

	International	National	Others
Peer Review Journals	4	4	--
Non-Peer Review Journals	--	--	--
e-Journals	1	--	--
Conference Proceedings	2	4	15

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 organisations.

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs.)	Received (Rs.)
Major projects	2011-2014	UGC	10,96,000/- 10,62,000/-	7,32,000/- 7,00,000/-
Minor Projects	2011-2014	UGC	5,70,000/-	4,22,500/-
I Interdisciplinary Projects	-	-	-	-
II Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research project (other than compulsory University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total			27,28,000/-	18,54,500/-

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

ii) Without ISBN No.

- Conference Proceeding

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

(specify)

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	03	--	-	-
Sponsoring agencies	UGC	UGC	--	-	-

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

04

3.13 No. of collaborations

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	-
Commercialised	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
01	--	--	--	--	--	01

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

09

17

Sr. No	Name of the Research Guide	Subject	No. of Students registered	No. of Students awarded
01	Dr. Shaikh Kabeer Ahmed	Chemistry	01	01
02	Dr. Sayyed Hussian Sajjan	Chemistry	05	--
03	Dr. Abdul Raseed Madni	Arabic	01	01
04	Dr. Sadrul Hasan Madni	Arabic	01	01
05	Dr. Rizwana Tabassum	History	02	--
06	Dr. Milind Jadhav	Botany	04	--
07	Dr. Farhat Durrani	English	--	01
08	Dr. Quazi Baseer Ahmed	Commerce	03	--
09	Dr. Nayab Ansari	Zoology	--	--

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

04

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:

100

--

University level

State level

National level

International

3.22 No. of students participated in NCC events:

University level

State level

National level

International

3.23 No. of Awards won in NSS:

University level

State level

National level

International

3.24 No. of Awards won in NCC:

University level

State level

National level

International

3.25 No. of Extension activities organized

University forum

College forum

NCC

NSS

Any other

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

- NSS unit of the college organized various activities on Health Awareness.
- Blood Group and Haemoglobin check-up Camp has been organized on 09 August 2013.
- Guest Lecture on 'Women health and hygiene' organized on 03 September 2013. Dr. Chandrakala Gaikwad, Medical Officer, AMC Hospital, delivered lecture. In her speech she spoke about personal hygiene, adolescence and balanced diet. All NSS girls volunteers attended lecture and showed keen interest.
- NSS Unit organised 'Entrepreneurship development programme' on 01 January 2014 at Haji Ali Function Hall. Mr. Sudam Thote, Regional Officer, MCED, Aurangabad, Mrs. Bharti Thote, Project Officer, MCED guided and discussed about different courses available for Women Entrepreneur.

- NSS Volunteers participated in ‘Udan Programme’ of Yuvak Biradiri on 06 January 2014.
- A week long NSS Special Camp was organized from 31 January to 06 February 2014 at Kagzipura Village. In this Camp, Different activities such as Cleanliness drive, economic and social survey of village and lectures on various topics by experts were arranged.
- Rally undertaken by the students of BSc regarding awareness of BIO-FERTILIZERS.
- Guest Lecture on “Traffic Awareness”
- Collected funds for Uttarakhand Disaster victims

Criterion – IV**4. Infrastructure and Learning Resources****4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	917sq m	--	--	02
Class rooms	13	--	--	13
Laboratories	07	--	--	07
Seminar Halls	--	--	--	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--		--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--			

4.2 Computerization of administration and library

Library is automated partially with Software Library Manager.

4.3 Library services:

	Existing 2012-13		Newly added 2013-14		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6332	606055	200	20759	6532	626814
Reference Books	2607	1021253	123	38666	2730	1059919
e-Books	--	--	--	--	--	--
Journals	290	136054	36	32833	326	168887
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	38	--	--	--	--	38
Others (Specify) Atlas Maps	16	3000	--	--	16	3000
Other Books	1					
Total No. Of Titles	6734		267		7001	

4.4 Technology up gradation (overall)

	Total Computer	Computer Lab	Internet	Browsing Centre	Computer Centre	Office	Department (Computers/Department)	Others (Computers)
Existing	32	24	Broad Band 2MBPS Speed.	01	01 E-mode centre Printer & UPS battery Backup with Broad band connectivity	PC-08	<ul style="list-style-type: none"> • Microbiology Dept-01 • Chemistry-01 • Physics Dept-01 	<ul style="list-style-type: none"> • Principal's Office-01
Added	--	00						Interactive Board
Total	32	24		01	01	08	03	01

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

MS-CIT course is conducted by Department of Computer science for students & employees.

4.6 Amount spent on maintenance in lakhs:

i) ICT	2, 88,891/-
ii) Campus Infrastructure and facilities	1, 48,309/-
iii) Equipments	3, 60,518/-
iv) Others	11, 35,933/-
Total:	19, 33,651/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Updated prospectus has been published.
- Academic calendar for the Academic Year 2013-14 has been prepared.
- Alumini helped the students in admission process.
- Computer and internet facility is made available to the students and teachers.
- Photocopy and printing facility made available to the students & staff.
- The college has placement cell to identify job opportunities.
- Remedial teaching is a routine work for slow learners to enhance their performance.
- Discipline and Antiragging committee has been formed in the college.
- CCTV is installed in the College campus.
- Student class room seminars were organised for students.
- Lecture on career opportunities in life sciences organised by Botany department in association with IQAC. 43 students were present.
- A lecture on health awareness was arranged for girls students on 18 August 2013 at Hall no 29. Dr. Shama Khan, renowned Gynanocologist, addressed the girl students asking them to share their problems with her without any hesitation. 40 girls students were present
- As per suggestion of IQAC, a free health cheque up Camp for students was organised on 30th January 2014 by health committee Dr. Iqbal Siddiqui, Chest physician, Dr. Shaikh Imran (M.B.B.S.) Dr. Sadia Siddiqui (DGO) Dr. Md. Nazar Alam, Dr. Shakil checked health of 200 students (boys and girls).

5.2 Efforts made by the institution for tracking the progression

- Monitoring the working of the committees to ensure that all the students are benefitted.
- Records are maintained by each committee.
- Records of each committee is analysed for further action.
- Time to time information about various academic, departmental activities is displayed on student notice board.
- Notices were also circulated in the class rooms.

- Progression of students in various activities is encouraged and supervised by the staff members.
- Test and tutorials were conducted regularly.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1115	256	--	--

(b) No. of students outside the state

(c) No. of international students:

Men	No	%	Women	No	%
	742	49.69		629	42.12

Last Year 2012-13(U.G. & P.G.)								2013-14 (U.G. & P.G.)							
General	S C	S T	NT	OBC	SB C	Physically Challenged	Total	General	S C	S T	NT	OBC	SBC	Physically Challenged	Total
1485	02	02	--	04	--	--	1493	1364	03	--	02	02	--	--	1371

Demand ratio: 1:1

Dropout: 08 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc.	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

5.6 Details of student counselling and career guidance

No. of Programme	Nature of Programme	No. of Students Benefited
1	Career guidance for under privileged girls- on 29 th July 2013 a career guidance programme for underprivileged girls was organized by IQAC of Sir Sayyed College. Prof. Md. Tilawat Ali Founder President, RECWS guided the students on career opportunities in different fields.	90
2	Dr. Jack Kihico, from Karatina University, Kenya, delivered lecture on Career opportunities in physical sciences organized by Dept. of Physics on 16/12/2013	45

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	--

5.8 Details of Gender Sensitization programmes

- Lecture by Dr. Gaikwad on Health Care especially for Girls.
- Lecture given by PSI Mr. Kamble on girl security and self-defence.

5.9 Students Activities**5.9.1 No. of students participated in Sports, Games and other events**

State/ University level

63

National level

14

International level

--

No. of students participated in cultural events

State/ University 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(EBC& Minority Scholarship)	633	78,000 9,06,620
Financial support from other sources <ul style="list-style-type: none"> • Student Aid Fund • Nathani Trust 	50 06	28,000 12950
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

Sr. No.	Name of the Programme
1	Pollution free Ganesh Festival- Department of Botany participated in pollution free Ganesh festival held in Sept.2013. 10 students from the department actively participated in this activity. The students collected used flowers, garlands and Nirmalya which was further used for preparation of green manure. The activity was conducted in association with Nisrag Mitra Mandal and Aurangabad Municipal Corporation. It was decided to continue this activity every year

2	Worked as Volunteers in conferences
3	Active participation in NSS

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

“To spread education among Muslims and create good character and strong national feelings”.

MISSION:

“Humane Citizen through Education.”

6.2 Does the Institution have a Management Information System?

- Yes, the management is updated with all the relevant information.
- The reports of all the departments and the various committees are submitted to the Vice Principals, who in turn forward it to the Principal, who then presents it to the Management.

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

6.3.1 Curriculum Development:

- The College, being affiliated to Dr BAMU, Aurangabad follows the curriculum prescribed by it.
- Faculty are actively involved in the different Boards of Studies which are set up by the university.

6.3.2 Teaching and Learning:

- Various strategies are used to make teaching –learning experiences student centric and project based.
- Thus class seminars, PPT’s, field visits, exhibitions etc. are organized for all classes.
- A number of teachers are involved in research activities and have major and minor research projects.

6.3.3 Examination and Evaluation:

- The University has prescribed semester pattern at UG and PG level.
- The University has, in a phased manner, adopted the e-mode method of delivering university exam question papers to its affiliated colleges.
- 2013-2014 e-mode method began for under graduate courses.
- Hence the College has made the arrangement for maintaining confidentiality of the whole process of downloading and photocopy of question papers

- Continuous evaluation for internal marks by conducting class test, open book test, projects, and class seminars, field visits is done.

6.3.4 Research and Development:

- The College promotes staff research work.
- It encourages staff members to apply for UGC schemes for minor and major research projects.
- It also motivates staff members to write and publish research articles.
- Nine staff members are registered Research Guides.

6.3.5 Library, ICT and physical infrastructure/ instrumentation:

LIBRARY:

- The Library has easy access system for all, current and ex-students, staff and outsiders. It makes optimum use of showcases, bulletin boards, wall papers, etc to display new arrivals, relevant cuttings from newspapers and latest notices.
- It has photo copying facility.
- It has internet broad band connected PC's.
- Library provides reading facility for staff and students.

ICT:

- The staff have access to LCD's, OHP's as and when needed.
- We have one computer lab with internet facility

PHYSICAL INFRASTRUCTURE:

- The college office has been renovated and all PC's in use have internet connectivity.

INSTRUMENTATION:

- The College has 06 different laboratories.
- Each department has different instruments according to their requirements.

6.3.6 Human Resource Management

- Distribution of task through committees.
- CAS promotions to Teaching Staff
- The college supports membership and active involvement of its staff in Professional Associations.
- It encourages research work and publication through Research Journals bearing ISSN & ISBN.
- It provides a healthy environment, and encourages a spirit of unity among the staff members.

6.3.7 Faculty and Staff recruitment

- Being minority institution, recruitment is done as per the minority rules and regulation.
- As work load increases, vacancies are created and accordingly recruitment is done by the management, as per norms of Minority Institution and Govt. of Maharashtra

6.3.8 Industry Interaction / Collaboration

- Students are taken for industrial visits every year.
- Some of the Faculties are in constant touch with the industries and their valuable suggestions are sought by the industry.

6.3.9 Admission of Students

- Admission advertisement is published in local Daily Newspapers.
- Full transparency in admission process is maintained.
- Admission committee is set up at college level.
- Seats are filled on first come first serve basis.
- Fees concession and fee instalment schemes made available for the needy

6.4 Welfare Schemes for:

Teaching Staff:

- Group insurance scheme is made available. (upto Rs. 50000/-)
- Credit Co-operative Society membership which helps with personal loans whenever needed.(upto Rs. 3,00,000/-laks for teaching)

Non-teaching Staff:

- Group insurance scheme is made available.
- Credit Co-operative Society membership which helps with personal loans whenever needed. (up to Rs. 2,00,000/- for Non-Teaching)

Students:

- Students' Aid Fund is given to the needy and poor students.
- Best student award is given.

6.6 Whether annual financial audit has been done? - Yes**6.7 Whether Academic and Administrative Audit (AAA) have been done?**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Principal
Administrative	Yes	JD office	Yes	Management & Principal

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

For UG Programmes – No

For PG Programmes – No

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

- E-mode system for under graduate examinations started this academic year. The University sends all question papers online and pass words to download and open these papers sent on personal mobile phones of the superintendents of examination.
- E-mode system helps maintain confidentiality, and is cost effective.
- E mode system for First Year examinations conducted by University from this academic year.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- No special efforts made by the University in this regard.

6.11 Activities and support from the Alumni Association:

- Helps during admission process with publicity campaign.
- Involved in sports and cultural events

6.12 Activities and support from the Parent – Teacher Association

- Admission process is benefited by this Association.
- Participation in community development programmes.

6.13 Development programmes for support staff

- Encouragement to the staff members to participate in orientation, refresher, short term programs and Ph.D. Programs.

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

- Daily cleanliness of campus.
- Control on vehicles is done by the college in order to avoid pollution.
- Collection of Nirmalya by students of B.Sc. to avoid pollution during Ganpati festival.
- NSS organised environment awareness programme.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give detail

- As the administration of the University has adopted online system for admission and examination, college established University E-mode examination centre to maintain the confidentiality of the examination related work.

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

As per the schedule of future plans the plan of action decided was implemented at the beginning of the year

Academic

- National seminar on 'Impact and role of Arabic Language on Indian culture' was organized on 05 October 2013 at Maulana Azad Research Centre by Department of Arabic.
- Two Day National Seminar on 'Recent Trends in Chemical Sciences' was organised by Department of Chemistry on 13th & 14 December 2013. A total 250 delegates participated.
- Two Day National Conference on 'Emerging Trends in Commerce' was organised by Department of Commerce on 17 & 18 January 2014. Vice-Chancellor of Telanga University Prof. Akbar Ali Inaugurated the Conference. In his Inaugural speech he highlighted opportunities to the students of Commerce in Banking, Insurance and Corporate sector. In this Conference 175 delegates participated in the Conference.
- International Conference in Collaboration with Dept. of Commerce, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad was Organized by Dept. of Commerce, Sir Sayyed College, Aurangabad from 20 to 22 March 2014.

Co- Curricular

- Students of B.Sc. third year from Microbiology Department attended Work shop organised by Deogiri College, Aurangabad from 04 to 06 January 2014
- Students from B.Sc. third year Zoology Department Visited Bajra Research Centre for Zoological sample collections.
- Students from Microbiology Department participated in Poster Presentation organised by Deogiri College, Aurangabad and Secured first prize.
- B.Sc. IInd Year Students Khan Gulafsan Imad Khan participated in Intercollegiate Urdu Elocution Competition which is organized by J.A.T. Arts, Science & Commerce College, Malegaon, Dist. Nashik.

Sports

- A number of students participated in intercollegiate sports events.

Extra-Curricular

- Teacher's day was celebrated with great zeal and enthusiasm by students of all faculties.
- Foundation Day was celebrated on 23rd September 2013.

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

- Daily Teaching Dairy is maintained by the staff.
- At the start of the year bridge course is conducted by various teachers which help to reduce the gap between newcomers and get acquainted with the respective subject.

7.4 Contribution to environmental awareness / protection

- Dr Milind Jadhav from department of Botany and his students collected Nirmalya during Ganesh Festival thereby controlling water pollution.
- Rally on use of Bio-fertilizers was organized by BSc students.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

Strength

- The institution provides facility and allows the financially weak students to pay fees in instalments.
- College conducts foundation courses, remedial teaching and bridge courses for slow learners and students with language difficulty.
- Considering the semester system examination and completion of syllabus and satisfaction of teaching the college have modified and channelized the extra- curricular activities and co-curricular activities in such a way that maximum time can be allotted to teaching.
- Considering the need to change the society's view and attitude towards women education, college carried out various activities to strengthen the image of girl child.

Weaknesses

- Maximum number of students comes from Urdu medium and it takes time to cope up with English communication.

Opportunities

- Our institution provides an opportunity for research thereby supporting higher education in minorities.
- College has scope for graduation and professional courses which will encourage self-employment.

Challenges

As our college is located in residential area and other institution in the city which are well established pose a threat to us by their attractive campuses.

Plans of institution for next year (2014-2015)

- Increase opportunities to develop and establish new programmes to meet the new and growing demands of the society.
- Enhance research activities and publications.
- To encourage faculty for taking Minor and Major Research projects
- To introduce New Skill oriented short term courses under career development programmes.
- To organise seminars and conferences in various subjects.
- To update softwares.

Dr. Milind J. Jadhav



Signature of the Coordinator, IQAC

Dr. Shaikh Kabeer Ahmed



Signature of the Chairperson, IQAC

**PRINCIPAL
SIR SAYYED COLLEGE OF
ARTS, COMMERCE & SCIENCE
AURANGABAD**

Sir Sayyed College of Arts, Commerce and Science, Aurangabad

Academic Calendar 2013-14

Sr. No.	Annual Planning	Date
1	Opening Staff Meeting	21/06/2013
2	Admissions	After Result Of H.S.C
3	Time Table Framing	22/06/2013
4	Result Analysis	24/06/2013 To 26/06/2013
5	Teaching Start	1/07/2013
6	NSS Registration	22/06/2013 To 10/07/2013
7	Ramzan Eid	09/08/2013
8	Independence Day	15/08/2013
9	University Foundation Day	23/08/2013
10	Ganesh Chaturti	09/09/2013
11	Marathwada Muktisangram	17/09/2013
12	Sir Sayyed College Foundation Day	23/09/2013
13	Departmental Activity (All Department)	From 18/09/2013(Within Plan 1 week)
14	Gandhi Jayanti	02/10/2013
15	NSS Regular Activity	30/06/2013 To 01/10/2013
16	Dasara	13/10/2013
17	Eid-ul-Azha	16/10/2013
18	Tentatively Exam Start	08/10/2013
19	Sir Sayyed Day	17/10/2013
20	Closing Day (First Term)	26/10/2013
21	Winter Vacation	27/10/2013 To 17/11/2013
22	Opening Second Term	18/11/2013
23	Time Table Farming	19/11/2013
24	Distribution Of Work Load	20/11/2013
25	Teaching Start	25/11/2013
26	Christmas	25/12/2013
27	NSS Special Camp	2/1/2014 To 08/1/2014

28	Departmental Activity 1 week	From 02/01/14
29	Eid-ul- Milad	14/01/14
30	Namvistar Day	14/01/2014
31	Republic Day	26/01/2014
32	Annual Day	22/02/2014
33	Mahashivratri	27/02/2014
34	Dhulivandan	17/03/2014
35	Gudi Padwa	31/03/2014
36	Ambedkar Jayanti	14/04/2014
37	Closing Of Second Term	19/04/2014
38	Summer Vacation	20/04/2014 To 08/06/2014