

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2015-2016

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 2015-2016

Part - A

1. Details of the Institution

1.1 Name of the Institution

**Rehbar 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:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

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

AQAR for the year

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*)

UGC-COP Programmes Diploma in Taxation Law.
 Diploma in Web Designing.

2. IQAC Composition and Activities

2.1 No. of Teachers
 2.2 No. of Administrative/Technical staff
 2.3 No. of students
 2.4 No. of Management representatives
 2.5 No. of Alumni
 2.6 No. of any other stakeholder and community representatives
 2.7 No. of Employers/ Industrialists
 2.8 No. of other External Experts
 2.9 Total No. of members
 2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Management

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 body Yes 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 encouraged to participate in National & International Conferences and Symposia.
- Teachers were advised to organize different Departmental activities.

Action taken:

- Teachers have published their research work in reputed national and international journals.
- Many teachers have participated in National and International Conferences and Symposia.
- Various departmental activities for students were organized by departments of the College.

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:**

- Choice Based Credit System has been implemented at P.G. level from this Academic Year by the University.
- Pattern of University question papers has been changed according to the CBCS.

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
	40	22	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	05	58	03	--	66
Presented papers	05	58	--	-	63
Resource Persons	03	16	03	--	22

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: 2015 -16

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	97	1.03 %	37.11%	10.30 %	--	48.45 %
B.Com.	65	-	16.92 %	13.84 %	--	30.76 %
B. Sc.	147	1.36 %	10.20 %	12.24 %	--	23.08 %
M.A. English	35	--	51.42 %	--	--	51.42 %
M.A. Arabic	15	46.66 %	40 %	--	--	86.66 %
M.A. Urdu	19	94.73 %	5.27 %	--	--	100 %
M. Com	31	--	51.61 %	3.22%-	--	54.83 %
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	02
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.	02

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.
- Encourages 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	--	-03-	-02-	-
Outlay in Rs. Lakhs	--	1,35,000	40,000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	78	--
Non-Peer Review Journals	--	--	--
e-Journals	03	--	--
Conference Proceedings	05	05	--

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	2015-2016	UGC & B.C.U.D. Dr.B.A.M.U. A.Bad	1,75,000/-	20,000/-
I Interdisciplinary Projects	-	-	-	-
II Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research project (other than compulsory University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total			1,75,000/-	20,000/-

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
 (specify) INSPIRE CE Any Other

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International

3.22 No. of students participated in NCC events:

University level State level

National level International

3.23 No. of Awards won in NSS:

University level State level
National level International

3.24 No. of Awards won in NCC:

University level State level
National level International

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- NSS Unit in association with Department of Political Science celebrated 'Constitution Day' on 26th November 2015. Prof. Md. Tilawat Ali, Founder President, Rahber Educational and welfare Society, Aurangabad, highlighted features of constitution. Prof. Mehmanat Jaha Ara, H.O.D., Political Science also guided the students. 54 NSS volunteers participated in programme.
- On the occasion of 'World Aids Day' an exhibition was organized. Dr. Shamama Parveen, President, Rehbar Educational and Welfare Society, Aurangabad, inaugurated exhibition. Health counsellor Rahul Athavele, Govt. Medical Hospital, Sanjay Pawar, District Civil Hospital informed students about causes and treatments of AIDS. 87 NSS volunteers participated in this programme.
- Guest lecture on 'Road Safety' by RTO Shaid Jamadar, was organized on 10th December 2015. He guided the students on Road Safety laws and rules. He also highlighted yearly statistics of road accidents.
- A special NSS camp for 7 days was organized from 16th January to 22nd January 2016 in campus of Dr. Babasaheb Ambedkar Marathwada

University, Aurangabad. In this special camp different activities such as water conservation, campus cleanliness drive, health check- up for students were organized. Lectures of experts in the field of Environment, Disaster Management, social studies and personality development were arranged. A total of 100 NSS volunteers actively participated in special NSS camp.

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 2014-15		Newly added 2015-16		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6881	667398	429	92770	7310	760168
Reference Books	2803	1075972	110	36610	2913	1112582
e-Books	--	--	--	--	--	--
Journals	361	205357	34	38485	395	243842
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--		--	--
CD & Video	38	--	--	--	38	--
Others (Specify) Atlas Maps	16	3000	--	--	16	3000
Other Books	--	--	--	--	--	--
Total No. Of Titles	7370	--	473	--	7843	--

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	1, 66,578/-
ii) Campus Infrastructure and facilities	2, 86,215/-
iii) Equipments	1, 28,202/-
iv) Others	35, 83,179/-
Total:	41, 64,174/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Academic calendar for the Academic Year 2015-16 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 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
1642	239	--	--

(b) No. of students outside the state

(c) No. of international students:

Men	No	%	Women	No	%
	1103	58.64		778	44.36

Last Year 2014-15(U.G. & P.G.)								2015-16 (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
1683	02	00	01	05	--	--	1691	1857	04	00	02	18	--	--	1881

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 guest lecture on “career opportunities in Commerce” by Mr. Sajid Ali Shaikh , Director Blue Bery Staffing Services Pvt. Ltd. Mumbai on 11 th September 2015 organized by department of Commerce in association with Career guidance and Placement cell of College.	41

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)	--	--
Financial support from other sources		
• Student Aid Fund	60	25,000/-
• Faiz-E-Aam trust	01	5,000/-
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 Health 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.
- Details of Admission process is also available on College web site.
- 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 are 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.
- Teaching staff members are encouraged to submit their proposal for faculty improvement programme through faculty development programme.

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

- Daily cleanliness of campus.
- Control on vehicles is done by the college in order to avoid pollution.
- 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 2015-2016, 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 05st July to 15th July 2015. The course was aimed at improving language skills of the students. 124 students were participated in the Course.
- Debate competition on the topic ‘Reservation for Muslims: Boon or Bane’ has been organized for undergraduate and post-graduate students on 27th December 2015.
- Group discussion of B.A. IIIrd year students on ‘British Literature and Criticism’ was conducted.

Department of Urdu:

- Educational Tour to the historical town of Khuldabad was taken on 5th March 2016.
- Miss Khan Saba Tabassum Imdad Ahmed Khan bagged the ‘Padmishiri Sikandar Ali Wajd Urdu Award’ of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad for securing the highest marks in Urdu at M.A. exam held in March/April 2016.

Department of History:

- The guest lecture by Dr. Venkatesh Lamb, Associate Professor, Indraraj College |Sillod, Dist, Aurangabad, on 'Historical Monuments in Marathwada region' was organised on December 16, 2015.
- Study Tour to visit History Museum of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad was organised on 21th December 2015.
- The teachers of the Department of History delivered Power Point Presentations on various topics such as 'Museology, Harappan Culture and Forts of the period of Shivaji.
- Group discussions and class seminars of the students of B.A. II yr and B.A. III yr were organised.

Department of Political Science:

- The Constitution day was celebrated on 26th November 2015.
- A visit is paid to the Central Library Dr. Babasaheb Ambedkar Marathwada University, Aurangabad by the students and the teachers on 7th January, 2016.

Department of Commerce:

- A Bridge course of one week for the Students of B.Com I year was conducted from 1st August 2015.
- Remedial Teaching is provided to the students from August to December 2105.
- A Guest Lecture by C.A. Mr. Jagdish from Mumbai is delivered on 10th August 2015 on 'Entrepreneurship'. 46 students got benefitted.
- A talk on 'E-Commerce and online selling' by Mr. Daulatrao Bolkar was organised on 11th January 2016. 55 students remained present in the talk.
- Guest lecture on 'Opportunities in Accounting' by Mr. Mohd. Fazal, was organized on February 8, 2016. The lecture was attended by 54 students.

Department of Botany:

- A visit to agricultural field of *Bajra Research Station*, Paithan Road, Aurangabad was paid by the students of B.Sc. II^{yr} and B.Sc. III^{yr} on January 23, 2016.
- Student's class seminar was organized on 11th February 2016 for B.Sc. II^{yr} and B.Sc. III^{yr} students.
- Group discussions of students on the selected topics of syllabus were organised on 16th February 2016.

Department of Chemistry:

- Dr. Gulam Farooque and Dr. Surendra Takale penned a book entitled "Advanced Chemistry" for B.Sc. IIIrd year students published by Anand Publications, Aurangabad.
- Dr. Sayyed Hussain is a co-author of Text Book 'Selected Steps in Chemistry' for B.Sc. IInd year published by Vidyawati Prakashan, Latur, (M.S.).
- A Quiz Competition of students on 'Nomenclature of organic compounds' was organised on 16th August 2015.
- Students Class seminar of B.Sc. IInd year students on 'Alcohol' was held on August 18, 2015.

Department of Microbiology:

- Five students of B.Sc. III yr participated in Workshop on 'Recominant DNA Practices' held at Deogiri College, Aurangabad from 04th January to 09th January 2016.
- Student's class seminar was conducted on January 20, 2016.

Department of Physics:

- An Industrial Visit of B.Sc. Physics and Electronics students was organized at Passion Packaging Company, MIDC, Waluj, Aurangabad, on 26th December 2015. 37 students were part of the visit.

- Student's class seminar was conducted for B.Sc. I year B.Sc. III year students on 19th January 2016.
- 15 students of B.Sc. III yr completed projects on the topics assigned to them like Laser, Automatic Street light, Remote Control etc..

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 advanced learners.
- Remedial teaching was conducted.
- Tutor ward system for students was adopted to understand and solve personal and academic problems. Teachers adopt students.
- A Study Tour to *Bajra Research Station and its agricultural field* Paithan Road, Aurangabad was organised on 23rd January, 2016. Total 32 students were the part of the tour.

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 second position at Ashwamedh intercollegiate level and five players of this team have been selected for 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 2015.

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 in 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 is to 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 unit conduct Environmental Activities such as, Campus Cleanliness drive, organization of 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 course at the beginning of Academic Year 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.
- To enrich College Library by purchasing Books.

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 2015-16		
Sr.No.	Annual Planning	Date
1	Opening Staff Meeting	08/06/2015
2	Period of the first term (Both days inclusive)	8th Jun to 31th Oct. 2015
3	Submission of Department Time Table	18th June 2015
4	Commencement of teaching for first term	20th June 2015
5	CET for BBA and Post Graduate Courses	30th June 2015
6	World Population Day (NSS Lecture)	11th July 2015
7	Bridge Course for First Year Students.	1 week from 12th July 2015
8	The Principal's adress for the students.	15th July 2015
9	NSS Registration	27th July 2015
10	Class wise first Test	10th August 2015
11	Flag Hoisting and Beautification of Campus	15th August 2015
12	Student Council (Opening Function)	21st August 2015
13	University Foundation Day (Special Programme)	23rd August 2015
14	Teachers Day	5th September 2015
15	World Literacy Day (Elocution / Debate Comp.)	8th September 2015
16	Activity Week (Silver Jubilee Celbration)	18th Spt. to 22nd Spt. 2015
17	College Foundation Day (Silver Jubilee Cele.)	23rd Sept. 2015
18	Syllabus Progress Report	30th Sept. 2015
19	Gandhi Jayanti (International Non-Violence Day)	2nd October 2015
20	Sir Sayyed Ahmed Khan - Birth Anniversary	17th October 2015
21	End of First Term and Meeting with Staff	31st October 2015
22	Winter Vacation	1st Nov. to 22nd Nov. 2015
23	Second Term Opening	23rd Nov. 2015
24	Period of Second Term. (Both days inclusive) And Meeting with Staff	23rd Nov. to 23rd April 2016
25	Awareness Rally by NSS (World AIDS Day)	1st December 2015
26	National Integration Day	18th December 2015
27	NSS Camp	18th Dec. 2015 to 24th Dec 2015

28	Activity Week for all Departments (Industrial Visits, Seminars, Study Tours)	4th January 2016 to 10th January 2016
29	University Renaming Day / Flag Hoisting	14th January 2016
30	Republic Day	26th January 2016
31	Seminars (Class wise)	1st February 2016
32	World Science Day (Various Scientific Programmes)	28th February 2016
33	Conduct / Plan of University Exams.	15th March Onwards
34	Forest Day (Environment Programmes by NSS and Botany Dept.)	21st March 2016
35	World Health Day	7th April 2016
36	Dr. Babasaheb Ambedkar Jayanti Celebration	14th April 2016
37	Last Working Day of IInd Term	23rd April 2016
38	Period of Summer Vacations (Both day inclusive)	24th April to 14th June 2016

Annexure-II

FEEDBACK ANALYSIS REPORT (2015-2016)

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

- Course B.A. & B.Com.
- Number of students involved in the feedback process =56
- Total number of teachers assessed= 06
- 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 2015-2016

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