

# **ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**2016-2017**

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 2016-2017**

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: **Dr. Milind J. Jadhav**

Mobile: 8698097062

IQAC e-mail address: iqacssca@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879) 12701

1.4 NAAC Executive Committee No. & Date: EC/32/243  
05/01/2013

1.5 Website address: www.sirsayyedcollege.org

Web-link of the AQAR: www.sirsayyedcollege.org/AQAR2013-2014

### 1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC: DD/MM/YYYY 1-12-2012

AQAR for the year 2016-2017

### 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
- iii. AQAR : 2014-2015 submitted on 07/11/2017
- iv. AQAR : 2015-2016 submitted on 07/11/2017

### 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

(e.g. 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<sup>✓</sup>/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
Suggested Head of the department for the 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.

**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	<b>05</b>	--	05	
UG	<b>05</b>	--	02	02
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma Certificate	<b>02</b> <b>03</b>	-- --	02 01	02 01
Others	--	--	--	-
Total	<b>15</b>	--	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
--	05	24

#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Others University/ Local	Total
Attended Seminars/ Workshops	06	38	03	--	47
Presented papers	16	25	02	-	43
Resource Persons	--	08	07	--	15

**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 and Photocopy**

- **Examination Reforms Implemented-**
  - Formation of College 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
--

**2.10 Average percentage of attendance of students** 76 %

**2.11 Course/Programme wise Distribution of pass percentage: 2016 -17**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<b>B.A.</b>	102	--	56.06%	43.93 %	--	67.32 %
<b>B.Com.</b>	78	-	7.69%	12.82%	21.28%	41.79 %
<b>B. Sc.</b>	125	--	28.75%	7.5 %	--	36.25 %
<b>M.A. English</b>	14	--	14.28%	0.071%	--	14.99 %
<b>M.A. Arabic</b>	17	17.64 %	82.35 %	--	--	100 %
<b>M.A. Urdu</b>	11	54.54 %	45.45 %	--	--	100 %
<b>M. Com</b>	14	--	28.57 %	14.28% -	--	42.85 %
<b>B. B.A.</b>	05	--	80%	--	---	80%
<b>B. C. S.</b>	08	25 %	--	--	--	25 %

- B.A. III<sup>rd</sup> Year student Mr. Shaikh Naveed Shaikh Nawaz secured VI<sup>th</sup> rank in Merit list of B.A. examinations of Dr. B.A.M.U. Aurangabad held in March/April 2017.

### 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.
- Encouraged faculty to be involved in interdisciplinary research.

#### 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-	--	--	-
Outlay in Rs. Lakhs	1,75,000/-	--	--	-

**3.4 Details on research publications**

	International	National	Others
Peer Review Journals	10	41	01
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference Proceedings	--	--	--

**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	--	--	--	--
I Interdisciplinary Projects	-	-	-	-
II Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research project (other than compulsory by University)	-	-	-	-
Any other(Specify)	-	-	-	-
<b>Total</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>

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	--	01	--	-	-
Sponsoring agencies	--	Dr. B.A.M.U., Aurangabad	--	-	-

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**

12

04

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	--	01
03	Dr. Abdul Raseed Madni	Arabic	--	--
04	Dr. Rizwana Tabassum	History	--	--
05	Dr. Milind Jadhav	Botany	--	01
06	Dr. Farhat Durrani	English	--	--
07	Dr. Quazi Baseer Ahmed	Commerce	01	--
08	Dr. Nayab Ansari	Zoology	--	--
09	Dr. Sayeeda Ashrafunnisa	Urdu	01	--
10	Dr. Vasiulla Pathan	Commerce	02	--
11	Dr. I.R. Ustad	Zoology	--	--
12	Dr. Meman Ubed	Commerce		

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

02

**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.**

- On 01<sup>st</sup> July 2016 Tree Plantation programme was organized in premises of Kagzipura Grampanchayat of Khultabad Tehsil by NSS Unit.
- On the occasion of “National Service Scheme Day” Orientation programme for NSS volunteers was organized on 10<sup>th</sup> September 2016. Dr. Shaikh Samad, Women’s Arts College guided the students. Principal Dr. Shaikh Kabeer Ahmed presided over the function.

- Four NSS volunteers and two programme officers of NSS unit participated in workshop of ‘Superstitious Eradication’ organized by Vivekanand College, Aurangabad on 19<sup>th</sup> August 2016.
- ‘Swachh Bharat Abhiyan’ programme was organized by NSS unit of College on 24<sup>th</sup> September 2016. On this occasion College campus cleanliness, awareness of public health among students were organized. Principal Dr. Shaikh Kabeer Ahmed highlighted the importance of Cleanliness in public health and hygiene.
- A workshop on ‘Cashless Transactions’ was organised by NSS unit on 12<sup>th</sup> January 2017 as per the direction of UGC, State Government and Central Government. Dr. Razzaulla Khan, Head, Dept. of Commerce, Maulana Azad College, Aurangabad guided the students. He highlighted the importance of cashless transition. He says that to stop corruption and to control black money cashless transition is significant.
- A special NSS camp for 07 days was organized from 04<sup>th</sup> to 11<sup>th</sup> February 2017 in campus of Dr. B.A.M. University Aurangabad. In this special camp various social and environmental activities such as campus cleanliness, health check-up camp for students and water conservation were organized. Different lectures of experts on ‘Beti Bahao Beti Padhao’, Balanced diet, Superstitious Eradication and Cashless transitions were arranged. A total of 100 NSS volunteers actively participated in Special NSS camp.
- A guidance lecture by PSI Mrs. Kale on ‘Awareness about safety measures for women was organized by Girl’s forum on 13<sup>th</sup> July 2016.
- Library of Sir Sayyed College organized a Book exhibition on 15<sup>th</sup> October 2016 to celebrate ‘Reading Motivational Day’ on the occasion of Birth Anniversary of Bharat Ratna former president Dr. A.P.J. Kalam.

**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 2015-16		Newly added 2016-17		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7310	760168	102	15735	7412	775903
Reference Books	2913	1112582	40	16641	2953	1129223
e-Books	--	--	--	--	--	--
Journals	395	243842	31	35375	426	279217
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--		--	--
CD & Video	38	--	01	--	39	--
Others (Specify) Atlas Maps	16	3000	08	--	24	4500
Other Books	--	--	--	--	--	--
Total No. Of Titles	7843	--	139	--	7982	--

**4.4 Technology up gradation (overall)**

	Total Computer	Computer Lab	Internet	Browsing Centre	Computer Centre	Office	Department (Computers/Department)	Others (Computers)
<b>Existing</b>	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"> <li>• Microbiology Dept-01</li> <li>• Chemistry-01</li> <li>• Physics Dept-01</li> </ul>	• Principal's Office-01
<b>Added</b>	--	00						Interactive Board
<b>Total</b>	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	20,000/-
ii) Campus Infrastructure and facilities	1,50,000/-
iii) Equipments	10,000/-
iv) Others	50,000/-
<b>Total:</b>	<b>2,30,000/-</b>

## 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 2016-17 has been prepared.
- IQAC organized lectures on career guidance and job opportunities.

**IQAC suggested the Committees and Departments to conduct the following activities**

- Alumni 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.
- 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 Anti-ragging committee has been formed in the college.
- Class room seminars were organised for students.
- Spoken English crash course conducted.

#### 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
1580	214	--	--

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

(c) No. of international students:

Men	No	%	Women	No	%
	1067	59.48		727	40.52

Last Year 2015-16(U.G. & P.G.)								Current year 2016-17 (U.G. & P.G.)							
General	S C	S T	NT	OBC	SB C	Physic ally Challe nged	Total	General	S C	S T	NT	OB C	SBC	Physicall y Challeng ed	Total
1857	0 4	0 0	02	18	--	--	1881	1770	0 1	0 0	02	21	--	--	1794

**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
3	<ul style="list-style-type: none"> <li>• Guest lecture on ‘Soft Skills development and Interview technique’ by Dr. Girish Kale, Director, Placement Cell, Dr. B.A.M.U. Aurangabad on 30/01/2017. Another speaker Ms. Reshma Bamb also interacted with students.</li> </ul>	74
	<ul style="list-style-type: none"> <li>• A guest lecture on ‘Career Opportunities in Corporate Sector’ was organized by IQAC on 09/02/2017. The lecture was delivered by Mr. Shaikh Faheem, Management Trainee. He spoke in detail about various opportunities available in corporate field.</li> </ul>	77
	<ul style="list-style-type: none"> <li>• IQAC has organized a guest lecture for students on ‘Career Opportunities in Information Technology’ by Dr. Aziz Bin Naser on 13/02/2017. He spoke about Jobs and opportunities available in the field of IT.</li> </ul>	34

### 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

- Internal Complaints Committee has been constituted in College as per University Grant Commission (Prevention, Prohibition and Redressal of Sexual harassment of women employees and students in Higher Educational Institutions) Regulation, 2015, Notification dated 02/05/2016.
- Girl's Forum organized a guidance lecture on 'Awareness about safety measures for women' by PSI Mrs. Kale on 30/07/2016.
- An awareness programme on sexual harassment of Girls and womens at work place was organized by internal compliant committee on 27/02/2017. Dr. Vidya Pradhan, Vice Principal, Dr. Rafiq Zakariya College for women guided on this occasion. Different types of posters and Pamphlets for awareness of control of sexual harassment of girls and women at work place were displayed in college campus.

### 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)		
• GOI	24	3,62,665/-

• EBC	862	--
Financial support from other sources		
• Student Aid Fund	38	15,000/-
• 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.

##### 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, etc. to display new arrivals, relevant cuttings from newspapers and latest notices.
- 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:**

- Clean and ventilated class rooms.
- Library with updated facilities.
- Well-equipped Computer Laboratory.
- Well-equipped Science Laboratories.
- Staff room with adequate facilities.
- Administrative office with internet facility.
- IQAC office with computer and internet facility.
- Scholarship cell with internet.
- Drinking water facility with RO.
- Well maintained Toilet.

#### **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/-lakhs 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 2016-2017, 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 05<sup>st</sup> July to 15<sup>th</sup> July 2016. The course was aimed at improving language skills of the students. 120 students participated in the Course.
- Group discussion of B.A. III<sup>rd</sup> year students on 'British Literature and American Literature' was conducted.
- A guest lecture on 'Use of ICT in the teaching of English' by Dr. Ajay S. Deshmukh, Assistant Professor in English, Shri. Muktanand College, Gangapur was organized on 01<sup>st</sup> February 2017.
- Projects were assigned to the students of B.A. III year, M.A. I and II year.
- Service course on 'Communication Skills' was organized for postgraduate students.
- Dr. Farhat Durrani edited Text Book 'Kalidash: Abhijhana Shakutalam' published by YCMOU, Nasik.



- Dr, Shaikh Suhel Samad wrote a reference book 'Postmodern Paradigm and Salman Rushdies Fiction' published by Partridge Publication, ISBN: 978-1-4828-8524-8.

**Department of Arabic:**

- Student's class seminar was conducted on 15<sup>th</sup> February 2017 for B.A. I<sup>st</sup> year and B.Sc. I<sup>st</sup> year students on different topics of syllabus. A total 51 students were present

**Department of Urdu:**

- Student's class seminar on 04<sup>th</sup> March 2017 was organized for B.A. III<sup>rd</sup> students. 09 students participated.

**Department of Hindi:**

- 'Hindi Saptah' a seven days programme for Hindi language was organized in the month of September 2016. Students organized and participated in poem reading programme, they also prepared wall paper on topic 'Hindi language and society'. On 20<sup>th</sup> September 2016 a lecture on 'Role of Hindi in National Integration by Principal Dr. Abdul Razzak Kasar, Chistya College, Khultabad was organized.

**Department of History:**

- Student's class seminars for B.A. III<sup>rd</sup> year was organised on 29<sup>th</sup> August 2016. 11 students participated in seminar.
- One day National Seminar on 'Sufis of Khultabad' was organized on 17<sup>th</sup> November 2016. 60 participant participated and 45 research papers were presented in this seminar.
- Study Tour to historical places of Ahmednager was organized on 28<sup>th</sup> February 2017.
- 'Students History Association' was inaugurated by Dr. Rajesh Ragde, Head, Dept. of Tourism, Dr. B.A.M.U. Aurangabad on 14<sup>th</sup> February 2017. In his Inaugural speech he spoke about 'Importance of Tourism'. Poster presentation of students was also organized on this occasion.
- Projects on 'History Proverb and Thoughts' were assigned to the students.

**Department of Economics:**

- A visit of students to Patoda village was organized on 2<sup>nd</sup> September 2016. Patoda is an ideal rural developed village and has won awards of state and central government such as Niral Gram Puraskar, Pandan Mukht Award. 09 students alongwith teachers were present.
- A visit of students to 'Water and Land Management Institute' Aurangabad was organized on 08<sup>th</sup> September 2016. 09 students were present.
- Dept. of Economics has organized 'Prof. Mohd. Tilawat Ali lecture series' to commemorate his services. A Guest lecture on 'Demonetization' by Dr. Maruti Tegumpure, Assistant Professor and Head, Dept. of Economics, Godawari College Ambad, Dist. Jalna, on 28<sup>th</sup> February 2017. The lecture was attended by 40 students.
- Poster presentation session was organized by students of Economics dept. on 28<sup>th</sup> February 2017.

**Department of Political Science:**

- Student's class seminar was organized on 19<sup>th</sup> and 20<sup>th</sup> September 2016 for B.A. I and II year students. A total of 16 students participated in seminar.
- A visit is paid to the Library of Dr. Maulana Abdul Kalam Azad Research centre, Aurangabad on 25<sup>th</sup> August 2016.
- A study tour to Hiware Bazar, an ideal village of Maharashtra and to Ahmednager city was organized on 16<sup>th</sup> January 2017.
- Exhibition of charts and models on the theme 'Indian Constitution' was organized on 14<sup>th</sup> February 2017. Dr. Navnath Aghav, Head, Department of Political Science, S.B. College, Aurangabad, inaugurated the exhibition.

**Department of Sociology:**

- A visit of Sociology students to College Library was organized on 16/07/2016 to see the books and Magazine. Librarian guided the students to access e-Journals. A list of e- Journals was distributed to the students.

- Student's class seminars for B.A. III year students was organized on 19<sup>th</sup> and 20<sup>th</sup> August 2016.
- Poster presentation of students on 'Thinkers and Theories of Sociology' was organized on 03 January 2017. This programme was inaugurated by Dr. Dilip Khairnar, Head, Department of Sociology, Deogiri College, Aurangabad. After poster presentation he also delivered a guest lecture on 'Research Methodology- Tools and Technique'.
- Department of Sociology has organized a study tour to Ideal Village of Maharashtra 'Hiware Bazar' on 16/06/2017. Students observed ideal and systematic way of garbage disposal and cleanliness of the Village. The village is totally free from any kind of addiction. Water conservation and agriculture system of this village is unique.

**Department of Commerce:**

- A Bridge course of one week for the Students of B.Com I<sup>st</sup> year was conducted in first week of July 2016.
- Students class seminar for B.Com. II<sup>nd</sup> and III<sup>rd</sup> year students was organized on 06<sup>th</sup> September 2016 on 'Principles of Business Management and I.T. Application in Business'.
- A Guest Lecture by Mr. Harihar Shahane on 'Financial Accounting' was organized on 01<sup>st</sup> October 2016. A total 43 students were present.
- A talk on 'Corporate Financial Accounting' by Mr. Adnan Ali Zaidi, Faculty, R.S. Institute of Management, Aurangabad was organised on 03<sup>rd</sup> October 2016. A total of 50 students remained present.
- Guest lecture on 'Group Discussion and Personal Interview' by Mr. Vidish B. Andur and Kirtikumar Ekhande, was organized on 02<sup>nd</sup> January 2017. The lecture was attended by 47 students.
- A guest lecture on 'Cashless Economy' by Dr. Quazi Kabeer Ahmed, Associate Professor, Tom Patrick Institute of Management, Aurangabad, was organized on 05<sup>th</sup> January 2017. The lecture was attended by 35 students.
- Student's class seminar on 'Demonetisation' was organized on 17<sup>th</sup> January 2017.

- Guest lecture on 'Direct and Indirect Taxes' by Tejesh Pethadiya, Tax Consultant, was organized on 25<sup>th</sup> January 2017.
- An Industrial visit of B.Com students was organized to 'Priyanka Food and Beverages', Waluj, Aurangabad, on 01<sup>st</sup> February 2017. 20 students were part of visit.
- A guest lecture on 'Management as a Career' by Dr. Anwar Akhtar, Tom Patrick Institute of Management, Aurangabad was organized on 08<sup>th</sup> February 2017.
- A field visit to HDFC Bank ATM was arranged at ATM, HDFC Bank, Champa Chowk, Aurangabad on 17<sup>th</sup> February 2017. Mr. Shaikh Abdul Azeem, Regional Manager, HDFC, explained functions of ATM unit and different steps for the safety of unit.
- A guest lecture by Smt. Sapna Gandhi, on 'Marketing Management' was organized on 20<sup>th</sup> February 2017.
- Remedial teaching was conducted for slow learners.
- Group discussion was organized.

**Department of Botany:**

- A bridge course of one week for the students of B.Sc. I<sup>st</sup> year was conducted at the beginning of academic year.
- Group discussions on Exam oriented preparation and University question paper pattern was held on 16<sup>th</sup> September 2016.
- Student's class seminar was organized on 23<sup>th</sup> September 2016 and 27<sup>th</sup> and 28<sup>th</sup> January 2017 for B.Sc.II<sup>nd</sup> and B.Sc. III<sup>yr</sup> students.
- 03 students of B.Sc. III<sup>rd</sup> Botany, Miss Pathan Sana Afreen, Miss. Khan Saba Fatema and Miss Neha Samreen participated in one day workshop on 'Hands on Training in Plant Tissue Culture Technology', organized by Government College of Arts and Science, Aurangabad on 17<sup>th</sup> December 2016.

- A field visit to ‘Jayakwadi Reservoir’ of Paithan tehsil area of Aurangabad district, was organized on 28<sup>th</sup> December 2016. Students collected samples of Algae, Mosses and Aquatic Plants. They also studied ecological importance of Reservoir.
- Exhibition on ‘Medicinal Plants’ was organized by students of Botany department on 18<sup>th</sup> January 2017. A total of 22 students actively participated in Exhibition.
- A guest lecture on ‘Plant Science and its scope’ by Dr. Sadat Quazi, Head, Dept. Botany, Maulana Azad College, Aurangabad, was held on 14<sup>th</sup> February 2017. Dr. Quazi discussed about Job and Commercial opportunities in plant science. A total of 38 students were present.
- Dr. Sangeeta Ahuja completed research project entitled ‘Studies on pollution tolerant aquatic plants of Dr. Salim Ali Lake, Aurangabad, with special reference to water environment’ funded by Dr. B.A.M.U., Aurangabad.
- Dr. Sangeeta Sutar completed research project entitled ‘Pharmacognostic studies on selected plants of Marathwada’, Aurangabad, with special reference to water environment’ funded by Dr. B.A.M.U., Aurangabad.

#### **Department of Chemistry:**

- Dr. Sayyed Hussain is a co-author of Text Books
  - I. Specified Chemistry ( ISBN 978-93-84451-86-8),
  - II. Basics in Chemistry (ISBN 978-93-84451-85-1).Published by Kailash Publication, Aurangabad.
- A visit to Sodh Adventure Aurangabad was paid by the students of B.Sc. Iyr and B.Sc. III yr on 05 January, 2017.
- Student’s class seminar was organized on 12th January 2017 for B.Sc.II year and B.Sc. III year students.
- Group discussions of students on the selected topics of syllabus were organised on 10th February 2017.

**Department of Computer Science:**

- A bridge course of one week from 25<sup>th</sup> July to 30<sup>th</sup> July 2016 for the students of B.Sc. and B.C.S. I<sup>st</sup> Year was conducted. The main object of the course is to bridge the gap between subject's studies at pre-university level and subjects they would be studying in graduation.
- Student's seminars were arranged for B.Sc. and B.C. S. III<sup>rd</sup> year and B.Sc. II<sup>nd</sup> Year students.
- Project work was allotted to B.Sc. and B.C. S. III<sup>rd</sup> year and B.Sc. II<sup>nd</sup> Year students.
- Three students of B.Sc. III<sup>rd</sup> Computer Science, Miss Khan Salahuddin, Mr. Tausif Khan and Mr. Mohd. Afzal participated in one day workshop on 'Cyber Security' organized by Department of Computer Science and Engineering, DIEMS, Aurangabad on 19<sup>th</sup> January 2017.
- 15 students of Computer Science Department participated in Convention 'JIGYASA -2017' organized by Department of MCA, MIT College, Aurangabad on 21<sup>st</sup> January 2017.
- An educational tour to Azam Campus Pune on 18<sup>th</sup> February 2017 was organized. After visit Students also participated in one day workshop 'Emerging Trends and Career opportunities in IT. A total of 22 students participated.
- 02 students of B.C.S. III<sup>rd</sup> Year Miss Uzma Rehan and Miss Siddiqui Ayesha participated in one day workshop on 'Android Application' organized by Times World Group at Dr. Rafiq Zakaria College for Women, Aurangabad.

**Department of Microbiology:**

- 'Student Unit' in Microbiology was Inaugurated on 30<sup>th</sup> September 2016 by Chief Guest Dr. Aditi Battacharya, Head, Microbiology Department, Maulana Azad College. 25 students were present.
- 05 students of B.Sc. III<sup>rd</sup> Year participated in Workshop on 'Molecular Biology' organized by Govt. College of Arts and Science on 21<sup>st</sup> December 2016.

- Educational Visit of B.Sc. I<sup>st</sup> and II<sup>nd</sup> Year students was arranged to Chemical Technology Department of Dr. B.A.M.U. Aurangabad on 22<sup>nd</sup> December 2016. A total of 25 students participated.
- B.Sc. I<sup>st</sup> and II<sup>nd</sup> students participated in State level 'Micro Olympiad' contest organized by R.C. Patel College Shirpur on 09 January 2017.
- Virtual Guest lecture for students by Prof. A.M. Deshmukh on 'Biotechnonology' was arranged on 12<sup>th</sup> January 2017. A total of 24 students participated.
- 'Microbio Food Expo' was organized on 28<sup>th</sup> January 2017 by the students of Microbiology Department. Students actively participated and prepared various fermented food products. Mr. B.A. Morkhande, Chairman, Kumaresh Agro Industry, Shendra MIDC, Aurangabad, inaugurated this programme. 25 students participated.
- Project work was allotted to the students of B.Sc. II<sup>nd</sup> year on various aspects of Applied Microbiology.

#### **Department of Physics and Electronics:**

- Prof. Shaikh Azhar has been awarded Ph.D. Degree by Dr. B.A.M.U. Aurangabad. He has submitted thesis entitled 'Amino acids doped and undoped metal complexes of thiourea crystals'.
- Student's class seminar was conducted for B.Sc. I, II & III year students on 27<sup>th</sup> and 28<sup>th</sup> January 2017.
- Poster presentation on 'Energy Conservation' was organized on 30<sup>th</sup> January 2017. 12 students presented their posters.
- A visit to 'Maha Expo' organized at MIDC Chikalhana was arranged on 04<sup>th</sup> February 2017. Total 22 students visited and actively participated.

#### **Department of Zoology:**

- Prof. Rafatunisa Nehri has been awarded Ph.D. Degree by Dr. B.A.M.U. Aurangabad. She has submitted thesis entitled 'Ecobiological studies of fresh water protozoa, Aurangabad'.

- Dr. Imamuddin Ustad participated in XXVI International Congress of Entomology (ICE 2016) 25-30 September 2016 at Orlando, Florida, USA and presented a research paper on 'Bioinsecticidal effect of *Ailanthus excelsa* Roxb. Bark against *Tribolium castaneum* (Harbest) (Coleoptera: Tehebrionidae).
- An agricultural visit was organized for the students to observe, collect and preserve the agricultural pastes on 07<sup>th</sup> October 2016.
- A study tour to 'Jayakwadi Water Reservoir' was organized on 28<sup>th</sup> December 2016 to observe migratory birds. Students participated in 'International Birds Festival' at Paithan on 28<sup>th</sup> December 2016.
- Guest lecture by Prof. R.S. Kamble and Prof. Vidya Kore, Dept. of Fisheries, Govt. of Maharashtra on 'Fish Breeding' and 'Fish Culture' was organized on 31<sup>st</sup> January 2017.
- Poster Exhibition on 'Beneficial Animals' was organized on 02<sup>nd</sup> February 2017.
- Remedial Coaching was conducted as per time table.
- Student's class seminar was conducted for B.Sc. II<sup>nd</sup> and III<sup>rd</sup> Year students.

### **Sports**

- Students of our college participated in Intercollegiate sport events such as Athletes, Judo, Swimming, Cross-Country Race, 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 was joint winner at intercollegiate level.
- Our college student Syed Azharuddin Quadri was selected in Football team of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad for interuniversity tournament held at Barkatullah University, Bhopal.

### **Library:**

- Library of Sir Sayyed College organized a book exhibition on 15<sup>th</sup> October 2016 to celebrate 'Reading Motivational Day' on the occasion Birth Anniversary of Former President Bharat Ratna Dr. A.P.J. Kalam.

### **Girl's Forum:**

- A guidance lecture by PSI Mrs. Kale on 'Awareness about safety measures for Women' was organized on 30<sup>th</sup> July 2016.



- A visit to Historical town Khultabad for Girl students of B.A. III<sup>rd</sup>, M.A. I and II<sup>nd</sup> Year was organized on 05 March 2017.

#### **Student Core Committee:**

- A motivational lecture for meritorious students by Prof. Tilawat Ali, Founder President, RECWS, Aurangabad was held on 19/01/2017. He remarked that there is no substitute for hard work. He advised the students to have good role models and emphasized on the need to learn Marathi Language for competitive examinations. 30 students were present.

#### **Career Guidance and Placement Cell:**

- Guest lecture on ‘Soft Skills development and Interview technique’ was delivered by Dr. Girish Kale, Director, Placement office, Dr. B.A.M.U. Aurangabad on 30/01/2017. Another speaker Ms. Reshma Bamb also interacted with students.

#### **Discipline and Anti-ragging Committee:**

- Students are made aware about discipline.
- All students were informed about anti-ragging act.
- No case of indiscipline and anti-ragging has been observed.
- Students are encouraged to maintain cleanliness in class rooms, laboratories and campus of College.

#### **Extra-Curricular**

- |  |
|--|
| <ul style="list-style-type: none"><li>• Teacher’s day was celebrated with great zeal and enthusiasm by students of all faculties.</li><li>• Foundation Day was celebrated on 23<sup>rd</sup> September 2015.</li></ul> |
|--|

### **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:**

Selected students get benefitted from Student's Aid Fund. This probably also helps in checking the drop-out rate of the students. 33 students benefitted from SAF this year.

**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 conducted 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**

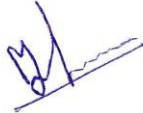
- Our institution provides an opportunity for research thereby supporting higher education in minorities.
- College has scope for graduation and professional courses which will encourage self-employment.

### **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.

**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, seminars and workshops.
- To encourage faculty to publish their research papers in Peer reviewed and high impact factor journals.
- To encourage faculty to be involved in interdisciplinary research.
- To encourage faculty to submit Minor and Major Research Projects.
- To start staff study circle.
- To start Home Science as an optional subject in faculty of Arts.



Dr. Milind J. Jadhav



Dr. Shaikh Kabeer Ahmed  
Principal  
Sir Sayyed College  
Aurangabad.

Signature of Coordinator of IQAC



Signature of Chairperson of IQAC

## Annexure-I

<b>Academic Calendar 2016-17</b>		
Sr.No.	Annual Planning	Date
1	Opening of College & Staff Meeting	15/06/2016
2	Period of the first term (Both days inclusive)	15/06/2016 to 24/10/2016
3	Submission of Department Time Table	20/06/2016
4.	Result Analysis of Last Academic Year	16/06/2016 to 23/06/2016
5	Commencement of Teaching for First Term	22/06/2016
6	CET for Post graduate (P.G. Courses)	30/06/2016
7	Bridge Course for First Year Students.	27/06/2016 to 04/07/2016
8	World Population Day	11/07/2016
9	Principal's address to students.	15/07/2016
10	NSS Registration	27/07/2016
11	Class wise first Test	11/08/2016
12	Flag Hoisting and Beautification of campus	15/08/2016
13	Student Council (Opening Function)	22/08/2016
14	University Foundation Day (Special Programme)	23/08/2016
15	Teachers Day	05/09/2016
16	World Literacy Day (Essay/Elocution / Debate Comp.)	08/09/2016
17	Activity Week (Guest lecture, Lecture Series etc)	19/09/2016 to 22/09/2016
18	College Foundation Day	23/09/2016
19	Syllabus Progress Report	30/09/2016
20	Gandhi Jayanti (International Non-Violence Day)	02/10/2016
21	Sir Sayyed Ahmed Khan - Birth Anniversary	17/10/2016
22	End of First Term and Meeting with Staff	24/10/2016
23	Winter Vacation (Both Days Inclusive)	25/10/2016 to 15/11/2016
24	Reopening of College & Meeting with staff	16/11/2016
25	Term End Exam	25/11/2016 to 14/12/2016
26	AIDS Awareness Rally	01/12/2016
27	National Integration Day	18/12/1016
28	Second Term	15/12/2016 to 30/04/17
29	Commencement of Classes of all Courses	15/12/2016

30	NSS Camp	26/12/2016 to 01/01/2017
31	Activity Week (Industry Visit, Students Seminar, Exhibition, Study Tours)	09/01/2017 to 13/01/2017
32	University Renaming Day	14/01/2017
33	Republic Day	26/01/2017
34	World Science Day	28/02/2017
35	World Health Day	07/04/2017
36	Dr. Babasaheb Ambedkar Jayanti Celebration	14/04/2017
37	Maharashtra Day Celebration & Last Working Day Meeting	01/05/2017
38	Summer Vacation (Both Days inclusive)	02/05/2017 to 14/06/2017
39	Opening of Academic Year 2017-2018	15/06/2017

## **Annexure-II**

### **FEEDBACK ANALYSIS REPORT (2016-2017)**

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

- Course B.A. B.Sc. & B.Com.
- Number of students involved in the feedback process =179
- Total number of teachers assessed= 18
- 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 2016-2017**

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