



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SIR SAYYED COLLEGE OF ARTS COMMERCE AND SCIENCE , AURANGABAD
Name of the head of the Institution	Dr. Shaikh Kabeer Ahmed
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02402313876
Mobile no.	9923388668
Registered Email	sirsayyedcollege@rediffmail.com
Alternate Email	iqacssca@gmail.com
Address	Post Box 89, Roshan Gate, Aurangabad-431001 (M.S.)
City/Town	Aurangabad
State/UT	Maharashtra
Pincode	431001
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Milind Jaganath Jadhav
Phone no/Alternate Phone no.	07558464295
Mobile no.	8698097062
Registered Email	dr.mjjadhav@gmail.com
Alternate Email	surendratakale@gmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.sirsayyedcollege.org/IQAC/AQAR/AQAR_2017-2018.pdf

4. Whether Academic Calendar prepared during the year			Yes		
if yes, whether it is uploaded in the institutional website: Weblink :			http://sirsayyedcollege.org/IQAC/Academic-Calendar/2018-2019.pdf		
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	73	2004	03-May-2004	02-May-2009
2	C	1.83	2013	05-Jan-2013	04-Jan-2018
6. Date of Establishment of IQAC			01-Dec-2012		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC				Date & Duration	Number of participants/ beneficiaries
IQAC in Association with Department of Urdu organized Guest lecture for students on				06-Sep-2018 01	44
Department of Chemistry has organized one Day workshop for students of B.Sc. & M.Sc. on				19-Sep-2018 01	50
IQAC organized guest lecture for teaching & non-teaching staff on				23-Mar-2019 01	30
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.					
Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
No Data Entered/Not Applicable!!!					
No Files Uploaded !!!					
9. Whether composition of IQAC as per latest NAAC guidelines:			Yes		
Upload latest notification of formation of IQAC			View File		
10. Number of IQAC meetings held during the year :			4		
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website			Yes		
Upload the minutes of meeting and action taken report			View File		
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?			No		
12. Significant contributions made by IQAC during the current year(maximum five bullets)					

1) Improvement in Academic activities and students' results. 2) Feedback from stakeholders were collected, analysed and used for Academic improvement. 3) Strengthening the Alumni Cell. 4) Guest lecture for students and teachers were organized. 5) Workshop for Graduate and post graduate students of Chemistry was organized. 6) Parent teacher meet was organized. 7) Workshop on ICT techniques was organized for teaching staff. 8) Workshop on MS office Tools for nonteaching Staff was organized. 9) Lecture on health and hygiene was organized for nonteaching staff.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Formation of IQAC as per Revised Accreditation Framework	IQAC was reconstituted as per the guidelines of Revised Accreditation Framework.
Organization of Guest lecture/training program for Teaching & Non Teaching staff	IQAC organized guest lecture for teaching & Non Teaching staff of the college on Academic Audit
To submit minor/Major research projects to funding agencies.	Minor research projects from Dr. BAMU were sanctioned to three teaches of the college
Organization of workshop	Workshop for graduate and post graduate students of chemistry was organized by department of Chemistry
Focus on Teaching & Evaluation	Students were informed about college rules, finances & scholarship. Bridge course for first year students were organized by each and every department. Increased in use of I.C.T. techniques. Guest lectures were ornanized by various department of the college. Industrial visits, field trips and excursions were organized by science departments. Intra- college competitions organised by physical education department. Mid- semester test and result analysis carried out. Advance teaching plan submitted by every teacher before the semester.
Feedback from stakeholders	Feedback forms were updated and feedback was collected from all the stakeholders, report is prepared and submitted to the Principal for corrective measures to be taken
Update Website	Website has been redesigned and updated with latest information.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Development Committee	24-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission	2019
Date of Submission	03-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System Sir Sayyed College of Arts, Commerce Science maintains MIS. The MIS in the institution plays vital role in the management and generation of information, communication and administration as well as other operations of the institution. E based system is available for the following: • Admission process. • Online Examination Facilities (Examination Calendar, Online ATKT Form Filing, Online Results, Exam Time Table, Passing Standards, Unfair Means) • Academic and administrative work is made easy with the help of the MIS. Library is partially automated and functions through automated LibMan software. Information Technology resources refer to all computers and communication facilities, service and resources including but not limited to networking devices, email service, wireless devices and any associated peripherals and software that are owned, managed maintained by the College. The basic elements of information are as follows. Hardware: College uses number of computers and printers in different departments. College has core i3 and core i5 Computers. Different operating systems i.e. windows XP, 7, 8 and 10 are used. All the computers of college are interconnected by Local area network (LAN). LAN uses CAT6 cables for its operation. WiFi connectivity is available. The campus of college is under CCTV surveillance with 24 cameras. There is computer lab for B.Sc. (Computer Science) and Commerce. Two Broadband Internet connectivity line with 100 10 Mbps Speed are available. College also has two Xerox machines. Software: College uses different softwares for different areas of operations. There are different softwares like Tally. Windows 7 8 is used for official use. The database of MIS is used for retrieving information required for AISHE, UGC, NAAC, State Government etc.</p>

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Sir Sayyed College of Arts, Commerce and Science, Aurangabad is affiliated to Dr. Babasaheb Ambedkar University, Aurangabad. The relevant Curriculum is framed by the University. Some of our faculty members are also involved in the syllabus framing process. The Institute adopts a systematic approach for effective curriculum implementation as given below. The University publishes an academic calendar at the beginning of every academic year, based on this academic calendar the IQAC committee prepares the college academic calendar having a prior discussion with Heads of the department. It is then distributed to the departments. The Time Table Committee prepares Time-Table of the college. HOD of the respective subjects allocates the paper for teaching to the teachers as per area of interest. Every faculty member prepares a teaching plan of his/her subject in accordance with the Institute academic Calendar and University Syllabus. Most of the students taking admission in our college come from Urdu/Marathi medium schools and hence find it difficult to understand the subject as all in English, so all the departments have designed a one week bridge course of their subject, wherein they understand the level of the

students and also explain them by translating some topics so as the students understand it properly. The lecture is daily monitored by the Principal and even a teaching diary is maintained which is regularly checked and signed by the concerned head. Faculty members maintain course file having Course Objectives, Course Outcomes, Individual time-Table, teaching Plan, Assignments, Test Marks, University Question Papers, Student Attendance, and teaching notes. The curriculum completion report is submitted to the Heads after the teaching term is over. If there are any time constraints to complete the syllabus, extra classes are taken by the teachers and the syllabus is completed. Co-curricular activities are also considered equally important by the faculty members so as the students take interest in the subject and understand it properly. The teachers submit the reports of the co-curricular as well as extracurricular activities time to time along with the event photographs to the IQAC office. Lab Manuals are prepared by faculty for the respective subject practical. Classroom teaching is supplemented by seminars, projects, guest lectures, industry, Educational and field visits. The faculty members are also encouraged by the management to attend subject related Workshops, seminars so as to keep themselves updated with the Latest Development in the subject. Faculty members adopt innovative teaching practices like ICT based teaching methods, using models and simulations, video lectures, etc. The college has well-equipped library and laboratories to help faculty members for effective delivery of the curriculum. LCD projectors are made available in some classrooms for effective teaching. Continuous assessment of the term work is done. Parents are involved in the education process of their Wards keeping them informed regarding their attendance and by holding a parent, teacher meet. Student's feedback is taken to assess the teaching-learning process.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate course in Computer Hardware Maintenance Networking	--	16/07/2018	90	Nil	Networking and Hardware maintenance
Communication Skill in English	--	12/07/2018	90	Nil	Communications in English
Computerized Accounting	--	07/12/2018	90	Nil	Develop accounting Skills
Certificate course in Ecology concepts and applications	--	14/12/2018	90	Nil	Environment protection and conservation skills

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	00	Nil

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1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	English Compulsory ,S.L Urdu, Arabic, Hindi, Eng , Financial Account I ,Business Math's statics ,	15/06/2018
BCom	English Compulsory , S.L Urdu, Arabic, Hindi, English, Financial Account I, Business Math's & statics, Business Organization & Management, Business Communication & I.T Application, Elective - Entrepreneurship Development II	28/11/2018
MCom	Statistical Analysis, Managerial Economics, Corporate	19/07/2018

1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	73	Nil

1.3 - Curriculum Enrichment

1.3.1 - Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Communication Skills in Arabic	01/12/2018	20

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Arabic	14
MCom	Management	16
BA	Arabic	13
BA	Urdu	17
BA	English	15
BA	Political Science	6
BA	Economics	2
BA	Histroy	10
BA	Sociology	5
BBA	Management	3

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The college has a feedback system from all these stakeholders such as a student teachers alumni and parents. Feedback is taken annually from the students for subjects taught to them and the feedback is based on questionnaire. Students feedback on teachers was taken on the different aspects of teaching learning process such as conceptual clarity of teacher, communication skill of teacher, subject knowledge and overall performance of the teacher based on this performance of the teacher they are graded as poor, satisfactory, good and excellent the teacher whose performance need to be improved is called by the management and they are asked to make the improvement accordingly in their teaching. Feedback is taken from the parents of the students, for this parent meeting is conducted in the college and feedback is taken from the parents about the admission process, discipline in the college and whether the parents are satisfied with the quality of teaching in the college. The suggestions given by the parents is used to make the improvement in college administration and about the facilities provided to the students etc. Feedback also taken from alumni of the college for suggestions for further improvement regarding the educational environment, infrastructure facilities given to the student, library facility and also about the relevance of the curriculum in job and the usefulness of syllabus in getting advanced knowledge for career betterment. Feedback were also collected from the teachers about the scope and depth of syllabus, it's level of difficulty and its usefulness for getting advanced knowledge and career betterment. Feedback from the student about the curriculum is

also taken whether the curriculum taught is having applicability in real life in increasing the knowledge of the student.

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	NA	600	347	347
BCom	NA	480	229	229
BSc	NA	480	410	410
BBA	NA	120	33	33
BSc	Computer Science	120	72	72
MA	English	120	49	49
MA	Urdu	120	29	29
MA	Arabic	120	36	36
MCom	NA	120	42	42
MSc	Organic Chemistry	60	62	62

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2.2 - Catering to Student Diversity

2.2.1 - Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1129	218	37	10	Nil

2.3 - Teaching - Learning Process

2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
47	22	4	4	1	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system Students mentoring system is followed in the college. Institution has formed student's core committee which looks after the needs of the students and addresses their problems. The committee organizes guest lectures motivates the students. The committee councils the students from time to time and enables them to become competent and confident. The committee also resolves the psychological issues students face moreover week students are identify and given training. Moreover students from arts, commerce and science are allotted mentors. The list of the mentors and the student allotted to them is displayed on the notice board. The concerned students consult their respective mentors for their problems. Mentors belonging to the streams of arts, commerce and science are responsible for the overall development of these mentees. The student allotted approach their mentors to get their problems resolved. Mentors look after the needs of the students whether it is related to academics administrative financial or psychological issues. Mentors maintain the all these record and handed towards the in charge of the concert coordinator.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1339	37	1:36

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
49	47	2	10	31

2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Memon Ubed Yousuf	Assistant Professor	Swami Vivekanand International Honour Award-2018 by Jan Adhayan

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2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	NA	IV	04/05/2019	06/06/2019
MSc	Organic Chemistry	IV	30/04/2019	15/06/2019
MA	English	IV	05/05/2019	15/06/2019
MA	Urdu	IV	05/05/2019	15/06/2019
MA	Arabic	IV	05/05/2019	15/06/2019
BA	NA	VI	16/04/2019	01/07/2019
BSc	NA	VI	26/04/2019	23/06/2019
BCom	NA	VI	16/04/2019	20/06/2019
BBA	NA	VI	12/04/2019	18/06/2019
BSc	Computer	VI	12/04/2019	18/06/2019

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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Students are informed about the internal evaluation structure and its importance at the very beginning of every academic year. Internal evaluation has been given the weightage in the overall academic development of the students. Class tests are conducted with tutorials in both the semesters respectively. Class seminars and assignment play an important role in the evaluation process. Students are selected on the basis of their performance and toppers are guided through Students' Core Committee while slow learners are given remedial coaching. Active participations of the students is encouraged through group discussions, field tours, excursion and industrial visits. Study tours to various places make the students aware of the environment and new things. All these internal evaluation attempts improve the overall knowledge and the personality of the students.

2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Each year the college prepares academic calendar in the beginning of the academic year considering university academic calendar, which incorporates schedule of test and tutorial under CIE policy. The schedule of examination is also given in the academic calendar. Academic calendar helps the faculties and students to follow the schedule effectively. All the curricular and extra-curricular activities are mentioned in the calendar. The teaching staffs conduct test and tutorials as per the academic calendar.

2.6 - Student Performance and Learning Outcomes

2.6.1 - Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://sirsayyedcollege.org/pages/NAAC-PO-PSO-CO.html>

2.6.2 - Pass percentage of students

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Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
P-15	MSc	Organic Chemistry	22	Nil	00
P-15	MCom	NA	19	10	52.63
P-15	MA	Urdu	13	13	100
P-15	MA	Arabic	14	13	92.85
P-15	MA	English	15	6	40
P-14	BBA	NA	6	5	83.33
P-14	BSc	Computer	7	3	42.85
P-13	BCom	NA	25	16	64.00
P-13	BSc	NA	80	25	31.25
P-13	BA	NA	86	56	65.11

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2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.sirsayyedcollege.org/IQAC/SSS-2018-19.pdf>

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	450	Dr. BAMU, Aurangabad	0.35	0.17
Minor Projects	450	Dr. BAMU, Aurangabad	0.3	0.15
Minor Projects	450	Dr. BAMU, Aurangabad	0.25	0.12

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3.2 - Innovation Ecosystem

3.2.1 - Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Intellectual Property Rights (IPR)	IQAC	15/09/2018

3.2.2 - Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
00	00	00	Nil	00

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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	00	00	00	00	Nil

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
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Chemistry	1
Botany	1
English	1

3.3.3 - Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	5	6.26
National	English	2	1.7
National	History	2	5.5
International	Political Science	2	6.2
International	Botany	7	6.2
National	Botany	3	5.5
International	Microbiology	1	3.12
National	Microbiology	2	5.5
International	Physics	4	4.01
International	Chemistry	11	2.97

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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sociology	1

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3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Impact of Effective Communication on Positive Hierarchical Change	Dr. Durrani Farhat	Research Journey	2018	Nill	Nill	Nill
Shobha De's Socialite Evenings: Transition of a Modern Woman	Dr. Durrani Farhat	Research Journey	2018	Nill	Nill	Nill
Duskland(The Vietnam Project): Search for Order in Chaos(149-153)	Mohamed Ahmeduddin	Research Journey	2018	Nill	Nill	Nill
Racism in Andre Brink's Philida(77-81)	Mohamed Ahmeduddin	Research Journey	2018	Nill	Nill	Nill
A Review of Literature of Computer Assisted Translation	Shaikh Suhel	Language in India	2018	Nill	Nill	Nill

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3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Diatom Flora of Alkaline and Saline Water Habitat	Dr. Milind	Bioscience Discovery	2019	Nill	Nill	Sir Sayyed College,

	J. Jadhav					Aurangabad
Studying the Extent of Vitality and Endegerment of Mehri and Soqatri Languages	Shaikh Suhel	International Journal of English Languages and Literature in Humanities	2019	Nill	Nill	Sir Sayyed College, Aurangabad
A Review of Literature of Computer Assisted Translation	Shaikh Suhel	Language in India	2018	Nill	Nill	Sir Sayyed College, Aurangabad
Impact of Effective Communication on Positive Hierarchical Change	Dr. Durrani Farhat	Research Journey	2018	Nill	Nill	Sir Sayyed College, Aurangabad
Biotransformation of pyrazole Chalcones...	Dr Shaikh Baseer	International journal of Pharmacy and Biological Sciences	2019	Nill	Nill	Sir Sayyed College, Aurangabad
Growth of NH ₄ H ₂ PO ₄ Crystal in Urea Environment to Optimize Linear Nonlinear optical trades....	Dr Mohd Azhar	Optic Elsvier	2019	Nill	Nill	Sir Sayyed College, Aurangabad
Magnetic Field Induced Polarization and Magnoelectric effects in Na _{0.5} Bi _{0.5} TiO ₃	Dr Asif Karim	Elsvier Publication: Journal of Magnetism...	2019	Nill	5	Sir Sayyed College, Aurangabad

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3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	8	39	22	11
Presented papers	5	15	Nill	Nill
Resource persons	Nill	6	1	3

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3.4 - Extension Activities

3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Relief fund for Kerala	NSS Unit	4	Nill
Lokshahi pandharwada	NSS Unit BAM University	2	70
Samanta Shanti March on 06/12/2018	NSS Unit	2	60
World AIDS Day	NSS Unit Medical council department	2	30
Guest Lecture on "Me Aurangabad boltoy "	NSS Unit	2	Nill
Guest Lecture on "Me Aurangabad boltoy "	NSS Unit	2	Nill
Heritage conservation	NSS Unit Mahanagar Palika	4	Nill

Maha Swachhata Abhiyan	NSS Unit	2	Nill
NSS Day celebration	NSS Unit	2	70
NSS Special Camp On 15 to 21/12/2018	NSS Unit Sir Sayyed college Dr.BAM University, Aurangabad.	2	50

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3.4.2 - Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Power point competition	Ist IInd	Deulgaonraja Buldhana	2
State level Research project presentation	II Consolation	Shiv Chhatrapati college Kannad	2
Mooq Abhinay	Youth Festival 26 to 29/09/2018	Dr.BAM University	5
Kavya wachan	Youth Festival 26 to 29/09/2018	Dr.BAM University	1
Prashana manjusha	Youth Festival 26 to 29/09/2018	Dr.BAM University	2

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3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Girls Forum	Health Hygiene cell	Guest lecture on Health Hygiene	4	34
Girls Forum	Girls Forum	Gender Sensitization on 02/02/2019	6	9
Girls Forum	Girls Forum	Cooking Competition on 02/01/2019	4	Nill
Girls Forum	Girls Forum	Workshop on Tie Dye Paper bag making on 10/10/2018	5	Nill
Girls Forum	ICC	Guest lecture on Challenges infront of girls in colleges on 12/02/2019	3	43

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3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange	Students	Nil	02

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3.5.2 - Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
00	00	00	Nill	Nill	00

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3.5.3 - MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Dept. of Chemistry, Dr. Rafiq Zakaria College for Women, A'bad.	22/02/2019	Signing of MoU	4
Iqra Technologies, A'bad.	31/07/2018	Signing of MoU	6
Dept of English, Dr. Rafiq Zakaria College for Women, A'bad.	15/02/2019	Signing of MoU	4
Dept of Botany, Dr, B.A.M.U. A'bad.	28/02/2018	Workshop on plant Bioprospecting	43

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0.5	0.39

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing

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4.2 - Library as a Learning Resource

4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Lib-Man Software	Partially	Client server	2009

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7823	811298	55	7261	7878	818559
Reference Books	3051	1138529	24	10191	3075	1148720
Journals	458	315982	22	40435	480	356417
CD & Video	39	Nil	Nil	Nil	39	Nil
Weeding (hard & soft)	167	18584	Nil	Nil	167	18584
Others (specify)	24	4500	Nil	Nil	24	4500

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4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
00	00	00	Nil

No file uploaded.

4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	58	24	1	1	1	9	22	10	2
Added	0	0	1	0	0	0	0	0	0
Total	58	24	2	1	1	9	22	10	2

4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Inorganic chemistry	https://classroom.google.com/c/MzI0NzM4NTM2Nzla?cjc=rdk5r64
Module on English for Entrepreneurs	https://classroom.google.com/c/MzIyNTk0MDY4NDZa?cjm2u22uw
Module on Learning Language Skills	https://classroom.google.com/c/MzIzMjI4MTU0MDha?cjc=zijfgjz
Module on Literature in English (1800-2000)	https://classroom.google.com/c/MzI1NzU2ODExMjJa?cjc=numgiy
Module on English Language Teaching	https://classroom.google.com/c/MzI0MDI0NTY0NDJa?cjc=fgsbiib
Emulsion and its properties	https://drive.google.com/file/d/1hBur_zLWQ6kBGwtMKh9YvHaVAKAnnCq/view?usp=drivesdk
Properties of colloids	https://drive.google.com/file/d/1hAgSAQdK65V3cATD7-LQhqjXme0IhGOo/view?usp=drivesdk
Introduction to colloids	https://drive.google.com/file/d/1h3MvaBnjGoFfiJXuiF1pzmDflfwyIEgl/view?usp=drivesdk
Immunology	https://classroom.google.com/c/MzIyMjgzMzQ0MTla?cjc=xna25xn
Clinical Microbiology	https://classroom.google.com/c/MzIyMjk1NDc1NzRa?cjc=fpmynq
Recombinant DNA	https://classroom.google.com/c/MzI2ODIyMTUwMzla?cjc=jefxtjl

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.7	0.62	1.5	1.28

4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory,

library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The overall authority and responsibility for maintaining and utilizing the physical, academic and support facilities rest with the Principal. The Principal by delegating the authorities and responsibilities to Vice-Principals, Heads of Departments and various committees ensures that the resources are optimally utilized and maintained for the benefit of the stakeholders. The financial requirements are assessed on the basis of the requirements submitted by the Heads of Departments and other Support Units at the beginning of Academic Year. The College Development Committee by considering the availability of resources and the requirements makes budgetary provisions for upgradation, maintenance and utilization of all the resources of the institution. All the purchases are done as per the norms and procedures laid down.

All the resources are recorded in the Accession Register and Stock Register maintained by the Office. Library: □ Library follows open access system. □ Books accessioned arranged by using DDC. □ Print Journals facility provided. □ E Question papers are made available to users. □ Movement register is maintained in the library for the entry of students staff. □ OPAC facility is provided to search library resources. □ CCTV cameras are installed in the library to have a control. □ Library has a systematic procedure for procuring requirements of books. □ A separate reference section has been set to avail books, Journals, Questions Papers and other relevant materials. □ Strict disciplinary policies are framed in order to maintain library decorum. Physical Infrastructure maintenance: □ The college ensures that the infrastructure facilities are regularly well maintained and updated so forth to enhance better physical, academic performance. □ The maintenance work is carried by proficient in-house staff. □ A separate team of employees have been appointed who take care of the campus cleanliness and hygienic environment. Electrical and UPS maintenance: □ The security and safety within the campus and daily maintenance of electrical fittings and UPS in the buildings and campus. □ Supply is maintained through electricity board or captive generator sets. □ The daily maintenance of electrical fittings and UPS in the buildings and campus is handled by expertise in-house electricians. Classrooms Sports: □ Regular cleaning and maintenance are carried out so as to provide effective learning environment to the students. □ Class wise time table is designed in such a way that there is maximum utilization of infrastructure, laboratories, library and class rooms. □ Computer department with the help of student takes care of the maintenance of all the computers within the institution both the Hardware/Software and Networking. □ Sport material is issued to students as per the schedule. □ For intercollegiate competitions sport material is issued to the student for the period of the competition

<http://sirsayedcollege.org/IQAC/Procedure-and-Policies.pdf>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund (Institution)	60	31700
Financial Support from Other Sources			
a) National	Minority (Govt.) Scholarship	653	Nill
b) International	Nill	Nill	Nill

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5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
YOGA	21/06/2018	12	BRIDGE Course
SOFT SKILL SPOKEN ENGLISH	31/07/2018	652	Department of English
REMEDIAL COACHING	09/02/2019	39	Department of

			Commerce
BRIDGE Course	02/07/2018	652	All the Departments

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5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Seminar on Opportunities in IT organized by Career Guidance Placement Cell	Nill	23	Nill	Nill
2018	Career Development Organised by Department of Commerce	Nill	28	Nill	Nill
2019	Career Opportunities in Auditing & Taxation Organised by Department of Commerce	Nill	35	Nill	Nill

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5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	3

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
00	Nill	Nill	00	Nill	8

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5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	4	B.Com	Commerce	Sir Sayyed College, Aurangabad	M.Com
2018	15	B.A.	Arts	Sir Sayyed College, Aurangabad	M.A. English
2018	8	B.A.	Arts	Sir Sayyed College, Aurangabad	M.A. Arabic
2018	8	B.A.	Arts	Sir Sayyed College, Aurangabad	M.A. Urdu
2018	6	B.Sc.	Science	Sir Sayyed College, Aurangabad	M.Sc. Chemistry

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5.2.3 - Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil

No file uploaded.

5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Football	Inter -Class	48
Table Tennis (Girls)	Inter -Class	13
Chess (Girls)	Inter -Class	6
Cricket	Inter -Class	48
Athletics (Boys)	Inter -Class	20

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5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	00	Nil	Nil	Nil	00	00

No file uploaded.

5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students Representations: IQAC- Shaikh Sharmin B.Sc.-II CDC- Asar-ul-Haque B.Sc.-II
Admission committee: Admission Committee looks after the admission process, Help students to fill up the form, Guide the to choose the proper group and subject, Guide them regarding scholarship NSS: It works for social services at inter-college, inter collegiate and university level. Scholarship cell: Guide students regarding various state govt. scholarship scheme. Sports: This committee looks after the physical and mental health of the students inculcate the love and awareness for sports. Student's aid fund: Under this committee, the members of teaching staff contribution inform of money to help the needy students to overcome their financial short coming. Student's council: as the policy of student council is under process of modification by state government therefore the student council couldnt be formed in this year. Health and hygiene: To create basic health and hygienic awareness among teachers and student. Girls form: Organize various competitions and workshops for girl's students. Science Form: To develop scientific and research temperament among students and to under them aware of the uses of science and technology in day to day life. Non- Teach staff: To alert those duties, to check their work, to look into their grievances and to solve them. Career guidance and placement: To organize guest lectures and workshops regarding career guidance and counselling, to organize campus placement camps. Student's core committee: To identify the slow and advance learners and to guide them accordingly, to guide and promote them for higher and competitive studies. Magazine Committee: Library Advisory: To advice library staff to promote students for reference books and reading, to purchase new stalk. Discipline and anti-ragging committee: To maintain discipline and avoided anti-ragging elements in the campus. ICC committee: To entertain and resolve the grievances of the teachers and students. IQAC: To prepare the various working committees, and to fulfil the AQAR as per the criteria given by the given by the NAAC with the help of teachers. Avishkar cell: To prepare the students for various competitions on research oriented skills and to encourage them to participate. RTI: To provide information as per the registered and recorded documents

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

660

5.4.3 - Alumni contribution during the year (in Rupees) :

0

5.4.4 - Meetings/activities organized by Alumni Association :

Alumni Meeting was organized on 19th Jan 2019 . Following activities were conducted by Alumni Association a) Distribution of Alumni Forms to all Departments to obtain information about Alumni b) Enrollment done of Alumni in different departments. c) Alumni would participate in the academic activities of the college. d) Guiding the students for admission process.

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - Mention two practices of decentralization and participative management during the last year (maximum 500 words)

6.1.1- Mention two practices of Decentralization Decentralization: 1. All In charge of programmes function independently with full authority and responsibility. Each program enjoys independent decision making power and has Heads and Coordinators to manage it which makes decision making prompt. The institution follows program wise decentralization. There are fourteen head of departments and five incharge for P.G. courses. They are accountable for performance and student satisfaction. High degree of decentralization has helped the institution to achieve the desired goals. 2. Examination Department is separated from regular academic operations and all exam related activities are conducted by the Examination Committee. 3. Decentralization is seen as a means of improving quality of educational services. Governing body, Management, Principal, Vice Principal, IQAC Members, Staff, Student representatives, Stakeholders, Alumni and various committees are jointly empowered to propose, design, formulate and execute their plans within the frame work of governance. 4. The Academic Committee, Administrative Staff, I.Q.A.C., C.D.C., N.S.S. all are working together for the smooth running and over all functioning of the college. The institution has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. Participative Management: 1. The institution promotes a culture of participative management by involving staff, students and other stakeholders in various activities. As a result of decentralization, we have been able to give importance to participative management. Both students and staff are allowed to share any suggestions aiming at the development of the institution. Every employee and student is encouraged to give suggestions which are taken up seriously by management. 2. Parent Teacher Meetings are facilitated through staff meetings and departmental meetings. Such meets are supported by informal discussions on important issues about the future course of action. 3. Management, Academic Advisor, Principal and Vice Principal follow an open door policy for staff as well as students. Students and Staff members can directly contact anybody in the given hierarchy to communicate regarding grievances, suggestions or recommendations. 4. The principal, IQAC coordinator and staff members are involved in defining the policies and procedures, framing guidelines, rules and regulations pertaining to admission, placement, discipline, grievance, counseling, training development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institution. 5. The faculty members participate in sharing the knowledge by discussing on the latest trends in various disciplines in faculty meetings and staff colloquium activities. Faculty members also write joint research papers and share their knowledge. 6. We have a number of forums on which we have staff, students, alumni and stakeholders from industry, academia, and society as members for participative management. There are regular meetings conducted to identify the needs and expectations of different stakeholders.

6.1.2 - Does the institution have a Management Information System (MIS)?

Yes

6.2 - Strategy Development and Deployment

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of	• Admission of Students : The college follows the reservation

Students	<p>policies in admission process taking into consideration the rules and regulation laid down by Govt. of Maharashtra and Govt. of India. The admission fee is charged according to the norms set by Govt. of Maharashtra and Dr. Babasahed Ambedkar Marathwada University, Aurangabad. Admissions are given through a centralized online admission system which is Transparent and documented. The college has constituted an admission committee which observes a fair admission procedure to maintain its transparency in admission procedure. The college committees are responsible for admission. Software used for online admission and for Generating Roll Numbers, Mobile Numbers Identity Cards, Merit list, Leaving certificates, Eligibility etc. Admission, tuition and other fees are collected by the college from students, admission committee members also counsel the students at the time of admission.</p>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • Industry interaction / Collaboration: The college has a firm belief that for the quality improvement industry interaction is most significant. So the college has made MoUs / Collaborations / Linkages with various organizations. Industrial training programmes are organized to provide practical orientation to UG and PG students and prepare them for career in the industries. The industry interaction, industrial tours and field visits are organized. Through activities of the Placement Cell and Entrepreneurship Development Programme, the college-industry network is strengthened.
Human Resource Management	<ul style="list-style-type: none"> • Human resource management: The college has a very effective mechanism for human resource management. The administration is decentralized through functional freedom to HoDs, coordinators, and chairpersons of various committees. The available human resource is utilized by engaging them in annual and special committees for the organization of various activities / programmes. The college seeks feedback from its stakeholders to evaluate the performance of its human resource. Faculty and staff development programmes are also organized to update the knowledge base and pedagogical skills.
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • Library ICT and Physical Infrastructure / Instrumentation: Spacious and well-ventilated library with a collection of 3075 reference books and 7878 textbooks, 480 journals, 39 CD's/Videos. The central library and reading hall have a good capacity where 30 users can seat and study comfortably. The library provides computers with internet facility for students and teachers. The library is the prime learning resource of the college partially automated through integrated library Management System Known as "Lib Man". Lib Man is an integrated Multiuser and a user friendly System. The Lib Man Software is developed by "Mastersoft" Nagpur which is a leading education ERP software provider with 2000clients. The Lib Man software consist of Modules such as Acquisition Cataloguing, Circulation, OPAC (Online public Access Catalog). MIS Reports, Serial Control, Barcode facility, Book reservation facility, the status of Book such as issued. Withdrawn /write-off/lost, database backup facility, online facility through Team Viewers to solve any difficulty/problems in the functioning software.
Research and Development	<ul style="list-style-type: none"> • Research Development: For quality improvement, the college has established Research Committee to promote research activities. The faculties are encouraged to undertake MRPs, to present and publish research papers/articles, and to participate in various seminars/conferences/workshops at international/ national /regional level. The college also organizes seminars/ conferences/ workshops at national, state and regional levels every year. The Ph.D. holder faculties are motivated to become research guides. INFLIBNET facility is provided in the college library to promote research environment. To enhance research culture, the college has made MoUs/Collaborations/Linkages with various organizations. The researchers are felicitated for their achievements. • 03 research projects funded by various funding agencies including self-funded minor research projects have been completed/ ongoing. • 02 teachers are recognized as research guides by the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad Maharashtra and 04 scholars have completed Ph.D. under their guidance. The faculty have published 68 research papers in UGC notified journals, research papers in

	<p>conferences / seminars/workshops proceedings and 01 books/chapters in various reputed publications. • The college has conducted 01 workshops/seminars on various topics. • The college has NSS units through which we undertake extension activities in the neighborhood community and help in the holistic development of students and the vicinity. • The college has conducted extension and outreach programs in the collaboration with various stakeholders of the society. Participation in Swachh Bharat Abhiyan, etc.</p>
Examination and Evaluation	<p>The college prepares the academic and administrative calendars well in advance before the commencement of the academic year. Every faculty prepares academic plan and maintains the academic diary for quality improvement. The teaching learning process is supported by the use of ICT. The college organizes and encourages the faculty to participate and present papers in various seminars, conferences, and workshops regularly. Departments organize student seminars, projects, field visits, educational tours, group discussions, demonstrations, guest lectures, etc. The faculties are motivated to prepare resource material for teaching-learning. The college deputed the faculty to attend Orientation/Refresher courses, and training programmes to update their knowledge. The college also makes enrichment of library and laboratories with the support of various funding agencies. There is a talent search scheme for advanced learners to enhance their performance through paper solution exercises, and a remedial coaching scheme for the slow learners. The feedbacks are taken from the stakeholders for improvement in teaching learning process. The meritorious students are felicitated by giving cash prizes. • Various student-centric learning methods and tools such as field projects, on-job training, survey method, ICT enabled classrooms etc. for enhancing teaching learning processes. • College sets the learning outcomes for all programmes and communicated to the teachers and students and uploaded on the college website. Learning outcomes are assessed periodically. • Encouragement to the teachers to acquire higher qualifications. • The college strictly adheres to the academic calendar for conducting the Continuous Internal Evaluation (CIE) by conducting regular class tests and tutorials, seminars. • Learning outcomes are reflected in a high pass percentage of the students, their success in NET/SET examination and university merit ranking.</p>
Teaching and Learning	<p>The college prepares the academic and administrative calendars well in advance before the commencement of the academic year. Every faculty prepares academic plan and maintains the academic diary for quality improvement. The teaching learning process is supported by the use of ICT. The college organizes and encourages the faculty to participate and present papers in various seminars, conferences, and workshops regularly. Departments organize student seminars, projects, field visits, educational tours, group discussions, demonstrations, guest lectures, etc. The faculties are motivated to prepare resource material for teaching-learning. The college deputed the faculty to attend Orientation/Refresher courses, and training programmes to update their knowledge. The college also makes enrichment of library and laboratories with the support of various funding agencies. There is a talent search scheme for advanced learners to enhance their performance through paper solution exercises, and a remedial coaching scheme for the slow learners. The feedbacks are taken from the stakeholders for improvement in teaching learning process. The meritorious students are felicitated by giving cash prizes. • Various student-centric learning methods and tools such as field projects, on-job training, survey method, ICT enabled classrooms etc. for enhancing teaching learning processes. • College sets the learning outcomes for all programmes and communicated to the teachers and students and uploaded on the college website. Learning outcomes are assessed periodically. • Encouragement to the teachers to acquire higher qualifications. • The college strictly adheres to the academic calendar for conducting the Continuous Internal Evaluation (CIE) by conducting regular class tests and tutorials, seminars. • Learning outcomes are reflected in a high pass percentage of the students, their success in NET/SET examination and university merit ranking.</p>

Curriculum Development	<p>The college is permanently affiliated to Dr. Babasaheb Ambedkar Marathwada University Aurangabad, Maharashtra and scrupulously follows the curricula prescribed by the University. • The college is offering 10 academic programmes including 05 UG, 05 PG, and • All 05 PG programmes and 01 UG programs follow the CBCS/elective curriculum. • Faculty representation as BOS Membership and in curriculum development committees and other committees of the University and in various autonomous and other colleges. • Preparation of academic calendar, departmental meetings, allotment of workload, preparation of time table, teachers diary, daily lesson notes, use of ICT tools, field projects, use of various academic softwares, feedback mechanism are some of the tools implemented by the college for effective curriculum delivery. • IQAC conducts seminars/workshops/symposium, guest lectures etc. for curriculum enrichment and enhancement. • Effective integration of cross-cutting issues relevant to Gender, Environment, Human Values, and Professional Ethics into the curriculum. Apart from University curriculum, college organizes various activities/programs such as 'No Vehicle Day', plastic-free campus etc. through IQAC and NSS units. • The feedback is collected from all the stakeholders on the curriculum it is then analyzed and discussed in the departmental meeting.</p>
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6.2.2 - Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> • Planning and Development The institution has prepared a perspective plan for development. The perspective plan is drawn with short-term and long term goals in the different aspects of the functioning of the college such as teaching and learning, research and development, industry interaction, community engagement, human resource planning, and infrastructure. To implement these plans in a meaningful manner, adequate measures are taken to mobilize resources. The following aspects are considered while deciding the perspective plan: 1). Needs of the students 2). Opinions of the stakeholders 3). Strength of the students 4). Technological upgradation 5). Requirements of industry 6). Employability aspect 7). Enhancement of research culture 8). Upgradation of human resources 9). Fund raising for the development of the college 10). Infrastructural requirements
Administration	<ul style="list-style-type: none"> • Administration: • The administrative setup consists of the Principal followed by the Vice-principals, OS, Head clerk, Junior Clerks, Assistants, and Attendants. • The organization of departments includes Head of Departments, Associate Professors, Assistant Professors stage-1, 2 and 3, Librarian and a Physical Director. • The formal organizational structure of the library staff includes the Librarian, Library Clerk, and Library Assistant. • Organization structure of the Department of Physical Education and Sports includes a Director of Physical Education and the Attendant.
Finance and Accounts	<ul style="list-style-type: none"> • Finance and Accounts: The College uses Tally software for the maintenance of account records.
Student Admission and Support	<ul style="list-style-type: none"> • Students Admission and Support: Software used for online admission and for Generating Roll Numbers, mobile numbers, Identity Cards, Subjects, Leaving certificates, Eligibility etc. The student database is useful in maintaining the fee records and disbursement of scholarships from various agencies.
Examination	<ul style="list-style-type: none"> • The examination committee prepares the examination schedule and it is communicated to the students on the central notice board, besides, concerned teachers make announcements in the classrooms.

6.3 - Faculty Empowerment Strategies

6.3.1 - Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Milind	National Conference on "Recent	NA	550

	Jadhav	Developments in Life Sciences for Human Welfare"		
2019	Dr. Shaikh Suhel Samad	One day National Seminar on " Gender Sensitization in the Global Era"	NA	200

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6.3.2 - Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	--	lecture on Health and Hygiene	14/12/2018	14/12/2018	Nill	14
2018	--	Workshop on MS office Tools	15/12/2018	15/12/2018	Nill	8
2019	Workshop on ICT Techniques	--	19/01/2019	19/01/2019	31	Nill

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6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
1. Orientation	2	Nill	Nill	Nill
2. Refresher	6	Nill	Nill	Nill

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6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Sir Sayyed College Credit Cooperative Society	Sir Sayyed College Credit Cooperative Society	Nill

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>Institution conducts internal and external financial audits regularly (with in 100 words each) The institute has a mechanism for regular internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Budget committee is formed to keep a check on utilization of available funds. It collects budgets of planned activities from departments and committees at the beginning of the academic year. At the yearend through income and expenditure account of departments and committees, it conducts comparison with the budgets to keep a check on fund allocation and utilization. For external financial audit, Income and Expenditure Account of institution after verifying by internal chartered accountant, is sent to external to authenticate and to get true and fair view of financial result. Budget committee follows instruction of principal and IQAC Coordinator in entire procedure.</p>

6.4.2 - Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

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Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Rehber Educatinal cultural and welfare society, Aurangabad	20000	To conduct workshop on Career Opportunities in chemical sciences for Graduate and post graduate and graduate students organized by department of chemistry

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6.4.3 - Total corpus fund generated

00

6.5 - Internal Quality Assurance System

6.5.1 - Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nill	Nill	Yes	Principal
Administrative	Nill	Nill	Yes	Principal

6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

Activities and support from the Parent Teacher Association (at-least three): Parents Teachers meeting was cordially invited for Orientation Programme of students. Meeting was called on 27.02.2019, apart from this teachers meet to the parents whenever necessary. During the meeting feedback from parents were taken. Every subject teachers interacts with parents about their wards. Parents are always invited for appreciation ceremony of meritorious students. Also few parents are members of IQAC Committee. Parents teachers meeting was arranged by department of commerce on 21/09/2018 in Hall No 20 at 11:30 am. In this meeting students and parents were present in good numbers. Dr. Memon Ubed conducted the meeting commencing with highlighting the agenda of the meeting followed by the warm welcome of parents and guardian's. Dr Qazi Baseer Ahmed, Head, Dept. of Commerce proceed with the discussion, starting from the regular attendance to participation in various curricular and co-curricular actives. He also focused on adopting professional approach towards competitive exams. The parents were also guided to keep a repo with the department in order to solve the issues of students. Principal Dr Shaikh Kabeer Ahmed also shared his views with parents and encouraged them to carry on with higher education and professional courses. Dr Vasiullah Pathan Sir proposed vote of thanks.

6.5.3 - Development programmes for support staff (at least three)

1) Staff study circle was constituted in the college in the year 2005. The object of the study circle to promote the skills of teachers and to motivate the staff for research work. During the academic year 2018-19 following teachers presented their papers. a. Mr. Ahmeduddin, Dept. of English . Sub: How to make Educational Videos b. Mr. Nisar Ahmed, Dept. of Microbiology. Sub. : Vaccines a brief overview. c. Mrs. Rupsi Das, Dept. of Sociology. Sub. : Medical Tourism. All the above research papers was very informative and full of knowledge. All the members of teaching staff has attended the lectures and interact with paper presenter about the research papers. On this occasion Principal, Dr. Sk. Kabeer Ahmed Founder President, Honble Prof. Md. Tilawat Ali Sir were present. 2) Guest lecture on academic Audit of College was organized by IQAC, on 23/03/2019 Dr. Tanmay Paithankar, Coordinator, IQAC, Dr. R.Z. College for Women delivered the lecture for the staff of the college.

6.5.4 - Post Accreditation initiative(s) (mention at least three)

a) Since accreditation, college has concentrated on organizing seminars, conferences, workshops regularly. Dept. of Chemistry has organized work shop for undergraduate and post graduate students. Departmental student's seminars were organized. b) Feedback mechanism for all stake holders of college, such as students, teachers, parents, Alumni, members of management and other concern authority was strengthen. c) After accreditation research activity of teachers are increased. Teachers were encouraged for research activity by college management and principal. 03 teachers of the college conducting research under minor research grant scheme sanctioned by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. In this

Academic year total 68 Research papers were published in National International Journals and 01 Book and 01 Chapter in a Book were published by the faculty members.

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	IQAC in Association with Department of Urdu organized Guest lecture for students on 'Role of Urdu Language in student Progression' by Dr. Qasim Imam, Associate Professor, Department of Urdu, Burhani College, Bombay	06/09/2018	Nil	Nil	44
2018	Department of Chemistry has organized one Day workshop for students of B.Sc. M.Sc. on "Career Opportunities in Chemical Sciences"	19/09/2018	Nil	Nil	50
2019	IQAC organized guest lecture for teaching non-teaching staff on 'Academic Audit of Colleges' by Dr. Tanmay Paithankar, IQAC, Coordinator, Dr. Rafiq Zakaria College for Women, Aurangabad	23/03/2018	Nil	Nil	30

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Essay writing competition on Role and Responsibility of women in modern era	15/09/2018	15/09/2018	16	9
Guest lecture on 'challenges in front of girls in college and role of ICC'	15/02/2019	15/02/2019	46	Nil
Workshop on 'paper bags making -Tie & dye	10/02/2019	10/02/2019	20	Nil
Guest lecture on 'Gender sensitization'	02/02/2019	02/02/2019	40	Nil

7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1) Backup generated set. 2) Installation of LED Bulbs.

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	Nil

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	1	28/08/2018	01	Rally for CM's	Rs,8500 collected from	69

					Distress Relief Fund Kerala	Roshan Gate to provide help to food victims	
2018	Nill	1	21/12/2018	01	Signature Campaign for Heritage conservation of monuments	Awareness created in the locality about the need to conserve monuments	40
2018	Nill	1	02/07/2018	01	Tree plantation at Georai Kuber	Conservation of nature	20
2018	1	1	06/12/2018	01	Samta Shanti March at Roshan Gate	Promoted the need for peace in society	60
2018	Nill	1	01/12/2018	01	Rally taken on occasion of World AIDS Day	Awareness created about the causes of AIDS and measures taken to prevent AIDS	40
2018	1	Nill	01/07/2018	01	Conducted workshop on Seed Ball making	Students trained in the skill of seedball making	30
2018	Nill	1	25/08/2018	01	Training on "How to save money" Conducted at Rafiq Zakeria college for women	Students could know the various means ways to save money ,Govt. Schemes and policies for education ,marriage etc	20
2019	Nill	1	18/02/2019	01	Survey on competency level of elementary grammar of first year UG students	Students proficiency in Grammar is gauged	64
2018	Nill	1	06/09/2018	01	Lecture on Role of Urdu language in student's progression	Promoted the use of mother tongue in enhancing leaving ability	44
2019	Nill	1	27/02/2019	01	Parent - Teacher meet	Ensured better coordination between teacher and students	32

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7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	05/06/2018	General rules for students are mentioned in the prospectus. UGC Regulations on ragging has been mentioned in the prospectus.

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants

Democracy pandharwada celebrated Lecture on "place of minority in constitution and voting rights" organised	26/01/2019	10/02/2019	70
Constitution day celebrated	26/11/2018	Nil	26
Voters Day celebrated Lecture on "Voting rights" organised	25/01/2019	25/01/2019	18
Exhibition on "know your Indian Constitution" organised	25/01/2019	25/01/2019	18
National Science Day celebrated Lecture on "importance of science in day to day life" organised	28/02/2019	28/02/2019	56
World literacy day celebrated Lecture organised on the occasion	08/09/2018	08/09/2018	25

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7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

Cleanliness Campaign at college on 2 sept-2018. Lecture on Global warming on 22 Feb 2019 conducted.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

1. Spoken English Crash Courses 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 background 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 Course is an innovative practice of the college especially for the benefit of the 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.

2. Students 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 fee. 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 teacher and management of the college personally contribute to the student's Aid Fund. This fund enables the students to pay their fees also. Practice: The college appointed In-charge of student's Aid Fund. Students applying for the benefit of SAF must satisfy following criteria: a) Students should be economically backward. b) They should apply in prescribed format for SAF. c) 75 attendance is compulsory. d) In-Charge reserve the right to verify the claims of an applicant. In-Charge of SAF scrutinizes the application and provides help to the deserving students. Evidence of Success: Every year around 60 students get benefited from students Aid Fund. This probably also helps in checking the drop-out rate of the students.

3. Staff Study Circle: Goal: The goal of the staff study circle is to promote the skills of research writing and to encourage the staff in research activities. It intends to acquaint the staff with the recent and advanced studies in their respective subjects. Context: New education policies emphasizes an inter - disciplinary research. Similarly, UGC focusses on topics of interdisciplinary nature and stressed that teachers should not only be involved in acquiring knowledge in their own subjects but gain insights into other subjects as well. In this background staff study circle

organizes lectures on various topics. This enables the faculty member to acquire knowledge about different topics. Practice: Staff Study Circle was constituted in the college in the year 2005. The In-charge of the staff study circle organises lectures on various topics every year. The faculty member are requested to deliver lectures on topic of their research work or topic of contemporary relevance. Evidence of Success: In this year (2018-19) three lectures were engaged by staff study circle 1. Prof. Mohd. Ahmeduddin (Department of English) 2. Prof. Nisar Ahmed (Department of Microbiology) 3. Prof. Rupasi Das (Department of Sociology)

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.sirsayyedcollege.org/IQAC/Best-Practises.pdf>

7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The mission of the college is Humane citizen through college. The vision of the institution includes the following: 1. To propagate, encourage and provide education. 2. To create general awareness about women's education amongst Muslim. 3. To offer an environment conducive for learning and creative thinking. 4. To uplift the deprived and academically weak students by empowering them with knowledge. The institution is located in the predominantly Muslim area. Focus on the women's education is a task of crucial importance that this institution has undertaken. Without women education, upliftment of the particular section of society cannot be visualized. The institution is in fact the only one in the town which imparts co-education, having large number of girls. Institution has been making strident efforts to impart education to the minority students. However, it faced some challenges and found that most of the students were not able to complete their education due to poor financial condition. The parents of the students belong to low-income strata hence find it difficult to pay the fees. Considering the large number of students, even Govt. scholarship were not enough. In this backdrop, the teacher and management came forward to help number of deserving students, especially girls. The college established 'Student Aid Fund' to support poor and needy students. Deserving students are helped financially to pay the admission fees. This ensures that no student is deprived of education for want of money. This fund enables the students the exam fees also. This probably also helps in checking the drop-out rate of the students. Students applying for the benefit of SAF must satisfy condition decided by the committee. The decision of the principal and In-Charge of SAF is final regarding grant of concession in fees to students. In the academic year 2018,2019, 60 students belonging to different streams availed the benefit of SAF. Keeping in mind the vision of the institute, its priority in imparting education to minority students and its thrust on women education, SAF play a crucial role. Otherwise, most of the students, particularly girls would not have completed their education.

Provide the weblink of the institution

<http://sirsayyedcollege.org/IQAC/Institutional-Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

To encourage teachers to publish research articles in national and international journals. To advise teachers to submit research project proposals. To submit proposals for conferences, seminars and workshops. To organize conferences, seminars and workshops at national, state and institutional level. To apply for academic audit to Dr. Babasaheb Ambedkar Marathwada University Aurangabad. To celebrate world population Day, National Science Day, Hindi Saptah etc. To organize job fairs, workshops on Gender sensitization for students. To organize different curricular and co-curricular activities for students. To collect feedback from stakeholders about curriculum, teachers, college etc. To conduct online student Satisfaction survey of students. To organize poster presentation and guest lectures under MoU with different Institutes.