

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2017-2018

SUBMITTED TO

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL, BENGALURU**



SUBMITTED BY

PRINCIPAL

SIR SAYYED COLLEGE OF ARTS, COMMERCE AND SCIENCE,

AURANGABAD-431001 (M.S.)

NAAC Track ID MHC0GN12701

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

Academic Year 2017-2018

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 st Cycle	B	73%	March 2004	3 rd May 2009
2	2 nd Cycle	C	1.83	October 2012	4 th Jan 2018

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

AQAR for the year 2017-2018

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
- v. AQAR : 2016-2017 submitted on 30/10/2018

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)

<input type="checkbox"/> Bachelor of Computer Science(BCS) <input type="checkbox"/> Bachelor of Business Administration (BBA)
--

1.11 Name of the Affiliating University (for the Colleges)

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

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

--

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

Minority
Status

UGC-COP Programmes

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.
- Encourage faculty to organize Curricular and Co-curricular activities for the students.
- Encouraged Students to take part in Departmental Activities.
- Encouraged faculty to organize campus placement.
- IQAC organized a lecture for faculty on 'Revised Guidelines of NAAC Accreditation' on 13th September 2017. Dr. M.D. Jahagirdhar, Advisor of IQAC, Dr. B.A.M.U. Aurangabad delivered a lecture. He apprised the staff of the changes the NAAC has made in the entire accreditation process with effect from July 2017.
- IQAC organized a guest lecture for teaching staff on 'New API score' on 26th April 2018' by Dr. Vikram Khillare, Associate professor and Head, Dept. of Botany, Vasantnao Naik College, Aurangabad. He discussed various aspects of New API score.

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 faculties to Prepare 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.
To organize lecture for faculty on New Guidelines of NAAC.	Organized lecture on New guidelines of NAAC.
To organize lecture for faculty on New API Score.	Organized lecture on New API Score.

* 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

<p>The Management approved AQAR and gave certain suggestions:</p> <ul style="list-style-type: none"> 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	05	--	05	
UG	05	--	02	02
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma Certificate	02	--	--	--
Others	--	--	--	-
Total	12	--	07	02

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
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 Academic Year 2016-2017 and continued for P.G. II year in 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.

Home Science

Criterion – II

1. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	19	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
--	03			--	--		--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest faculty	Visiting faculty	Temporary faculty
--	04	27

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Others University/ Local	Total
Attended Seminars/ Workshops	--	01	37	--	38
Presented papers	03	09	01	-	13
Resource Persons	--	01	01	--	02

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
01

2.10 Average percentage of attendance of students 75 %

2.11 Course/Programme wise Distribution of pass percentage: 2017 -18

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	90	--	31.11	25.55	04.44	61.11
B.Com.	40	-	10	25	--	35
B. Sc.	116	04.31	18.96	04.31	--	27.58
M.A. English	14	--	28.57	14.28	--	42.85
M.A. Arabic	14	42.85	57.15	--	--	100
M.A. Urdu	09	22.22	66.66	--	--	88.88
M. Com	28	21.42	28.57	14.28	--	64.27
M. Sc.	23	17.39	8.69	04.34	--	30.42
B. B.A.	04	25	50	25	--	100
B. C. S.	13	07.69	15.38	--	--	23.07

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	--
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.	Winter schools -03 Short term course-01

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	09	01	-	-

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	--	--	01	-
Outlay in Rs. Lakhs	--	--	30,000/-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	44	13	--
Non-Peer Review Journals	--	--	--
e-Journals	35	--	--
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	01 Year	Dr. B.A.M.U. Aurangabad	30,000/-	15,000/-
Students research projects <i>(other than compulsory by the U</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	--	--	--	--

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

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	--	02
03	Dr. Abdul Rasheed Madni	Arabic	--	01
04	Dr. Rizwana Tabassum	History	--	02
05	Dr. Milind Jadhav	Botany	--	01
06	Dr. Farhat Durrani	English	--	--
07	Dr. Quazi Baseer Ahmed	Commerce	--	--
08	Dr. Nayab Ansari	Zoology	--	--
09	Dr. Vasiullha Pathan	Commerce	01	--
10	Dr. I.R. Ustad	Zoology	--	--
11	Dr. Memon Ubeid	Commerce	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.

- On 04th July 2017 Tree Plantation programme was organized in campus of Raja Shivaji Vidyalaya and Hi-tech College, Bajaj Nagar by NSS Unit.
- NSS volunteers participated in 'Rally for Rivers' on 01st September 2017 which was jointly organized by ISHA and NSS, Dr. B.A.M.U. Aurangabad.
- On 10th September 2017 NSS Unit of College organized 'Swachta Abhiyan' at Historical places of Aurangabad such as Kilae Ark, Shahi Masjid and Janana Mahel.

NSS volunteers actively participated.

- On the occasion of ‘National Service Scheme Day’ orientation programme for NSS volunteers was organized on 27th September 2017. District NSS Coordinator Dr. Shaikh Parvez and Dr. Sanjay Sabhalkar guided the students. Dr. Sayyed Hussain Conducted the programme.
- On 06th October 2017, NSS, Dr. B.A.M.U., Aurangabad, Govt. Milk Dairy and State Government of Maharashtra Jointly organized ‘Mahaswachta Abhiyan’ at Jaffar Gate area, Aurangabad. NSS volunteers of College actively participated.
- On 25th November 2017 ‘Sanvidhan Din’ (Constitution Day) was celebrated. Prof. Maimanath Jahan Ara, Head, Department of Political Science delivered a lecture on ‘Importance of Constitution of India.
- NSS Volunteers and Programme Officers of NSS Unit Participated in Aids awareness rally organized by Dr. B.A.M.U., Aurangabad on the occasion of World AIDS Day.
- Mr. Sayyed Asrarul Huaque, NSS Volunteer, participated in one day state level workshop ‘Sustainability through knowledge college village collaboration, jointly organized by Gokhale Institute of Politics and Economics, Pune, NSS Cell, Govt. of Maharashtra, COEP, Pune on 18th January 2018.
- NSS volunteers Mr. Nehal Sayyed and Mr. Kasim Shaikh participated in ‘Aurangabad District Youth leadership- Orientation Camp’ organized by Post Graduate NSS Unit of Dr. B.A.M.U., Aurangabad from 16 to 28 January 2018.
- Mr. Kasim Shaikh, NSS Volunteer participated State Level NSS Camp ‘Youth for health conservation’ organized by S.S. Jaiswal College Gondia.
- A Special NSS Camp in association with Lokseva College and Pandit Jawaharlal Nehru College was organized at village Georai (Kuber) Tq. and Dist. Aurangabad from 27th December 2017 to 02nd January 2018. ‘Green village Clean village’ was the theme of NSS Special Camp. In this Special Camp environmental and social activities such as tree plantation, water conservation, cleanliness, health check-up camp, educational survey and repairing of roads were organised.

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.	516	1) LED Projector-05 2) Desktop-20	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	19.57	7.1	UGC	--
Others				

4.2 Computerization of administration and library

Library is automated partially with Software Lib-Man software.

4.3 Library services:

	Existing 2016-17		Newly added 2017-18		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7412	775903	411	41687	7823	817590
Reference Books	2953	1129223	98	18447	3051	1147670
e-Books	--	--	--	--	--	--
Journals	426	279217	32	36765	458	315982
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	39	--	01	--	39	--
Others (Specify) Atlas Maps	24	4500	08	--	24	4500
Other Books	--	--	--	--	--	--
Total No. of Titles	7982	--	517	--	8499	--

4.4 Technology up gradation (overall)

	Total Computer	Computer Lab	Internet	Browsing Centre	Computer Centre	Office	Department (Computers)	Others (Computers)
Existing	38	24	Broad Band 10 MBPS Speed.	01-Library	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 • IQAC-01
Added	20	00	--	--	--	01	Commerce-12 Library-06 Zoology-01 LED Projectors <ul style="list-style-type: none"> • Micro-01 • Chemistry-01 • Physics-01 • Zoology-01 • Computer-01 	--
Total	58	24		01	01	09	27	02

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	0.25
ii) Campus Infrastructure and facilities	1.7
iii) Equipments	0.15
iv) Others	0.55
Total:	2.65

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 2017-18 has been prepared.

IQAC suggested the Committees and Departments to conduct the 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 English, Commerce, Urdu, History, Political Science, Commerce, Botany, Chemistry, Microbiology and Zoology.
- 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.
- IQAC organized lectures on career guidance and job opportunities.
- IQAC organized a lecture on ‘Revised guidelines for NAAC Reaccreditation’.
- IQAC organized a Guest lecture on ‘New format of PBSA and API score.’

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
1257	172	02	--

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

(c) No. of international students:

Men	No	%	Women	No	%
	798	55.77		633	44.23

Last Year 2016-17 (U.G. & P.G.)								Current year 2017-18 (U.G., P.G. & Ph.D.)							
General	S C	S T	NT	OBC	SBC	Physical ly Challen ged	Total	Genera l	S C	S T	NT	OBC	SBC	Physically Challenged	Total
1770	01	00	02	21	--	--	1794	1416	02	00	01	12	--	--	1431

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
05	<ul style="list-style-type: none"> A guest lecture by Prof. A.M. Deshmukh on ‘Careers in Microbiology’ was organized on 09/07/2017 by Department of Microbiology. 	35
	<ul style="list-style-type: none"> Department of Commerce organized a lecture on ‘Career Orientation’ by Dr. Qureshi Riyaz, Director, Millenium Institute of Management, Aurangabad. A lecture was organized on 12/07/2107 	44
	<ul style="list-style-type: none"> Guest lecture on ‘Career Opportunities in Life Sciences by Dr. Nitin Adhature, Assistant Professor, Department of Microbiology and Biotechnology, Vivekanand College, Aurangabad on 18/01/2018. 	35
	<ul style="list-style-type: none"> A lecture on ‘How to face Personal Interview’ by Colonel L.K.Tiwari. He spoke on various ways to face the personal interviews in different places like UPSC, MPSC, Selection Board and Corporate Sector. 	15
	<ul style="list-style-type: none"> A guest lecture on ‘Career Opportunities in Defence Sector’ was organized by IQAC on 07/02/2018. The lecture was delivered by Colonel L.K. Tiwari. He spoke in detail about various opportunities available in Defence Sector 	32

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
--	--	--	09

5.8 Details of Gender Sensitization programmes

- Internal Complaint 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.
- Dr. Sangeeta Sutar participated in workshop on ‘Sexual Harassment of women at work place’ organized by Tarabai Shinde Women Studies Center, Dr. B.A.M.U. Aurangabad on 13/01/2018.
- Dr. Sangeeta Sutar and Dr. Nishat Parveen participated in workshop on ‘Sexual Harassment of women at work place’ organized by Tarabai Shinde Women Studies Center, Dr. B.A.M.U., Aurangabad on 19/03/2018.

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	15	2,44,275/-
• EBC	244	--
• Minority	558	--

Financial support from other sources • Student Aid Fun	57	25,600/-
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 and Dental 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 encourages 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.
- Eleven 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.
- Printed Journals, Magazines and CD's are available for Students and Faculties.
- Newspapers in Marathi, Hindi, Urdu and English are available in Reading Room for Students and Faculty.
- College Library is fully computerized with Lib-Man Software.
- It has internet broad band connected Two 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.
- The college encourages research work and publication through Research Journals bearing ISSN & ISBN.
- The college 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 article 30(1) 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. 5,00000/-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. 3,00,000/- 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 2017-2018, 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. It was aimed at making students aware of the fundamental concepts in the subjects.
- Spoken English crash course was organized for undergraduate students of all faculties in the month of July.
- Training was imparted by the faculty of English. Students acquired listening, reading, writing and speaking skills during the Course. 115 students were participated in the Course.
- Group discussion of B.A. IIIrd year students on ‘British Literature and Indian writing in English’ was conducted. 51 students participated in group discussion.
- Service course on ‘Communication Skills’ was organized for post graduate students. 26 students participated.
- Career Guidance camp was organized on 06 January 2018. Prof. Mohd. Tilawat Ali, Founder President, RECWS, delivered a talk on ‘Career Avenues’. B.A. III year students participated actively.

- Seminar on 'Role of Technology in Teaching Literature' was organized on 03 February 2018. B.A. III year students presented their papers. Prof. Shaikh Irfan, Department of English, Kohinoor College, Khultabad assessed the performance of the students.
- A guest lecture on 'Literature in Present Context' by Dr. Hameed Khan, Former Professor, Department of English, Dr. BAMU, Aurangabad and Director, Maulana Azad Chair was organized on 03 March 2018. He emphasized the significance of Literature in present times. He pointed that Literature is a cultural carrier and can provide solutions to the present maladies.
- Projects were assigned to the students of B.A. III year, M.A. I and II year.

Department of Arabic:

- Speech competition for students on 04 November 2017 was organized, 32 students participated.
- Essay writing competition was organized on 06 November 2017. 13 students participated.
- A guest lecture on 'Arabic Language and its Importance' by Dr. Khalil Tumandar, from Canada was organized on 13 November 2017.

Department of Urdu:

- A bridge course of one week from 26 June to 01 July 2017 for the students of B.Sc. I year was conducted.
- Group Discussion of B.A. II and B.A. III year students were organized on 24 July 2017, 19 September 2017 and 27 December 2017.
- Study tour to Historical places of Daulatabad and Khultabad for B.A. and M.A. Urdu students was organized on 15 February 2018.
- Student's class seminar for B.A. I Year optional students was organized on Novel 'Umrao Jaan Ada'. on 20 February 2018.

Department of Hindi:

- ‘Hindi Sapthah’ a seven days programme for Hindi language was organized in the month of September 2017. Students participated in poem reading programme. They also prepared wall paper on topic ‘Hindi language’. On 18th September 2017 a lecture on ‘ Importance of Hindi in different sectors’ by Dr. Sahabuddin Shaikh, Principal, Lokseva College, Aurangabad was organized.

Department of History:

- A bridge course of one week for B.A. I year students was conducted in the month of July.
- Student’s class seminars for B.A. I, II and IIIrd year was organised on 23, 24 and 26 August 2017.
- Study Tour to visit historical place Ajanta Caves was organized on 08th January 2018.
- Guest lecture on ‘Malik Ambar-Founder of Aurangabad city’ by Dr. Abdullah Chause was organized on 03rd March 2018.
- Remedial teaching was conducted for slow learners and advanced learners.
- Group discussion for students was organized.

Department of Economics:

- A bridge course of one week for B.A. I year students was conducted in first week of July 2017.
- Students of Economic department, Miss Ansari Sumaira Shirin and Miss Shaikh Alfiya Nousheen B.A.III won First Prize (Topic: Poverty in India) and Miss Huzaifa Zahan B.A. I year received consolation prize (Topic: Swach Bharat Abhiyan) in University level Wall Paper and poster competition organized by Shivchatrapati College, Aurangabad on 22/08/2017.
- B.A. III year students Miss Ansari Sumaira Shirin and Miss Shaikh Sana Kausar received consolation prize in state level article competition on value education organized by Shivchatrapati College, Aurangabad on 09 September 2017.
- Miss Sumaira Shirin and Mr. Shaikh Mudassir Galib participated in state level elucation competition organized by Shivaji College, Kannad, on 05 October 2017.

- Economic Quiz was conducted for the students of B.A. I, II and III year on 13 October 2017.
- B.A. III year students Miss Shaikh Alfiya Nousheen and Miss Asma Sayyed participated and received Third Prize in state level research paper presentation competition, organized by Shichatrapati College, Aurangabad on 20 January 2018.
- Miss Shaikh Alfiya Nausheen and Miss Ansari Sumaria Shireen participated in 'Avishkar' organized by 'Aviskar Cell, Dr. B.A.M.U. Aurangabad' on 23 -25 January 2018.
- Miss Shaikh Alfiya Naushin and Miss Asma Begum of B.A. III year participated and received First Prize in Sate Level 'Research Project Writing' competition organized by Shivaji College, Kannad on 29 January 2018.
- Group discussion on 'Central Budget-2018 of B.A. II and III year was organized on 05 February 2018.
- Student's class seminar was organized for B.A. I, II and III year on 23 February 2018.
- Remedial teaching was conducted for slow learners.
- Annual Projects have been assigned to B.A.III year students on different topics of Economics.

Department of Political Science:

- A bridge course of one week for B.A. I year students was conducted at the beginning of Academic Year.
- A visit of B.A. I year students to the College Library was arranged on 07 October 2017.
- 'Constitution Day' was celebrated on 26 November 2017. Prof. Maimanat Jahan Ara guided to the students.
- Department of Political Science along with Department of Sociology organized a visit of students to Paithan open Jail and Jaikwadi Dam, Paithan on 22 January 2018.

- Student's class seminar was organized on 18th and 20th February 2018 for B.A. II and III year students. A total of 13 students participated in seminar.
- Group discussion of B.A.III year students was organized on 'Indian Constitution and Indian Political thinkers'.
- Projects on Fundamental Rights of Constitution, Indian Constitution and Indian Political thinkers was given to students.

Department of Sociology:

- Student's class seminars for B.A. III year students was organized on 16th and 18th August 2017. 10 students participated in seminars.
- A study tour to Paithan Open Jail was organized on 22 January 2018, to observe day to day activities of the Prisoners. Students also observed migratory birds from Jaikwadi Dam of Paithan.
- A guest lecture on 'Career Development' by Dr. S.P.Khillare was held on 10 March 2018. Dr. Khillare discussed about Jobs and Opportunities in Social field.
- Student of Sociology Department, Mr. Shaikh Naveed Shaikh Nawaz secured VIth rank in merit list of B.A. examination of Dr. B.A.,M.U., Aurangabad, held in March/April 2017.

Department of Commerce:

- A Bridge course of one week for the students of B.Com Ist year was conducted from 24 -29 July 2017
- A guest lecture by Dr.Mushtaq Ahmed, Assistant Professor, Department of Management Science, Ministry College of Oman on 'Career Path' was organized on 19 July 2017.
- Department of Commerce signed M O U with Royal Bakers and Confectioners Pvt. Ltd. Aurangabad, on 12 August 2017.
- A talk on 'Career Orientation' by Dr. Qureshi Riyaz, Director, Millennium Institute of Management, Aurangabad was organized on 12 August 2018.

- A Guest lecture on 'Talk on Tally' was organized by Dr. Bilas Sakaram, Assistant Professor, Deogiri College, Aurangabad on 23 August 2017.
- A Guest lecture by Mr. Sanjiv Rai on 'Best from Waste' was organized on 23 September 2017.
- Remedial teaching was conducted for slow learners from 03 to 07 October 2017.
- A Guest lecture on 'E- Commerce opportunities and challenges' by Dr. Daulatrao Golekar, Assistant Professor, Deogiri College, Aurangabad on 20 January 2018.
- A Guest lecture by L.K.Tiwari, Col. (Rtd.) on 'Career Guidance' was organized on 30 January 2018.
- Student's class seminar for B.Com. II and III year was organized on 01 February 2018.
- A Guest Lecture on 'Management Accounting' by Mr. Zaidi Ali Adnan, Assistant Professor, RSIM, Aurangabad.

Department of Botany:

- A bridge course of one week for the students of B.Sc. Ist year was conducted from 10 to 15 July 2017.
- 02 students of B.Sc. IIIrd Botany, Miss Shaikh Wajeeha Naaz, and Miss Syeda Mazeena participated and presented a poster on 'Biodegradable Plastic'. The exhibition was organized by IQAC, Shivchhatrapati College, Aurangabad on 19 September 2017.
- A field visit to Bajara Research Station, Agricultural Research Centre located at Aurangabad and affiliated to Marathwada Agricultural University, Parbhani was organized on 07 October 2018. Students collected specimens of plants and plant disease samples.
- Group discussions on Exam oriented preparation and University question paper pattern was held on 13 October 2017 was organized for B.Sc. I year students.

- 'Bio-World' a wall magazine was prepared by students of Botany Department. In Bio-World students contributed their articles on topics such as biodiversity, B.T. cotton, sustainable agricultural development, importance of forest, water conservation, effect of oxytocin on human being and solar energy. Prof. Mohd. Tilawat Ali, Founder President, RECWS, Aurangabad inaugurated the wall magazine on 03 February 2018.
- An Essay writing competition was organized on 08 February 2018, for the B.A., B.Com and B.Sc. (I, II and III year) students. Topics of Essay writing were
 - i) Environment conservation
 - ii) Water harvesting
 - iii) Organic farming

A total of 26 students participated. The following students turned out to be the toppers.

 - i) 1st Prize- Miss Shaikh Sharmin- B.Sc. II year
 - ii) 2nd Prize- Miss Huzaifa Jahan- B.A. I year
 - iii) 3rd Prize- Mr. Mirza Ilyass Baig- B.A. I year
- Student's class seminar was organized on 23 February 2018 for B.Sc. III year students
- Memorandum of Understanding between Department of Botany, Sir Sayyed College, Aurangabad and Department of Botany, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad was signed on 28 February 2018. A M O U is signed for exchange of knowledge, research ideas and faculty exchange programmes, jointly organization of various programmes like guest lecture, student's seminar, training programmes for faculties and students. It is also decided to work jointly for research work in plant sciences.
- A Guest Lecture on 'Plant wealth of India' by Prof. Arvind S. Dhabe, Head, Department of Botany, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad on 28 February 2018. Prof. Dhabe spoke about Biodiversity hot spots

of India, different biogeographical regions and role of medicinal plants in human life. A total of 30 students were present.

- A visit of B.Sc. III year students to Plant Tissue culture laboratory of Botany Department, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad was organized on 13 March 2018. Students have observed specimens of plants which have been developed through tissue culture technique mainly medicinal plants. Dr. Narayan Pandhure gave demonstration of tissue culture technique.
- Department of Botany has started a departmental library from the academic year 2009-2010. A total of 22 books in different areas of Botany are available for the students. Students take benefit of departmental library by registering their names in register. In the academic year 2017-2018 a total of 23 students availed facility of departmental library.

Department of Chemistry:

- B.Sc. III year student Miss Shaikh Safura Bano participated in University level Science Exhibition organized by Shivchhatrapati College, Aurangabad on 19 September 2017. She presented a model on Synthetic Drugs.
- An Industrial visit of B.Sc. II Year and B.Sc. III Year students was organized to Wockhardt Research Centre, Aurangabad on 05 September 2017.
- Student of B.Sc. I year Mr. Israrul Haque and B.Sc. III year student Miss Khan Shamshad Bano participated in College Science Exhibition which is held on 23 September 2017.
- B.Sc. I year Student Miss Saba Fatima Ahmed Khan participated in Avishkar 2017 organized by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad on 23 -25 December 2017. She has presented a poster on Fries Rearrangement.
- Student's class seminar on organic Chemistry was organized on 21 January 2018 for B.Sc. III year students.
- Group discussions of students on the selected topics of syllabus were organised on 02 February 2018.

Department of Computer Science:

- A bridge course of one week from 25th July to 30th July 2017 for the students of B.Sc. and B.C.S. Ist 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.
- Miss Uzma Rehan, B.C.S. II and Miss Siddiqui Ayesha, B.C.S. III participated in University level seminar on 'Neural Network and pattern recognition' organized by Dr. Rafiq Zakaria College for Women on 07 October 2017.
- Student's seminar for the students of B.Sc. I, II year and B.C.S. I and III year was conducted on 13 January 2018
- Student's seminars were arranged for B.Sc. and B.C. S. IIIrd year and B.Sc. IInd Year students.
- Project work was allotted to B.Sc. and B.C. S. IIIrd year and B.Sc. IInd Year students.
- Mr. Mohd. Taseque, Mr. Shaikh Wajid and Mr. Faisal Bin Mubarak B.C.S. I year participated in course on Android Mobile application conducted by MIT College, Aurangabad on 27 January 2018.

Department of Microbiology:

- A bridge course of one week from 03 to 11 July 2017 for the students of B.Sc. I year was conducted.
- A guest lecture by Prof. A. M. Deshmukh on 'Careers in Microbiology' was organized on 09 July 2017. Prof. Deshmukh explained jobs and opportunities in Microbiology. A total of 35 students were present. On the same day Students unit of Microbiology was inaugurated by Prof. Deshmukh.
- On 07 August 2017 Prof. A.M.Deshmukh delivered a virtual lecture on 'Genetically Modified Crops'. 25 students of B.Sc. II and III year were present.
- Students of Microbiology department actively participated in University level poster presentation competition held in Shiv Chhatrpati College, Aurangabad on 19

September 2017. Students also actively participated in Science Exhibition of College held on 23 September 2017 and won I, II and III Prizes.

- 31 students of B.Sc. I, II, III year participated in state level Microbioolympiad conducted on 09 January 2018.
- A visit of B.Sc. I, II, III year students to Microbiology Laboratory of Vivekanand College, Aurangabad was organized on 09 January 2018. Students learned working of PCR. Dr. Nitin Ardhpure demonstrated working of Biogas plant. A total of 30 students were present.
- Microbiology students unit organized social rally to create awareness about day to day applications of Biotechnology in human life on 26 January 2018.
- Parents and teacher meet was held on 03 February 2018. The purpose of this meet was to aware the parents about progress of their wards.
- 09 students of B.Sc. III year participated in one day workshop on molecular Biology for hand on training in r-DNA technology, organized by Govt. College Aurangabad on 10 February 2018.
- An Industrial visit of B.Sc. II and III year was arranged to Mahanand Doodh Dairy for practical demonstration of milk processing on 16 February 2018. 25 students were present.
- Remedial teaching was conducted for slow and advanced learners.
- Student's class seminar for B. Sc. III year students was conducted.

Department of Physics and Electronics:

- Remedial teaching was conducted as per time table.
- A visit to Maharashtra Trade Fair at Kalagram, organized by Chikalthana, MIDC on 06 January 2018. 12 students of B.Sc. III participated.
- B.Sc. III year students Mr. Shah Shahzed and Miss Quadri Maziya participated in state level Science project competition on 30 January 2018 organized by Shivaji College, Kannad.

Department of Zoology:

- A bridge course of one week was conducted at the beginning of academic year for the students of B.Sc. I Year.
- B.Sc. II year students Miss Khan Asma and Miss Maniyar Yasmeen participated in the intercollegiate poster presentation competition held at Shiv Chhatrapati College, Aurangabad on 19 September 2017.
- Students of the department actively participated in Science Exhibition held in Sir Sayyed College, Aurangabad.
- A field visit to Bajara Research Centre, Aurangabad was organized for the students of B.Sc. III year on 07 October 2017. Students collected, observed and preserved the agricultural pests. 18 students participated.
- The students of the department prepared a wall paper on recent development in the field of animal science.
- A guest lecture on 'Sericulture' by Prof. C.V. Hiware, Head, Department of Zoology, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad on 20 February 2018 was organized.
- Student's class seminar was conducted for B.Sc. I, II and III year students.
- Remedial Coaching was conducted as per time table.

Sports

- College Foot Ball team got second position in intercollegiate tournament.
- Our college student Mr. Siddiqui Shadab, Mr. Majid Siddiqui selected in interuniversity tournament of Football of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. The tournament was held at Jabran Lakecity University, Bhopal. from 22-28 December 2017.

Library:

- Library of Sir Sayyed College organized a book exhibition on 15th October 2017 to celebrate 'Reading Motivational Day' on the occasion of Birth Anniversary of Former President Bharat Ratna Dr. A.P.J. Kalam. On this occasion students read selected passages of Books. They also read Autobiography of Bharat Ratna Dr. A.P.J. Abdul

Kalam. Prof. Shaikh Ateeque Usman, guided the students on importance and benefits of reading. 33 students participated.

Student Core Committee:

- A guidance lecture by Dr. Mazhar Farooqui, Dean, Faculty of Science and Technology, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad was organized for the students on 27 January 2018. He spoke on how to achieve the success in University Examinations.

Career Guidance and Placement Cell:

- A Memorandum of Understanding with Iqra technologies, Aurangabad and Career Guidance and Placement cell, Sir Sayyed College, Aurangabad was signed on 30 June 2017. MOU is signed with the objectives to train the students in the field of ICT and Computer based digital projects.
- A visit of the students to Maharashtra Trade Fair, Kalagram, Chikalthana, Aurangabad was organized on 06 January 2018, to observe different tools, equipments required for industries.
- Guidance lecture on 'Opportunities to fresh Graduates' by Col. (Retd.) K.L.Tiwari, was organized on 16 January 2018.

Discipline and Anti-ragging Committee:

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

Health and Hygiene Committee

- On 14 September 2017 Eye care Awareness Camp was organized at Sir Sayyed College. The Health and Hygiene Committee and Contacare Eye Hospital, Jointly organized an Eye care awareness rally. Prior to the rally expert Eye Surgeon Dr. Pradeep Deshpande examined the students and guided them. He delivered a lecture on 'Eye disease and precautions to be taken'. 45 students participated.
- On 24 February 2018 Dental Check-up Camp was organized by Health and Hygiene Committee in association with Shree A. D. Badwe Sevabhavi Sanstha, Aurangabad. Dr. Aniket Badwe delivered a lecture on 'Dental Hygiene'. The lecture was followed by Dental Check-up camp. 32 students participated.

Science Forum

- Science Forum organized College level Science Exhibition on 23 September 2017 for the students of B.Sc. I,II and III year. 30 students participated. Prof. Sahera Nasreen, Govt. Institute of Science, Aurangabad and Dr. Shaikh Rage, Govt. College, Aurangabad

assessed the projects and posters. Cash prizes with certificate were distributed to the winners.

- B.Sc. III year students Miss Safura Bano, Mr. Shaikh Mahboob and Miss Shamshad Begum participated in University level Science Exhibition on 29 September 2017, organized by Shiv Chhatrapati College, Aurangabad.
- Our College B.Sc. students Miss Shaikh Saleha Yousuf, Miss Shaikh Alliya Nausheen, Miss Ansari Sumaira and Miss Sabha Fathema actively participated in Avishkar, 2017 organized by Dr. Babasaheb Ambedkar Marathwada University Aurangabad, from 23 - 25 December 2017.

Staff Study Circle

- In this academic year Staff Study Circle for teachers of the College has been established with the following objectives:
 - i) The teachers of the College delivers the lectures on the topics of contemporary relevance.
 - ii) Teachers also share ideas pertaining to their research work.
 - iii) Teachers contribute to the existing corpus of knowledge and research.

Staff study circle has organized two lectures in the academic year 2017-2018.

- Dr. Abdul Rasheed Khan Nedvi Madni, Department of Arabic, delivered talk on the topic 'Morality in the light of Holy Quran' on 27 January 2018.
- On 28 February 2018 Dr. Vasiulla Pathan, Department of Commerce presented a research paper on the topic 'Income Tax'.

Alumina:

Alumina meet was held on 18 February 2018 in college. In meeting it was decided to participate in curricular and co-curricular activities of College.

Extra-Curricular

- | |
|--|
| <ul style="list-style-type: none">• 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.

Plans of Institution for next year

- To continuously organize various curricular and co-curricular activities for students.
- To continue Bridge Course and Remedial teaching.
- To set up computer lab for commerce and language laboratory.
- To register Alumni Association and Student Aid fund in Charity Commissioner Office.
- To encourage faculty to submit Minor and Major Research Projects.
- To encourage faculty to create linkages (MoUs) with academic institutes, industries and non-governmental organizations.
- 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 in interdisciplinary research.



Dr. Milind J. Jadhav

Signature of Coordinator of IQAC



Dr. Shaikh Kabeer Ahmed

Principa
Sir Sayyed Colles
Aurangabad

Signature of Chairperson of IQAC



Annexure-I

Academic Calendar 2017-18		
Sr.No.	Annual Planning	Date
1.	First Term	16/06/2017 to 14/10/17
2.	College Reopening day & Staff Meeting	15/6/2017
3.	Meeting of IQAC with Staff Members	15/06/2017
4.	Admission to all undergraduate courses	15/06/2017 to 20/7/2017
5.	Submission of Departmental Time-Table	17/08/2017
6.	International Yoga Day Celebration	21/06/2017
7.	Commencement of Teaching	22/06/2017
8.	Founder President's & Principal's Address to the students	04/07/2017
9.	Bridge course for F.Y. Students	1st Week of July
10.	World Population Day	11/07/2017
11.	NSS Registration	27/07/2017
12.	Class Test	11/08/2017
13.	Independence Day Celebration	15/08/2017
14.	Student's Council	22/08/2017
15.	University Foundation Day (Special Programme)	23/08/2017
16.	Teachers Day	05/09/2017
17.	World Literacy Day (Essay/Elocution/Debate)	8/09/2017
18.	Syllabus Progress Report	16/09/2017
19.	Activity Week (Guest lecture, Lecture Series etc.)	18/9/2017 to 22/9/2017
20.	College Foundation Day	23/09/2017
21.	Gandhi Jayanti (International Non-Violence Day)	2/10/2017
22.	Syllabus Completion Report	10/10/2017
23.	End of First Term & Staff Meeting	15/10/2017
24.	Winter Vacation	16/10/2017 to 5/11/2017
25.	Reopening of College & Staff Meeting	6/11 /2017
26.	Term End Exam (UG/PG)	6/11/2017 to 01/11/2017
27.	AIDS Awareness rally by NSS (World AIDS Day)	1/12/2017
28.	Second Term Effective Teaching Period	2/12/2017 to 31/03/2018
29.	Commencement of Classes	2/12/2017

28.	National Integration Day	18/12/2017
29.	NSS Camp	26/12/2017 to 01/1/2018
30.	Activity Week (Industrial Visit, Seminar Exhibition)	08/01/2018 to 13/01/2018
31.	University Renaming Day	14/01/2018
32.	Republic Day	26/01/2018
33.	World Science Day (Various Scientific Programmes)	28/02/2018
34.	Second Term Examinations	22/03/2018 to 20/04/2018
35.	World Health Day	07/04/2018
36.	Dr. Babasaheb Ambedkar Jayanti Celebrations	14/04/2018
37.	Staff Meeting (Last Working Day)	30/04/2018
38.	Maharashtra Day (Flag Hoisting)	17/05/2018
39.	Summer Vacation	2/05/2018 to 14/06/2018 (Both Days Inclusive)

Annexure-II

STUDENTS FEEDBACK ANALYSIS OF TEACHERS REPORT (2017-2018)

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 = 200
- Total number of teachers assessed= 20
- 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 2017-2018

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

PARENTS FEED BACK REPORT 2017-2018

Parent's feed back analysis was carried out, feed back forms were given to the parents. They were asked questions on different aspects.

- Number of Parents involved in the feedback process = 46
- The feed back can be summarised as follows
 - 1) The parents are satisfied with the quality of the teaching in the College.
 - 2) They observed that it is well disciplined College especially for girls students.
 - 3) Admission process is good.
- Following suggestions were also given by the parents
 - 1) Development of laboratories and addition of equipments.
 - 2) Space and number of books in the library should be increased.
 - 3) They also suggested to take guest lectures on personality development.
 - 4) Canteen facility should be provided.
 - 5) Number of notice board be increased and should be in good condition.
 - 6) Placement cell should be more functional.

Rahber Educational, Cultural & Welfare Society's

Sir Sayyed College of Arts, Commerce & Science Aurangabad

PARENTS FEED BACK FORM

ACADEMIC YEAR 2017-2018

Name: _____ Age: _____

Address: _____

Occupation: _____

- 1) Whether the admission process in the College is fair and accurate: Yes/No
- 2) Does your ward regularly inform about her/his performance: Yes/No
- 3) Are you satisfied with the quality of teaching offered by the College:
Yes/No
- 4) Is the Employability given focus in the curriculum design: Yes/No
- 5) The discipline in the College is Good: Yes/ No
- 6) What would you suggest for the betterment of College Laboratory &
Library?

- 7) Which step you think should be taken by College for Personality
development of the Students?

- 8) What is your opinion about office work?

- 9) Which measures should be taken by the College for the safety of girl
students?

- 10) Any other suggestion

Signature of the Parent