

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2014-2015

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 2014-2015

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:

iqacssca@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

2014-2015

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 23/03/2017
- ii. AQAR : 2013-2014 submitted on 23/03/2017

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)
☐ Bachelor of Business Administration (BBA)
☐

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

04

2.11 No. of meetings with various stakeholders: No.

06

Faculty

02

Non-Teaching Staff

01

Students

01

Alumni

01

Management

01

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

- Motivated faculty for participation and Research Paper Presentation in seminars and conferences.
- Encouraged faculty to submit Minor & Major Research Project Proposals to different funding agencies.
- Encouraged Students to take part in Departmental Activities.
- Encouraged faculty to organize campus placement.

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 Departmental Activities	Various Departmental Activities for students were organized.

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

2.16 Whether the AQAR was placed in statutory bodyYes ☒ No ☐

Management

☒

Syndicate

Any other body

Provide the details of the action taken

The Management approved AQAR and gave certain suggestions:

- Teachers were encouraged to publish their research work in reputed national and international journals.
- Teachers were advised to organize different Departmental activities.

Action taken:

- Teachers have published their research work in reputed national and international journals.
- Various departmental activities for students were organized.

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	10
Trimester	01
Annual	Nil

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 of Vth and VIth semester of Undergraduate level has been revised.
- Pattern of University question papers has been changed.

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
39	21	15	--	03

2.2 No. of permanent faculty with Ph.D.

26

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
--	--			--	--		--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest faculty	Visiting faculty	Temporary faculty
--	08	35

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Others University/ Local	Total
Attended Seminars/ Workshops	04	54	06	--	64
Presented papers	02	30	--	-	32
Resource Persons	01	17	-	--	18

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.
- Organization of guest lectures on various academic and social issues.
- 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 theory and practical papers.
 - Novel teaching learning methods for internal evaluations are being introduced.
 - I. Group Discussions.
 - II. Chart and Poster Competitions.
 - III. Quiz Competitions.
 - IV. 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

76 %

2.11 Course/Programme wise Distribution of pass percentage: 2014 -15

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	105	12.38 %	73.52%	0.95 %	--	84.76 %
B.Com.	69	--	68.11 %	14.49 %	--	84.05 %
B. Sc.	110	8.1 %	11.81 %	2.7 %	--	22.61 %
M.A. English	27	--	33.33 %	--	--	33.33 %
M.A. Arabic	15	46.66 %	40 %	--	--	86.66 %
M.A. Urdu	19	94.73 %	5.27 %	--	--	100 %
M. Com	33	--	51.51 %	--	--	51.51 %
B. B.A.	--	--	--	--	---	--
B. C. S.	08	25 %	12.5 %	--	--	37.5 %

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	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
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, Short term, etc.	04

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	-	01
Technical Staff	10	-	-	-

Criterion – III**3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

- Encouraged teachers to submit Minor and Major Research Project Proposals.
- Encouraged teachers to organize 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	--	--	-	--
Outlay in Rs. Lakhs	--	--	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	-04-	-03-	-
Outlay in Rs. Lakhs	--	5,90,000	1,35,000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	36	--
Non-Peer Review Journals	--	--	--
e-Journals	05	--	--
Conference Proceedings	01	11	--

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	--	--	--	--
Minor Projects	2014-2015	UGC & B.C.U.D. Dr.B.A.M.U. A.Bad	7,80,000/-	5,22,500/-
I Interdisciplinary Projects	-	-	-	-
II Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research project (other than compulsory by University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total			7,80,000/-	5,22,500/-

3.7 No. of books published i) With ISBN No

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other
(specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of 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
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
--	--	--	--	--	--	--

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

10

07

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 Hussain Sajjan	Chemistry	02	02
03	Dr. Abdul Rasheed Madni	Arabic	--	03
04	Dr. Sadrul Hasan	Arabic	--	--
05	Dr. Rizwana Tabassum	History	--	--
06	Dr. Milind Jadhav	Botany	01	--
07	Dr. Farhat Durrani	English	--	--
08	Dr. Quazi Baseer Ahmed	Commerce	02	--
09	Dr. Nayab Ansari	Zoology	01	--
10	Dr. Sayeeda Ashrafunnisa	Urdu	--	--

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

01

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

JRF --

SRF --

Project Fellows --

Any other --

3.21 No. of students Participated in NSS events:

University level 100 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.

- Blood donation camp has been organized by NSS unit of College on 16Th December 2016. The camp was inaugurated by Dr. Shamama Parveen, President, Rehbar Educational, Cultural and Welfare Society, Aurangabad. Mr. Shivaji Kamble, Inspector, Jinsi Police Station, Dr. Gaffar Quadri, Chairman, Sarosh School were present as a Chief Guest. A total of 50 NSS volunteers donated blood on this occasion. Staff of Govt. Medical College Aurangabad cooperated and worked for success of blood donation camp.
- Girl's Forum and Health Care committee of College conducted Eye check-up camp for students on 07 February 2015, Doctors of Vasan Eye care checked Eyes of the students, provided medicines and gave suggestions.
- A special NSS camp for 07 days was organized from 04 February to 10 February 2015 at Kagzipura village. In this special camp different activities such as cleanliness drive, economic and social survey of village, health check- up and lectures on various social and environmental issues by experts were arranged.

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 2013-14		Newly added 2014-15		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6532	626814	349	40584	6881	667398
Reference Books	2730	1059919	73	16053	2803	1075972
e-Books	--	--	--	--	--	--
Journals	326	168887	35	36470	361	205357
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--		--	--
CD & Video	38	--	--	--	38	--
Others (Specify) Atlas Maps	16	3000	--	--	16	3000
Other Books	--	--	--	--	--	--
Total No. Of Titles	7001	--	369	--	7370	--

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	4, 37,157/-
ii) Campus Infrastructure and facilities	2, 24, 578/-
iii) Equipments	6, 81,743/-
iv) Others	28, 90, 520/-
Total:	42, 33, 998/-

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 2014-15 has been prepared.
- Alumini helped the students in admission process.
- Bridge course at the beginning of academic year for first year students has been conducted in department of commerce and English as per suggestion of IQAC.
- Remedial teaching is a routine work for slow learners to enhance their performance.
- 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 career guidance & placement cell to identify job opportunities.
- Discipline and Antiragging committee has been formed in the college.
- Class room seminars were organised for students.

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
1420	271	--	--

(b) No. of students outside the state --

(c) No. of international students: 11

Men	No	%	Women	No	%
	982	58.07		709	42.93

Last Year 2013-14(U.G. & P.G.)								2014-15 (U.G. & P.G.)							
General	S C	S T	NT	OBC	SB C	Physic ally Challe nged	Total	General	S C	S T	NT	OBC	SBC	Physicall y Challeng ed	Total
1364	03	--	02	02	--	--	1371	1683	02	00	01	05	--	--	1691

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 -- SET/SLET -- GATE -- CAT --
 IAS/IPS etc. -- State PSC -- UPSC -- Others --

5.6 Details of student counselling and career guidance

No. of Programme	Nature of Programme	No. of Students Benefited
1	A lecture on "Career Guidance" by Prof. Gaurav , MIT Pune has been organized by Dept. of Commerce in association with Career Guidance and Placement Cell of College on 14 th February 2015	31
2	Campus interview by MINAC, Idea Call Centre was conducted by Career Guidance and Placement Cell on 19 th February 2015	20

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

--

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

State/ University level National level International level

No. of students participated in cultural events

State/ 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	34885/-
Financial support from other sources <ul style="list-style-type: none"> • Student Aid Fund • Nathani Trust 	50 01	20,000/- 1400/-
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	Active participation in NSS.
2	Active participation in Eye Check-up camp.

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.
- Class seminars, PPT’s, field visits, exhibitions etc. are organized for all classes.
- A number of teachers are involved in research activities and have 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.
- 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 Teaching staff to carry out 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.
- Ten 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:

- PC's of computer laboratory, administrative office and library have internet connectivity.

INSTRUMENTATION:

- The College has 07 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. (up to Rs. 50000/-)
- Credit Co-operative Society membership helps with personal loans whenever needed.(up to Rs. 3,00000/-laks for teaching)

Non-teaching Staff:

- Group insurance scheme is made available.
- Credit Co-operative Society membership 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 & post graduate examinations. The University sends all question papers online and passwords to download and open these papers sent on personal mobile phones of the Chief-superintendents of examination.
- E-mode system helps maintain confidentiality, and is cost effective.

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. Programmes.

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

- Daily cleanliness of campus.
- Control on vehicles in order to avoid pollution.
- 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 future plans, at the beginning of the academic year 2014-2015 IQAC of the College asked every department and all committees to implement given plan and suggested to act accordingly. At the end of academic year IQAC collected action taken reports from all committees and departments

Department of English:

- The department of English conducted Bridge course for first year students at the beginning of academic year.
- Spoken English crash course was organized for undergraduate students of all faculties from 01st July to 10th July 2014. The course was aimed at improving language skills of the students.
- Guest lecture series in ‘Indian Writing in English’ was organized on 23rd & 24th February 2015. Eminent resource persons were invited for the series.

Department of Urdu:

- The department of Urdu organized guest lecture on ‘Moulvi Abdul Haq ki kidmat’ by **Dr. Masrat Firdous**, Associate Professor, Dept. of Urdu, Dr.Babasaheb Ambedkar Marathwada University, Aurangabad on 16th September 2015.
- Our students **Khan Gulafsan (B.Sc. II), Nagma Zamzam ((B.Sc. II)**, won first prize trophy with Rs. 2000/- in State Level Urdu Elocution competition organized by J.A.T. College, Malegaon. The competition was held on 02 February 2015.

Department of History:

- Quiz Competition for B.A. I, II & III year students was organized on 25th July 2014
- Guest lecture on 'Israel-Palestinian Conflict: Past and Present' by Mr. Ziauddin Siddiqui was organized on 09th August 2014.
- History Student Association was inaugurated.
- Study tour of B.A. III year student was organized on 04th September 2014 to visit 'History Museum' at Dr. Babasaheb Ambedkar Marathwada University, Aurangabad & 'Sonaheri Mahel Museum,' A.S.I.
- Students have organized exhibition of photographs and models of Historical importance. Exhibition was inaugurated by Dr. Mahesekar.

Department of Political Science:

- 'Education Day' was celebrated on 11th November 2014. On this occasion **Dr. Sadural Hasan** guided to the students.
- Constitution day was celebrated on 26th November 2014.
- On 09th February 2015 an exhibition of Charts and models on 'Political Thinkers' was organized.
- A guest lecture of Dr. Shuja Shakir, Associate Professor, Dept. of Political Science, Dr. Babasaheb Ambedkar Marathwada University Aurangabad, was organized on 09th February 2015.

Department of Sociology:

- A poster exhibition on 'Sociological concepts, theories and social problems' was organized by students on 29th August 2014.
- A guest lecture on 'Social Issues in Urban Society' by noted sociologist Dr. Rahul Hazare was organized on 24th January 2015.

Department of Commerce:

- Bridge course of one week for Students of B.Com I year was conducted from 28th July 2014.
- Guest lecture on 'Soft skill development' by Mr. Nilesh Barse, Blue Barryes staffing Ltd., Mumbai was organized on 12th August 2014.
- Group Discussion on 'e-marketing' was organized on 30th December 2014. Students actively participated in group discussion.
- Visit of the students on 09th January 2015 to 'Police Exhibition' held at Police Commissioner Office Aurangabad.
- Guest lecture on 'Accountancy applied on Costing and Taxation' by Mr. Zahed N. Durrani, Director, Wins Academy, Aurangabad, was organized on 12th January 2015.
- On 15th January 2015 a guest lecture on 'Accounts Taxation' by Mrs. Anjali Singh was organized.
- Guest lecture on 'I.T. Applications in Business' by Mr. Shaikh Zubair Ahmed was organized on 02 February 2015.
- Students class seminar of B. Com. III year students on 'Entrepreneurship' was organized on 18th February 2015.
- Students participated in M.C.E.D. exhibition on 23rd March 2015.

Department of Botany:

- Department of Botany organized study tour at Bajara Research Station on 23rd September 2014. Students visited Green House and Vermicompost Unit. They also collected medicinally important plant specimens.
- Class seminar was organized on 16th February 2015 for B.Sc. III year students.
- Three students of B.Sc. Botany participated in one day workshop on 'Plant Tissue Culture Technique' organized by Dept. of Botany, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad on 27th February 2015.

Department of Chemistry:

- Dr. Sayyed Hussain is a co-author of Text Book 'Inorganic Chemistry' for B.Sc. II year published by Aruna Prakashan, Latur, (M.S.).
- Class seminar of B.Sc. III year students on 'Carbohydrates' was organized on 14st August 2014.

Department of Microbiology:

- Study tour of B.Sc. students at Forensic Science Dept., Institute of Science, Aurangabad, was organized on 19th September 2014. 35 students were present.
- Industrial Visit for B.Sc. II & III year Students was organized on 22nd September at Ravi Masale, Jain Spices and Agro Products, Aurangabad. 25 students were present.
- Group discussion on 'Recombinant DNA Technology' for B.Sc. III Year students was organized on 03rd February 2015.

Department of Physics:

- Class seminar was conducted for B.Sc. II year students on 20th September 2014.
- A guest lecture on 'Basic Concepts of Physics' by Dr. Shaikh Yousuf Hanif, Shivaji College, Kannad was organized for B.Sc. students of Physics and Electronics on 29th December 2014. A total 40 students were present.
- An Industrial Visit of B.Sc. Physics and Electronics students was organized at CRT Factory, MIDC, Aurangabad, on 07 February 2015. Students acquired field practical knowledge. A total of 18 students were present.

Department of Zoology:

- An aptitude test for B.Sc. I year students was conducted at the beginning of Academic Year in order to recognize slow learners and advance learners.
- Remedial teaching was conducted.

- Tutor ward system for students was adopted to understand and solve personal and academic problems. In this academic Year 15 students were adopted by the teachers of department.
- B.Sc. III students visited to Bajara Research Centre, Aurangabad, on 23rd September 2014 to study and collect Agriculture insect pests.

Sports

- Students of our college participated in Intercollegiate sport events such as Athletes, Judo, Swimming, Cross-Country, Chess, Rifle Shooting, Hockey, Cricket, Foot Ball, Boxing, Best Physique and Weight Lifting organized by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- College Foot Ball team secured first position at intercollegiate level and five players of this team have been selected for team of interuniversity tournament.

Extra-Curricular

- Teacher's day was celebrated with great zeal and enthusiasm by students of all faculties.
- Foundation Day was celebrated on 23rd September 2014.

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

I) Spoken English Crash Course.

Goal: The course aims to enhance student's language proficiency. In an age of globalization, English language competency and communication skills have acquired great significance. English language skills and Communication skills are prerequisites for better employment. The course intends to equip the students with these required skills to increase their employability. The course aims to instil necessary confidence in the students so as to enable them to speak and write in English fluently.

Context: Most of our students come from Urdu medium. They find it difficult to speak in English fluently. They even find it difficult to grasp the subject knowledge. In the backdrop of this scenario, the Department of English took the initiative to start this spoken English crash course for the students weak in English. The course instils the necessary confidence the students.

Practice: Spoken English Crash Course is an innovative practice of the College especially for the benefit of students. The course is designed by the department of English. Required emphasis and weightage is given to units such as grammar, phonetics, communication skills etc. Faculty of English organizes the programme and engage lectures. Schedule of the course is displayed on the notice board and the students are informed accordingly.

Prior to the course, students were asked to speak on few topics in the respective classes by the respective English teachers. Students not well in conversant in English were identified and given training.

Evidence of Success: Selected students attended the ten days Spoken English Crash Course. After the Course, students were given some topics to speak so as to test their speaking skills. It was observed that their speaking skills improved drastically. They were able to converse in English with confidence.

II) Student's Aid Fund.

Goal: The College has established Student's Aid Fund to support poor and needy students. Deserving students are helped financially to pay the admission fees. This ensure that no student is deprived of education for want of money.

Context: The College is located in a predominantly Muslim area, which is socially and economically backward. The parents of the students belong to low income strata, hence find it difficult to provide good education to their wards. Apart from Govt. EBC support, the Teachers and Management of the College personally contribute to the Student's Aid Fund. This fund enables the students to pay their Exam fees also.

Practice: The College appoints Incharge of Student's Aid Fund. Students applying for the benefit of SAF must satisfy the following criteria:

- a) Students should be economically backward.
- b) They should apply in prescribed format for SAF.
- c) 75% attendance is compulsory.
- d) Incharge reserves the right to verify the claims of an applicant.

Incharge of SAF scrutinizes the applications and provides help to the deserving students.

Evidence of Success:

Every year around 60 students get benefitted from Student's Aid Fund. This probably also helps in checking the drop-out rate of the students

7.4 Contribution to environmental awareness / protection

- A field visit to Agricultural field of Bajara Research Station was organized by Botany and Zoology Department for the study of plants, Green House, Vermicomposting & Insect pests,
- The NSS units conduct Environmental Activities such as Campus Cleanliness drive, organizes lectures on environment awareness and disaster management.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

7.6 Any other relevant information the institution wishes to add. (For example SWOC Analysis)

Strength

- The institution provides facility and allows the financially weak students to pay fees in instalments.
- College conducts bridge courses and remedial teaching 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.

8. Plans of Institution for next year

- To encourage faculty to organize various curricular and co-curricular activities for students.
- To encourage faculty to participate in conferences, symposia and workshops.
- To encourage faculty to publish their research papers in Peer reviewed and high impact factor journals.
- To encourage faculty to submit Minor and Major Research Projects.

Dr. Milind J. Jadhav



Signature of coordinator IQAC

Dr. Shaikh Kabeer Ahmed



Signature of Chairperson of IQAC

Principal
Sir Sayyed College
Aurangabad



ANNEXURE-I

Academic Calendar 2014-15		
Sr.No.	Annual Planning	Date
1	Opening Staff Meeting	09/06/2014
2	Admissions After Result of H.S.C.	
3	Result Analysis	10/06/2014 To 15/06/2014
4	Time Table Framing	15/06/2014
5	Teaching Start	18/06/2014
6	Ramzan Bid	29/07/2014
7	NSS Registration	15/06/2014 To 30/06/2014
8	Independence Day	15/08/2014
9	University Foundation Day	23/08/2014
10	Sir Sayyed College Foundation Day	23/09/2014
11	Ganesh Chaturti	24/08/2014
12	Marathwada Muktisangram	17/09/2014
13	Departmental Activity (All Department)	18/09/2014 Within Plan 1 week
14	Gandhi Jayanti	02/10/2014
15	NSS Regular Activity	20/06/2014 To 01/11/2014
16	Dasara	03/10/2014
17	Eid-ul-Azha	06/10/2014
18	Tentatively Exam Start	08/10/2014
19	Sir Sayyed Day	17/10/2014
20	Closing Day (First Term)	18/10/2014
21	Winter Vacation	19/10/2014 To 09/11/2014
22	Opening Second Term	10/11/2014
23	Time Table Framing	11/11/2014
24	Distribution Of Work Load	12/11/2014
25	Teaching Start	13/11/2014
26	NSS Special Camp	01/12/2014 To 07/12/2014
27	Christmas	25/12/2014
28	Department Activity 1 week	31/12/2014
29	Namvistar Day	14/01/2015
30	Republic Day	26/01/2015
31	Annual Day	20/02/2015
32	Mahashivratri	17/02/2015
33	Dhulivandan	06/03/2015
34	Gudi Padwa	21/03/2015
35	Ambedkar Jayanti	14/04/2015
36	Closing of Second Term	18/04/2015
37	Summer Vacation	19/04/2015 to 08/06/2015

Annexure-II

FEEDBACK ANALYSIS REPORT (2014-2015)

Assessment of Teachers by students on the basis of performance of teachers in the class.

- Course B.A., B.Com. & B.Sc.
- Number of students involved in the feedback process = 74
- Total number of teachers assessed= 10
- The teachers have been assessed on the basis of 09 parameters on the scale out of 04 point (Format is attached herewith)
- The committee analysed the collected forms. The overall result is conveyed to the corresponding faculty to ensure improvement in teaching learning process.

Rahber Educational, Cultural & Welfare Society's

Sir Sayyed College of Arts, Commerce & Science Aurangabad

STUDENTS FEED BACK FORM

Academic Year 2014-2015

Name of the student.....

Class/ Semester

Name of the Teacher.....

Subject.....

Dear students, you are requested to give your frank and objective opinion about teaching faculty under mentioned points; it will help us to improve and maintain the quality of teaching. Your response will be kept confidential please enter your opinion by Tick mark (v)

Sr. No	Points	Poor	Average	Good	Excellent
01	Ability to bring conceptual clarity and promotion of thinking ability by teacher				
02	Motivation provided				
03	Teacher's communication Skill				
04	Teacher's regularity and punctuality				
05	Teacher's subject knowledge				
06	Completion and coverage of Course				
07	Availability of Teacher in Laboratory in LAB hours				
08	Teachers interaction and Guidance outside of the class				
09	Teacher's overall performance				

Any other suggestion regarding curriculum, subject and faculty.....

.....

Signature of the Students