



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1. Name of the Institution

SIR SAYYED COLLEGE OF ARTS  
COMMERCE AND SCIENCE, AURANGABAD

- Name of the Head of the institution DR. SHAIKH KABEER AHMED
- Designation Principal
- Does the institution function from its own campus? Yes
  
- Phone no./Alternate phone no. 02402313876
- Mobile No: 9923388668
- Registered e-mail sirsayyedcollege@rediffmail.com
- Alternate e-mail iqacssca@gmail.com
- Address Post Box 89, Roshan Gate,  
Aurangabad-431001 (M.S.)
- City/Town Aurangabad
- State/UT Maharashtra
- Pin Code 431001

##### 2. Institutional status

- Type of Institution Co-education
  
- Location Urban
  
- Financial Status Grants-in aid

- Name of the Affiliating University **Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**
- Name of the IQAC Coordinator **Dr. Milind Jagannath Jadhav**
- Phone No. **07558464295**
- Alternate phone No. **08698097062**
- Mobile **08698097567**
- IQAC e-mail address **iqacssca@gmail.com**
- Alternate e-mail address **dr.mjadhav@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))** <http://sirsayyedcollege.org/view/AQAR%202020-21.pdf>

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

- if yes, whether it is uploaded in the Institutional website Web link: <http://sirsayyedcollege.org/view/AcademicCalender2021-2022.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>73</b>	<b>2004</b>	<b>03/05/2004</b>	<b>02/05/2009</b>
<b>Cycle 2</b>	<b>C</b>	<b>1.83</b>	<b>2013</b>	<b>05/01/2013</b>	<b>04/01/2018</b>

**6. Date of Establishment of IQAC** **01/12/2012**

**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
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>00</b>

**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 3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- 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)**

- 1) Preparation of academic calendar for the academic year 2021-2022.
- 2) No plastic campaign was organized.
- 3) Institutional workshops for teaching staffs and students on research methodology and intellectual property right were organized.
- 4) Improvement in academic activities and student's results.
- 5) Guest lectures for students was organized by various departments.
- 6) Strengthening of alumni cell to conduct various activities.
- 7) Online Feedback from stakeholders were collected, analyzed and used for further academic improvement.
- 8) Online students satisfaction survey conducted.

**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
<p><b>Focus on Teaching, learning &amp; Evaluation</b></p>	<ul style="list-style-type: none"> <li>• Online as well as offline teaching learning and evaluation as per the guideline of UGC, Government of Maharashtra and Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. Students were informed about college rules, fees structure &amp; scholarship.</li> <li>• Bridge course for first year students were organized by each and every department.</li> <li>• Increased in use of I.C.T. in teaching learning.</li> <li>• Guest lectures, students seminars and group discussion were organized by various department of the college.</li> <li>• Mid-semester tests and tutorial and result analysis carried out.</li> </ul>
<p><b>Organization of Guest lecture/training program/workshop for students</b></p>	<ul style="list-style-type: none"> <li>• Department of English organized career guidance camp and one week course in communication skill and guest lecture. Department of Arabic organized speech competition for students. Department of Political Science organized one day work shop for students on ' Political Empowerments of Muslims: Opportunities and challenges. Career Guidance and Placement Cell organized workshop on 'Career Opportunities'. Internal compliant committee organized guest lecture on 'Role of Internal Complaints Committee in Women Empowerments. Health and Hygiene cell in association with NSS organized Covid-19 Vaccination Camp. Department of History, Commerce, Physics and</li> </ul>

	Electronics and Microbiology organized Guest lectures.
Formation of IQAC as per Revised Accreditation Framework	• IQAC was reconstituted as per the guidelines of Revised Accreditation Framework
Upgradation of Website	• Time to time website has been updated.
Feedback from stakeholders	• Online Feedback collected from all the stakeholders, report is prepared and submitted to the Principal for corrective measures to be taken.
Students Satisfaction Survey	• Online student's satisfaction survey of students was conducted.
Environment Conservation	No Plastic Campaign was organized by IQAC.

**13. Whether the AQAR was placed before statutory body?** **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	28/12/2022

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	SIR SAYYED COLLEGE OF ARTS COMMERCE AND SCIENCE, AURANGABAD
• Name of the Head of the institution	DR. SHAIKH KABEER AHMED
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02402313876
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• Address	Post Box 89, Roshan Gate, Aurangabad-431001(M.S.)
• City/Town	Aurangabad
• State/UT	Maharashtra
• Pin Code	431001
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	Dr. Babasaheb Ambedkar Marathwada University, Aurangabad
• Name of the IQAC Coordinator	Dr. Milind Jagannath Jadhav

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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://sirsayyedcollege.org/view/AcademicCalender2021-2022.pdf">http://sirsayyedcollege.org/view/AcademicCalender2021-2022.pdf</a>				
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<b>6.Date of Establishment of IQAC</b>			01/12/2012		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			3		
• Were the minutes of IQAC meeting(s)			Yes		

and compliance to the decisions have been uploaded on the institutional website?		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1) Preparation of academic calendar for the academic year 2021-2022. 2) No plastic campaign was organized. 3) Institutional workshops for teaching staffs and students on research methodology and intellectual property right were organized. 4) Improvement in academic activities and student's results. 5) Guest lectures for students was organized by various departments. 6) Strengthening of alumni cell to conduct various activities. 7) Online Feedback from stakeholders were collected, analyzed and used for further academic improvement. 8) Online students satisfaction survey conducted.</p>		
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
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• Name of the statutory body
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Name	Date of meeting(s)
College Development Committee	28/12/2022

<b>14. Whether institutional data submitted to AISHE</b>
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Year	Date of Submission
2021-2022	06/12/2022

<b>15. Multidisciplinary / interdisciplinary</b>
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Sir Sayyed College of Arts, Commerce and Science, Aurangabad has always strived for a multidisciplinary approach in its academic as well as co-curricular activities. Students are encouraged to undergo projects prescribed in University Curriculum through different courses. Compulsory computer awareness course is offered at first year B.A. and B.Sc. General program and

compulsory environmental science course is offered at second year of all UG programs. Besides this certificate & value added courses are offered for overall development of students.

**16.Academic bank of credits (ABC):**

The institution preparedness in implementation of Academic Bank of Credits depends upon the guidelines of the affiliated university and Higher Education Department, Govt. of Maharashtra. Revision of curriculum is already in process at University Level and as and when University guidelines are made available our Institute will execute ABC in true spirit for programs prescribed by university. However, we have already implemented for our students to take online courses through online mode through National Schemes like SWAYAM, NPTEL etc, and is considering for credits earned against elective courses.

**17.Skill development:**

Sir Sayyed College of Arts, Commerce and Science, Aurangabad is already conducting the skill courses such as Basic computer awareness, Bioprospecting of Plants and Communication skill in English for students of all programs. Students are being given hands-on exposure to practical subjects through projects prescribed in university syllabus across different courses, in which students identify their skills to prepare some projects and learn the concepts through experiential learning.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Indian Knowledge system include knowledge from ancient India to modern India and clear sense of India's future aspiration with regard to education, health and environment. In order to promote /integrate the local language, art and culture, compulsory activities are added like girls forum, science forum activities etc. and through discussions/interactions/workshops etc. in local languages which fetch extra knowledge to the student. Frequent field trips/study tours to local heritage sites/museum/industries value their culture and traditions. This creates awareness amongst students.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Institution is implementing outcome based education (OBE) for various programmes. We have well defined Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO) which are explained to students during admission process, same are mentioned in prospectus and are also uploaded on institutional

web site and prominent places in the departments. Students are assessed for their outcome attainment as per procedure.

**20.Distance education/online education:**

Institute has successfully imparted all its courses content delivery through online mode during the Pandemic (COVID-19) and also conducted online examinations successfully by using online planforms.

**Extended Profile**

**1.Programme**

1.1 Number of courses offered by the institution across all programs during the year	502
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File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1 Number of students during the year	1251
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File Description	Documents
Data Template	<a href="#">View File</a>

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	00
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File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	500
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File Description	Documents
Data Template	<a href="#">View File</a>

<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>32</b>
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year	<b>40</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	<b>14</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)	<b>7.9</b>
4.3 Total number of computers on campus for academic purposes	<b>58</b>
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p style="color: purple;">Effective curriculum delivery through a well Planned and documented process</p> <p style="color: purple;">Sir Sayyed College of Arts Commerce and Science, Aurangabad is affiliated to Dr Babasaheb Ambedkar Marathwada University, Aurangabad and College follows the curriculum prescribed by the University.</p> <p style="color: purple;">The academic plan was prepared at the beginning of the academic</p>	

yearforthe academicyear 2021-2022. The Heads of the Department ensured that the plan was implemented. The time table committee prepared the time table in such a manner which ensured that all the subjects are given equal and proportionate weightage to effectively deliver the contents. The timetable was displayed on the college notice board and on the website .At the start of the year a week-long bridge course was conducted for FY students which enabled them to cope up with the new syllabus and also demarcated the slow and advanced learners. A number of teachers also guided the students throughvirtual classroom thereby enhancing the curriculum deliverance.

The Syllabus completion report was given by all the teachers . After completion of the syllabus ,class seminars were conducted in all the faculties thereby helping the students to explore and gain more information about the subject.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The academic calendar of the college was prepared by the IQAC in accordance with the Dr Babasaheb Ambedkar Marathwada University academic calendar for the academic year2021-2022. All the faculty members took efforts to follow this as much as possible.

During this year,the institution could not strictly adhere to the timetable due to the last phase of the Pandemic. Online classes were conducted for some period.

Continuous Internal evaluation was carried out in two parallel phases.

1.Academic performance in internal examination and

2. Students behavior,submission of assignments in time and participation in NSS ,girls forum, science forum and other extracurricular activities. The students appeared forthe tests and submitted tutorials in each semester.

The performance of the ward in the aptitude test helped to trace out the slow learners and the advanced learners

Remedial teaching classes were taken for improving the subject knowledge of the weak students.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**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**

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 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**

06

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

178

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

178

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

**Response:**



The College is affiliated to Dr. Babasaheb Ambedkar Marathwada University Aurangabad. It follows the curriculum designed by the University. The college has a well-planned execution of mainstreaming socio-cultural issues in the prescribed curriculum and teaching pedagogy. A lot of co-curricular activities are being organized through Girls Forum, ICC and Science Forum to bridge the gender gap. In Arts faculty, syllabus of Hindi, English, History, Urdu and Arabic department is planned in such a way that overall development of student's personality is being groomed. Each language paper consists of the gender issue such as poetry, novel. Sociology, Political Science, History and Economics courses are integrating the human and professional values by keeping in the mind the socio-cultural circumstances of India in the context of social harmony and national integration and these students are empowered with this knowledge. The curriculum helps to inculcate human values and professional ethics to become a good citizen of society.

In Commerce faculty, business skills, multifaceted economic and commercial values are incorporated among the students. Similarly, these areas are covered in the courses of commerce faculty such as Insurance, Fundamentals of Entrepreneurship, Management, Human Resource Management, Applied Economics, Indian Banking, Millennium and Sustainable Development Goals, Human Development Index, Global Warming and Economic and Social Sustainability. There is a compulsory paper of Environmental Science.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<b>No File Uploaded</b>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

**138**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

**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 sanctioned seats during the year**

**2460**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

**48**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

The prime objective of institution to achieve excellence from the economic and educational background become necessary to identify slow and advanced learners. At the entry level the college department conducts oral test or word test for newly admitted students. Students who score less than 60% are identified as slow learners whereas students securing 60% marks are called as advanced learners.

Provision for slow learners :

1. Remedial Teaching 2 They are provided simple and easy notes and course materials.

Provision for advanced learners:

1. Reading of Reference Books, Magazines related to the Subject.

2. Reading of Articles published in news paper related to the subject.

3. Encouragement for writing articles, stories and poetry in magazines etc.

Provision for both Slow and Advance Learners:

1. Bridge Course. 2. Guest lectures 3. personal counseling and motivation 5. Library facilities 6. Mentor mentee

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1251	32

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

#### Student Centric Methods

Class seminars on some topics were arranged. Group discussions were taken to enhance the ability of the student to communicate. Projects on significant topics were given to students of BA third year to develop their research aptitude. Industrial visits were undertaken to expose the students to the working of different industries and the equipment used for the production of various goods. Test and tutorials were assigned to the students to test their learning outcomes. Exchange of the students and the various activities are undertaken by the institution in collaboration with another institution under MOU and linkages. Science talent exam is conducted annually to develop scientific temper among the students. Prizes for the three toppers are given to encourage them. Various co curricular activities such as debate competition, essay competition was taken. Spoken English crash course is conducted annually to enhance the speaking and writing skills of the student.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

Most of the teachers used Zoom online app for delivering lectures online during certain period of time. Some teachers also delivered online guest lectures organized by the different institutions.

Some teachers attended the online refresher courses organized by HRDC of different universities. Some of them also attended the courses on core subject as well as interdisciplinary subjects organized by NPTEL. Online training programs on IPR and research methodology were also attended by certain faculties. Research supervisor of the college arranged online interaction and viva-voce of their research students.

Google classroom was created by the faculties, Notes were uploaded & assignments were given to the students in the goggle classroom. Tests were also conducted on goggle forms as well as Testmoz app. The college also has its own YouTube channel, Different programs are video recorded and uploaded on this channel. Teachers also created whatsapp group of the classes they engage Students are provided all kinds of information on the group as date of examinations, schedule of examination date and venue of the different activites and programs organized by the college are also notified in the group. Mentoring system is channelized through different mentor-mentee whatsapp groups created by the teachers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 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

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

<b>2.4.1 - Number of full time teachers against sanctioned posts during the year</b>	
32	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
<b>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)</b>	
<b>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</b>	
28	
File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
19	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	

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

Students are informed about the internal evaluation structure and its importance at the very beginning of every academic year. Examinations schedules are displayed on the college Notice Boards. Internal evaluation is being given the weightage in the overall academic development of the students. The Formative Assessment comprises of Class Tests, Assignments Projects etc. while Summative Assessment comprises of University Examinations. Class tests are conducted with tutorials in both the semesters respectively. The Teachers interaction with the students during the lectures and practicals enables the teachers to evaluate the performance of the students and identify the learning gaps if any. The toppers are guided through Students' Core Committee while slow learners are given remedial coaching. The components of practical examinations include Record maintenance and Viva voce All these internal evaluation attempts improve the overall knowledge and the personality of the students. The Answer sheets are shown to students after evaluation for their information which provides transparency and accountability in the evaluation process. The college appoints an internal squad for the prevention of malpractices during the university examinations. Mobile Phones in the examination Halls is strictly prohibited. CCTVs Cameras are installed in the examination halls to ensure transparency of the examination process

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The college has the proper mechanism to deal with the internal examination related grievances. A committee has been formed to look after the queries and the grievances of the students regarding the internal/external evaluation. The issues raised by the students are resolved amicably within two weeks. If a student has any objection related with the marks, reassessment is carried out in the transparent manner to the entire satisfaction of the student. After declaration of University examinations results, if



the students have any grievance regarding the marks, the grievance committee guides the students to seek the Xerox copy of answer book from the university within the allotted time. Once the students receive the photo copy of the answer book, the students consult with the subject teacher and if the teacher recommends, the students go for reevaluation. The Internal Evaluation Grievance Committee seeks suggestions from the students and the stakeholders for the purpose of improvement in the evaluation process.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

### i. Programme outcomes (POs)

College runs 05 undergraduate programmes and 05 postgraduate programmes. The aim of these programmes is to provide knowledgeable and trained human resources to meet the requirements of the industry and various sectors.

### ii. Programme specific outcomes (PSO)

The PSO's expects that the degree holders should be well acquainted with knowledge and required skills to meet the challenges of industries and various sectors (Government undertaking, public and private firms). They should be able to understand the basic concepts of their subjects and apply tools and techniques for research in their respective fields.

### iii. Mechanism of communications

The programme and course outcomes are uploaded on the website of the college. It is available for every one including the teachers, students and stakeholders and those who access the website. Further Information can also be found in the syllabus of the respective subject, which is available in the library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://sirsayyedcollege.org/pages/NAAC-PO-PSO-CO.html">http://sirsayyedcollege.org/pages/NAAC-PO-PSO-CO.html</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

**Evaluation of programme and course outcomes**

The head of the respective departments evaluate the programme and course outcomes on the basis of the performance the students. Students are continuously assessed in the test and tutorials, class seminars and assignments. Their curiosity in the subject and practical applied knowledge is tested through the projects assigned to them in the faculty of arts (UG & PG), Commerce (UG & PG). Their performance is also reflected in the final exam results.

This review is forwarded to IQAC for further analysis. The IQAC submits it to the Principal, who places it in his meeting with Local Governing Council (LGC) for final action.

File Description	Documents
Upload any additional information	No File Uploaded
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**

158

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

## 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://sirsayyedcollege.org/view/Student%20Satisfaction%20survey%20report%202021-22.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)	No File Uploaded

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

**3.1.2.1 - 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)	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Supporting document from Funding Agency	<b>No File Uploaded</b>
Paste link to funding agency website	<b>Nil</b>

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

**3**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards**

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**

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

**06**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

15

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

College encourages students to develop empathy and a holistic temperament activity Tambaku mukt abhiyan, Jan-Jagruti by Prabhat pheri, Tree-plantation under Majhi Vasundhara, organized by NSS Unit.

Community engagement activities like Knitting and Induction for Girls by Girls- Forum.

For upliftment of women , Guest lecture on Women empowerment, celebration of Women's-Day by ICC committee .

Health awareness under health and hygiene and NSS unit organized Covid-19 Vaccination camp.

Anti-malaria day by health and hygiene unit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

01

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.3.3 - 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**

**3.3.3.1 - 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**

8

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

100

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**04**

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

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

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**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.

Sir Sayyed College of Arts, Science and Commerce was established in 23 Sep 1990 in Aurangabad City. In the academic year 2021-22 there are 1251 students. There are 05 Undergraduate Courses and 05 Post Graduate Courses .The College have 03 research centre. The institute has facilities like classrooms, Labratories, computer labs and library for conducting above mentioned all Courses. There

are 14 classrooms 06 labs in the college. 06 have learning facilities. 01 Seminar Hall is used for guest lectures, seminars, meetings and other academic events. Each Science department have Separate Classroom to conduct the teaching learning activities. The college has a library, which has approximately 11383 Books, Regular Journals 08 and 06 News Papers

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 Department of Physical Education with its focus to promote indoor & outdoor sports and games serves as a vital & integral part of student life .The College provide variety of sports facilities,both indoor & outdoor games.

**Indoor Sports:-**

Indoor facilities include Carrom, chess board, Table Tennis Table, Volley Ball, Badminton, Boxing gloves,

**Outdoor Sports:-**

For outdoor games the college had taken permission to use playground (Aamkhas Ground) and TATA Stadium for sports activities. The college students practice the sports activities of Football, Cricket, and Hockey etc. Outdoor facilities include Cricket Bat, Cricket Mat, Cricket batting Pad, Wicket Keeper gloves, Football, Discusthrow, Hockey Sticks etc.

**Cultural activities:-**

For conducting different cultural activities in the college, the cultural committee uses Hall No 20.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.**

6

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

**4.2 - Library as a Learning Resource**

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

##### Library is automated using Integrated Library Management System (ILMS)

- Name of ILMS software:- LIB-MAN Software.
- Nature of automation (fully or partially) :- Partially Automated
- Year of Automation :- 2009-10

LIB-MAN Software was purchased in the year 2004 but actual students/users data created in 2009-10 . LIB- MAN Software upgrade in My SQL Database in October 2012. Now again upgraded for Cloud based Library Management Software. in October 2021 .LIB-MAN is an integrated multiuser and time tasted software for complete computerization of In-house operation of Library

##### SOFTWARE MODULES

- Acquisition & Cataloguing
- Circulation ( Issue/ Return)
- MIS reports
- Newspaper Entry & paper cutting
- OPAC : Online Public Access Catalogue
- M.OPAC
- Serial Control

##### Features of LIB-MAN

- Multiuser, fully secured & advanced software
- Barcode label & spine labelgeneration
- SMS & E-Mail send to student and staff
- User friendly software
- Report export facility to MS EXEL , PDF format etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

#### 4.2.2 - The institution has subscription for the following e-resources e-journals e-

E. None of the above

**ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

**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)**

**0.4**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

**71**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

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

**Response :**

Below are the strategies of our college through which it deploys and upgrades the IT infrastructure and associated facilities.

The College has two Computer labs with 58 computers in LAN system with internet connectivity. Through UTP cable & wireless it also has computers with internet connectivity in the library, Science laboratory, IQAC office, administrative office, Principal's office, MKCL office, etc.

The college has upgraded its IT facilities including Wi-Fi frequently as per the need and requirement in recent years. The college had an internet of connection having a bandwidth of 100 Mbps with a Wi-Fi facility and a separate internet connection for administrative office use. The college has updated its IT facilities with an increasing number of computers, printers, scanners, projectors, Xerox machines, dynamic websites, and various soft wares regularly.

The teaching and learning process is enhanced through incorporating ICT tools and e-resources. SWAYAM platform is used by the faculty members & students in which different courses are available which is Enrolled by faculty's & students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

7.9

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Overall authority and responsibility for maintaining and utilizing the physical, academic and support facilities rest with the Principal. The Principal delegates the authorities and responsibilities to Vice-Principals, HOD and various committees. The financial requirements are assessed on the basis of the requirements submitted by the HOD and other support Units at the beginning of Academic Year. The CDC by considering the availability of resources and the requirements makes budgetary provisions for up gradation, maintenance and utilization of all the resources. All the purchases are done as per the norms and procedures laid down.

#### Physical Infrastructure maintenance:

- Infrastructure facilities are well-maintained and updated.

- Maintenance work is carried by proficient inhouse staff.
- Campus is maintained by employees.

**Electrical and UPS maintenance:**

- Supply is maintained through electricity board or captive generator sets.
- Daily maintenance of electrical fittings and UPS in campus is handled.

**Classrooms & Sports:**

- Regular cleaning and maintenance are carried out.
- Class wise time table is designed in such a way that there is maximum utilization.
- Computer department takes care of the maintenance of all the computers
- Sport material is issued to the student for the period of the competition.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**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**

74

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**86**

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

**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	<b>Nil</b>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

Nil

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

139

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**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**



**10**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**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**

**81**

File Description	Documents
Upload supporting data for student/alumni	<b>No File Uploaded</b>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**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**

File Description	Documents
Upload supporting data for the same	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>

**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.**

File Description	Documents
e-copies of award letters and certificates	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<b>No File Uploaded</b>

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 )

Students are given exposure to involve in administrative, co-curricular and extracurricular activities by including them as members of the committee. They actively participate in various committee meeting as per the norms of NAAC and government of Maharashtra The Following is the list of Committees of student's representation and engagements

1. College Development Committee,
2. Internal Quality Assurance Cell
3. Internal Complaints Committee.
4. National Service Scheme Cell
5. Anti-ragging Committee
6. Health and Hygiene committee

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

**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**

05

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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)	<a href="#">View File</a>

**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 activity commenced with the distribution of scholarships to the poor and needy students from weak financial backgrounds to support them in continuing their education. Two of the alumni, Advocate Shaikh Heena and Mr. Shaikh Hannan, came forward to help the poor students by giving Rs. 500 in cash to 15 of them. A total of Rs. 7,500 was distributed during the month of December 2021. The attachment of the Alumini to the department was seen by Mr. Pathan Furkaan, who gifted a beautiful pen stand along with a table clock to H.O.D. Prof. Dr. Qazi Baseer Ahmed of the Commerce department.

The alumni meet was arranged on March 15, 2022, in Hall No. 26 at 11.00 am. The meeting was started by Tilawat Quran by Mr. Hafiz Jalil sahab followed by a brief discussion of alumni activities conducted during the year by Dr. Memon Ubed, Incharge, Alumni Association, SSCA, and the chief guest, Alumni Mr. Mohanmad Irfan Khan Saudagar, Incharge of Junior College, SSCA request Alumni in extending their cooperation and smooth conduct of academic activities, and also encourage the registration of MOUs. And increase the number of students enrolled in the Alumini Association. The meeting was attended by 60 alumni.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>

**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 and Mission of the institution VISION: "To spread education among Muslims and create good character and strong national feelings". MISSION: "Humane Citizen through Education." We endeavour:

- To provide quality education to all students irrespective of caste, creed, religion and socio-economic status to uplift the society as a whole.
- To maintain excellent academic standard through innovation and effective teaching learning method in a joyful environment.
- To foster scientific skills and academic excellence in this area.
- To incorporate value-added, skill development courses in its curriculum.
- To continue to enhance its extension activities and outreach programmes.

**GOALS AND OBJECTIVES**

- To achieve academic excellence.
- To compete at national and international level in all areas of

life.

- To develop leadership qualities.
- To develop all round personalities of the students.
- To provide orientation to students towards research.
- To promote the faculty towards quality research and examination.

The College ensures that the vision and mission of the institution is in tune with the objectives which it has set for itself.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

1) Admission Process: On the opening day, College organized meeting of faculty to plan the admission process under the guidance of Principal. Purpose of the meeting is to publish the advertisement and formation of admission committee, for smooth conduction of admission process. One faculty is appointed as the Incharge and four members of faculty as per need to assist the Incharge are also appointed. Identity card and library card of admitted students are prepared and issued through library clerk.

2) Students Mentoring System: The college formed students mentoring committee which includes one Chairman and three members, one from each faculty of Arts, Commerce and Science. The teachers are allotted with 20-50 students each. The students are allotted to each mentor on the basis of subject and classes. Each mentor is asked to prepare the details of the activities to be undertaken per semester and to distribute among the mentees allotted to him. Mentor conducts the meetings, find out the problems, guide the students and solve their problems. Mentors point out the strength and weaknesses of mentees so as to plan the activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The policies of the college are stated in the vision and mission of the institution, the views of the stakeholders are taken into consideration. The job oriented, career oriented subjects are introduced.

**Curriculum Development:** Seminars/workshops, guest lecturers are conducted. **Teaching & Learning:** The institution prepares the academic and administrative calendars.

**Examination and Evaluation:** The continuous internal evaluation mechanism is effective in the college. The student's grievances are taken care of and are redressed in a timely manner.

**Research & Development:** The faculties are encouraged to undertake MRPs, publish research papers/articles, and participate in seminars.

The faculty published 69 research papers, 09 Books, 12 oral presentation in international seminars and 19 in national seminar, 03 teachers were resource person.

**Library ICT and Physical Infrastructure / Instrumentation:** The library has collection of 3107 reference books and 7878 textbooks, 480 journals, 39 CD's/Videos.

**Human resource management:** The administration is decentralized through various committees.

**Industry interaction / Collaboration:** The college made MoUs/Collaborations/ Linkages with various organizations. The industrial tours and field visits are organized. **Admission of Students :** The college follows the norms set by Govt. of Maharashtra and Dr.BAM University, Aurangabad in admission.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

**The Organizational Structure:-**

**Executive committee (Governing body):-** The Executive committee of the Rahber Educational Cultural & Welfare Society Aurangabad takes policy decisions. It takes key decisions including the recruitment, confirmation of the services, promotion and transfer of the employees.

**College Development Committee:-** The College Development Committee members comprises the Executive Committee, expert from education, research, society, industries, teaching, non-teaching staff and students are represented.

**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, UGC and State Government.

**The Internal Quality Assurance Cell:-** IQAC plans for development and application of quality parameters for the various academic and administrative activities.

**The Librarian:-** The Librarian is a head of Library and Information Centre.

**Service and Promotion rules:-** The service rules decided by the UGC and the State Government for the appointments and Promotions of the teachers are followed.

**Grievance Redressal Mechanism:-** The mechanism for dealing with complaints is effective in the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

Institutional management and administration has executed social welfare measures from 2002. 'Sir Sayyed College Credit Cooperative Society' (SSCCS) was established by pioneers of the Institution Prof. Mohammad Tilawat Ali. Presently it offers a loan facility with upper limit of 5 lakh for teaching staff and 3 lakh for non-teaching staff. SSCCS has also made available emergency loan (EL) of 25000/- for teaching and non teaching staff. Chairmen and Secretary of the Credit Cooperative Society was elected by the members.

Following are the members.

Dr. Vasiullah Pathan (Chairman)

Dr. Shaikh Kabeer Ahmed (Secretary)



Dr. Shaikh Mohd. Azhar (Member)

Dr. Chitra Bagmar (Member)

Dr. Nisargandh Siddharth (Member)

Mr. Syed Mujeeb(Member)

Mrs. Anita Polewar (Member)

Government aided institutional welfare:

The Institute is a Government aided private College. Certain welfare schemes of the State Government are available to the teaching and supporting staff. These schemes include Medical Leave, Maternity Leave/ Paternity Leave, Reimbursement of Medical bills,G.P.F. Advance and withdrawal facilities, as per rules Gratuity and death cum gratuity scheme as per State Government rules and regulations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

04

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

02

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	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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**

09

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

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

Institution has adopted performance appraisal system procedure for teaching and non-teaching staff. At the end of every academic year, systematic evaluation is done to know the ability of the staff members. Various criteria have been laid down to assess these abilities. Every approved faculty is assessed for his/her performance based on API scores based on PBAS proforma as per the UGC Regulations on Minimum Qualifications for Appointment of Teachers for aided college. The given score is verified and endorsed by Institutional IQAC committee. The IQAC scrutinizes the structured formats and forwards them to the Principal for further procedures. The observations and conclusions are conveyed to the concerned teacher for better performance. IQAC constituted a committee for evaluating self appraisals. Following are the members of the committee.

1. Dr. Shaikh Kabeer Ahmed.
2. Dr. Milind Jadhav.
3. Dr. Vasiullah Pathan.
4. Dr. Shaikh Mohammad Azhar.
5. DR Surendar Takale
6. Dr. Syed Hussain.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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

Financial Audit is conducted regularly. The Audit is done by an auditor, Ifteqar Patel, after verification of certain documents. The Final Salary and Non-salary audit is done by Joint Director and Senior Auditor, Higher Education. The College sent financial statements every year to the concerned authority. Internal Audit is conducted by the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

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)	<a href="#">View File</a>

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

GIO scholarships, Memon scholarship and Handicap scholarship are given to the needy students. GPF Loan and Credit Cooperative Society funds are utilized for employees. NSS funds are spent on NSS activities and volunteers. Funds are spent on computer repair and maintenance work, electricity bill, Electrical material purchase, Science laboratory material purchase, stationery purchase and telephone charges.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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 has continue significantly for institutionalising the quality assurance strategies and process during the annual year 2021-2022. IQAC has conducted total two workshops, which are as follows.**

**1) Research Methodology - 13/10/2021 Speaker - Prof. Syed Azharuddin, Head, Dept. of Commerce, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**

**2) Intellectual property rights 22/04/22 Speaker - Dr. Binnaser Aziz Al-Kaseri H.O.D. - Dept. of Computer Science, Sir Sayyed College Aurangabad Total 41 participants were there, including teachers and students.**

**"NO PLASTIC CAMPAIGN" IQAC, Sir Sayyed College Aurangabad organised No Plastic Campaign on 28 May 2022.**

**IQAC MEETING For enhancing quality education, IQAC always conducting the meetings of college staff during the academic year 2021-2022, following meetings were conducted On 09-09-2021 & On 29/12/2021, Following are the minutes and ATR of the meeting.**

**A) Preparation & AQAR of the academic year 2021-2022. B) To motivate faculty members for publication of research work. C) To start certificate courses and value-added courses.3) On 20/02/2022, a meeting was held under the chairmanship of Principal Dr. Sk. Kabeed Ahmed. Following minutes were discussed in the meeting: A) To take feedback from stakeholders on curriculum and institutional performance. B) To conduct students satisfaction survey for students.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**Since establishment of IQAC in college, it is focusing on quality improvement through various methods. College always take**

periodical survey of its teaching-learning process. Following are some examples of it.

- A) Preparation of Academic Calendar for the Annual Year 2021-22
- B) Preparation of college in AISHEE.
- C) Establishment of discipline and anti-ragging committee.
- D) Conducting quality enhancing programme, such as seminar, guest lectures, workshop, feedback, survey from various stakeholders.
- E) To use ICT tools to strengthen the teaching learning process.
- F) Establishment of mentor-mentee process and its effective implementation.
- G) To submit the annual quality assurance report (AQAR) annually to the NAAC.
- H) Organisation of various curricular and co-curricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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 Equity:

Topics related to gender are incorporated in the syllabus of undergraduate course (B A). Some topics related to gender are taught in the following papers:

Sociology: Paper V: Problem of Rural India - Sem-III

Paper VII: Population in India - Sem- IV

Paper VIII: Sociology of Development - Sem-IV

Political Science: Paper III: Political Ideologies - Sem -V

History Paper II : History of Modern Maharashtra - Sem -I

Paper X: History of Indian Freedom Movement -Sem-V

Moreover, project work related to gender was assigned to third year students in History and English and Sociology:

##### English:

1.Shakespeare's heroines

2.Indian Women Novelists

3.Post-independent Indian Women Novelists

#### 4.Asian Muslim Women Novelists

The college has an Internal Complaint Cell which conducts some activities to address the issue of gender equity. A guest lecture on Role of Internal Complaint Committee in women empowerment was organized on 7th Jan 2022. International Women’s Day was celebrated on 8 March 2022.

Girls Forum of the college also addresses the issues of women. Two activities were organized this year:

1. Induction program was organized on 11th December 2021.
2. A workshop on Knitting was also organized on 17 December 2021.

Certain facilities are provided for women. Safety and security of the girls is ensured as the CCTV cameras are installed in classrooms, campus etc. Girls’ Forum provides counselling to the students. Common room for girls is also provided. Internal Complaint Cell addresses the grievances of girl students.

File Description	Documents
Annual gender sensitization action plan	<a href="http://sirsayyedcollege.org/view/Annual%20gender%20sensitization%20plan%202021-22%20naac.pdf">http://sirsayyedcollege.org/view/Annual%20gender%20sensitization%20plan%202021-22%20naac.pdf</a>
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	<a href="http://sirsayyedcollege.org/view/Specific%20facilities%20provided%20for%20women%202021-22.pdf">http://sirsayyedcollege.org/view/Specific%20facilities%20provided%20for%20women%202021-22.pdf</a>

**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	No File Uploaded
Any other relevant information	<a href="#">View File</a>



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

Dustbins are kept at various places for disposal of solid waste. Papers and waste are segregated. Solid Waste is given to the specially designated vehicle of Aurangabad Municipal Corporation for collection of garbage

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**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**

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

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

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

**Institutional efforts /initiatives in providing an inclusive enrichment**

The management ensured that the staff employed hailed from diverse regions and belong to diverse cultural and linguistic background. In undergraduate course of Arts, students from Madarasas opted for Arabic and Islamic studies. Some of these students later pursued Masters degree in Arabic. Most of the students who belong to different communities were given admission in M.Sc. Chemistry. Hindi, Urdu, Arabic and English were offered as second languages to be studied at undergraduate programmes.

Naat Competition was organized essay on 25 October 2021. Speech competition was organized on 27 October 2021. Participants were instructed to speak either in Urdu, English or Marathi. cultural committee organized essay competition in Urdu, Arabic, Marathi and English language on the different topics.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

## Human Values

In BA Second Year Sem 3rd, Paper titled Indian Government and Politics contains some units on Indian constitution. Topics such as sources, Preamble and features of Indian Constitution, Fundamental Rights, Directives, Principles of State Policy etc are taught to the students. In BA first year prose on the essence of democracy written by BR Ambedkar is prescribed in semester 1

### Activities:

1. Class seminar on Indian Constitution was organised on 4th January 2022.
2. Workshop on political empowerment of Muslims: opportunities and challenges was organized on 11th October 2021.
3. Students and teachers were made aware of the preamble of the constitution. They were asked to fill a form on the website after which they received the preamble.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

Institution celebrates national and international days and events. National Reading Day was celebrated on 19 June 2021 to remember P N Panikkar, father of library movement in Kerala. International Women's Day was celebrated on 8 March 2022.

Birth anniversary of the father of the nation Mahatma Gandhi was celebrated on 2nd October 2021. Ambedkar Jayanti was also celebrated on 14th April 2022.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

## 7.2 - Best Practices

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

### 1.Spoken English Crash Courses

**Goal:** The course aims to enhance student's language proficiency. The course intends to equip the students with these required skills to increase their employability.

**Context:** Most of our students come from Urdu medium. They find it difficult to speak in English fluently. In the background of this scenario, the Department of English took the initiative to start this Spoken English Crash Course.

**Practice:** Required emphasis and weightage is given to units such as grammar, phonetics, communication skills etc. Schedule of the course is displayed on the notice board and the students are informed accordingly.

**Evidence of Success:** 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.

## 2. Students' Aid Fund:

**Goal:** The college has established Students' Aid Fund to support poor and needy students.

**Context:**The parents of the students belong to low-income strata.This fund enables the students to pay their fees also.

**Practice:**In-Charge of SAF scrutinizes the application and provides help to the deserving students.

**Evidence of Success:**86 students got benefited from Students' Aid Fund this year.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 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

### Institutional Distinctiveness

The mission of the college is "Humane citizen through education". The vision of the institution includes the following:

1. To propagate, encourage and provide education.
2. To create general awareness about women's education amongst Muslims.

3. To offer an environment conducive for learning and creative thinking.
4. To uplift the deprived and academically weak students by empowering them with knowledge.

The institution is located in the predominantly Muslim area. Focus on the women's education is a task of crucial importance that this institution has undertaken. The institution is in fact the only one in the town which imparts co-education, having large number of girls. . The parents of the students belong to low-income strata; hence find it difficult to pay the fees. Considering the large number of students, even Govt. scholarships were not enough. In this backdrop, the teacher and management came forward to help number of deserving students, especially girls. The college established 'Student Aid Fund' to support poor and needy students. Deserving students are helped financially to pay the admission fees. This probably also helps in checking the drop-out rate of the students.

In this academic year, 86 students belonging to different streams availed the benefit of SAF.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 7.3.2 - Plan of action for the next academic year

##### Future plans 2021-22.

1. To organise workshop on revised syllabus.
2. To encourage teachers to use ICT for teaching and prepare course module.
3. To organise seminars in some subjects.
4. To install plagiarism software in computer lab.
5. To forward CAS proposal of eligible teachers to university.
6. To ensure that campus is Plastic Free.