



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

**SIR SAYYED COLLEGE OF ARTS COMMERCE AND
SCIENCE , AURANGABAD**

POST BOX NO-89, ROSHAN GATE, AURANGABAD (M.S.)-431001
431001

www.sirsayyedcollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sir Sayyed College of Arts, Commerce & Science is the minority institution in Aurangabad city established in 1990. It is the institution engaged in imparting quality education in the stream of Arts, Commerce & Science since three decades.

The college offer Arts, Commerce & Science at junior and undergraduate level. Postgraduate courses in Arabic, Urdu, English, Commerce & Chemistry are available. To meet the changing economic challenges, the college offer three years professional degree courses such as B.B.A & B.C.S.

The college has a long standing academic tradition and boasts of a team of 32 experienced, wellqualified and dedicated faculty with 21 research guides in English, Arabic, Sociology, Commerce, Chemistry, Physics, Computer Science, Botany and Zoology. The College has three research centres in Chemistry, Arabic & Commerce. 30 teachers are doctorates and 07 teachers have qualified SET / NET Examinations so far. 38 Students have stood in the merit list of Dr. BAMU, Aurangabad. Three students received gold medals in Arts and Science stream.

Vision

“To spread education among Muslims and create good character and strong national feelings”.

Mission

“Humane Citizen through Education.”

- To provide quality education to all students irrespective of caste, creed, religion and socio-economic status to uplift the society as a whole.
- To maintain excellent academic standard through innovation and effective teaching learning methods in a joyful environment.
- To foster the feeling of brotherhood and preserve communal harmony.
- To promote all round development of the students through quality education.

- To incorporate value-added, skill development courses in its curriculum.
- To continue to enhance its extension activities and outreach programmes.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The institution provides Student Aid Fund facility and allows the financially weak students to pay fees in installments.
- Well qualified staff with Ph.D./NET/SET
- Only the College in the region to offer Arabic at Graduate & Post Graduate level & Islamic Studies at Graduate level.
- Highest number of girl students.
- Rerearch guides in all faculties.

Institutional Weakness

- Maximum number of students comes from Urdu medium and it takes time to come up with English communication.
- infrastucture limitations.
- Financial constraint of students.

Institutional Opportunity

- Our institution provides an opportunity for research thereby supporting higher education for minority students.
- College has scope for graduation and professional courses which encourage students for self-employment.
- College has scope for Skill based Courses.

Institutional Challenge

- Residential location and rented structure is a big threat and challenge in comparison to well established and wellequipped institutions of the city.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Sir Sayyed College of Arts, Commerce and Science, Aurangabad is affiliated to Dr Babasaheb Ambedkar Marathwada University, Aurangabad. The curriculum is designed and developed by the University. The college administers the curriculum recommended by the University. It offers undergraduate and postgraduate programmes in Arts, Commerce and Science along with some professional courses. The implementation of the curriculum is effectively carried out by the faculty through scheduled lesson plans and time tables decided at departmental meetings.
- Curriculum is dessiminated through lectures, Assignments, Presentations and Seminars.
- Practical application of curriculum is ensured through industrial visits and field work while the students also gain additional knowledge and updated information of the subject through Guest lectures.
- Bridge course and English crash course for the first year students ensures that Urdu medium students

and slow learners are brought to the required level equated with the rest of the class.

- The college has introduced 8 certificate and 3 value added courses for U.G students. These courses benefit the students with something extra beyond their regular activities. It helps students to perform experiments and to develop their skilled human resources which is required for industry. The courses in languages are helpful to empower the learners with necessary spoken and writing skills. These courses will be helpful for coping up with the increasing reliance on technology in our lives and in the world today.
- Extracurricular activities through different committees, Science and Girls Forum help students to gain knowledge through applied learning.
- Cross cutting issues are adequately incorporated in the curriculum and through extension activities mainly NSS, the students are sensitized to various social issues affecting the society.
- Feedback system in the College helps the management and faculty to understand the effectiveness of teaching in the curriculum implementation. The students are encouraged to give their feedback on curriculum. The feedback gained from external stakeholders like parents, alumni and employers help to understand the need of the subject. It is uploaded on the college website.

Teaching-learning and Evaluation

- Full time Teacher students ratio is 1:41.7
- The ratio of temporary / full time teacher students in UG & PG is 1:19.06
- The college has highly qualified teaching staff.
- Out of 30 full-time teachers excluding the Librarian and Director of Physical Education, 29 teachers are Ph.D.holders.
- Seven teachers have qualified NET/SET Examination.
- The government has sanctioned 39 teaching posts based on the student strength of the academic year 2017-2018 and after that there is no revision of sanctioned posts. Out of those 39 sanctioned post, 32 full-time teachers including Librarian and Director of Education are recruited as per the existing State government norms.
- Following tools are used for teaching in college for last five years.

1. Google classroom

2. Google Forms

3. YouTube

4. Whatsapp

5. ZOOM App

6. Microsoft PowerPoint Presentations

7. N-LIST INFIBNET

- Students and teachers download research papers, notes, e-books online books since August 2022
- Weightage given to Class Tests, Assignments, Projects etc. in the overall development of students
- Guidance for Toppers and Slow Learners through Students' Core Committee and Remedial Teaching respectively.
- Grievances of students are addressed.
- College runs 05 UG and 05 PG Programmes.
- For each programme 3 - 5 POs and 5 - 7 COs are defined.
- Attainment of POs and COs has been assessed through two methods, Direct methods (Internal

examination, student feedback and google classroom) and Indirect methods (Bridge course, exhibition report, study tour, project report, student satisfaction survey, SL/AL identifier, MoUs and workshop).

- For last five years average result of the college is 64.06%.
- College conducts online/offline Student's Satisfaction Survey.

Research, Innovations and Extension

- IQAC and the Principal motivates and encourages the teachers to participate in the research work by encouraging them for minor and major research projects.
- Research centres in Arabic, Commerce and Chemistry. The college receives grants for 4 minor research projects. These projects were funded by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- The Principal scrutinizes the research proposals and Management gives its consent for submission of the proposals.
- The college encourages all the departments to hold seminars, conferences, workshops. In last 5 years, 11 National and International conferences and Seminars were organized by the college on Intellectual Property Right (IPR) and Research Methodology. These workshops were held via online and offline platform.
- During last five years, **103** papers were published in UGC notified journals.
- Number of teachers published their books, chapters in books with ISBN number and articles published in proceedings are 71.
- The College has partnered with a number of prestigious organizations and industries to upgrade student's skills and competencies.
- The College has signed **22** MoUs and **04** linkages in last 5 years. It includes most of the reputed institutes of the region.
- The activities during last five years under MOU are 08 guest lectures, 01 historical visit, 02 industrial visits, 02 workshops, 01 seminar and 05 research publications.
- Activities like Swachh Bharat Abhiyan, Blood Donation Camp, Tree plantation, AIDS awareness, Health Checkup, Heritage Conservation, Voters Day Celebration, Samata Shanti March, Poshan Pakhwada, Seed Ball making, Samwidhan Day etc were organized by NSS unit of College.
- In the College there are some committees like Girls Forum, Health and Hygiene and ICC (Internal Complaint Committee) which undertakes different activities to make girls students self-reliant and brings awareness.
- Activities like Yoga day celebration, Gender Sensitization, HIV Awareness were also carried out.

Infrastructure and Learning Resources

1. Physical Facilities

- The College is well-equipped to facilitate the teaching and learning process.
- The total area of the campus is 7500 Sq. feet.
- There are 14 classrooms (04 are ICT-enabled), 05 laboratories, 02 Computer laboratories, 1 seminar hall.

- The campus is Wi-Fi enabled and classrooms are provided with LCD projectors, which facilitate technology-enabled teaching and learning with software and computer configuration updated regularly.
- Safety and security of infrastructure is ensured through 24/7 CCTV surveillance.
- Fire extinguishers are placed in prominent areas and refilled on a regular basis.
- The UPS back up of 5 KV generator is available.

1. Library as a Learning Resource

- College has library equipped with cloud based LIB-Man software, an integrated multiuser and time-tasted software for complete computerization Library.
- Total collection of books is 11465 (8501 Titles),332 Bound Volumes, 11 Journals and periodicals and 13 newspapers.
- Volumes of Encyclopedia Britannica is available in Library
- There are separate reading rooms for girls and boys.
- N- List facility also is subscribed in August, 2022 to provide access to e-resources of N-List

1. IT Infrastructure

- College has a total 58 computers:23 in Computer Department, 10 in IT Laboratories , 5 in Science Departments, 6 in library and 10 computers for administration work.
- All the computers are connected in Local Area Network (LAN) & Wi-Fi
- LCD projector is available in Department of Physics, Zoology, Chemistry, Microbiology & Commerce IT Lab.
- The internet connection was upgraded from Broadband line (100 MBPS) to leased line of 100 MBPS Unlimited on 1 December 2022.
- For attendance of teaching and non-teaching staff, bio-metric machines is available.
- The website of the college is administered and updated regularly by the Department of Computer Science.
- College administration software is purchased in 2022

1. Maintenance of Campus Infrastructure

- The college ensures that the infrastructure facilities are regularly well maintained and updated 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.

Student Support and Progression

The college is committed to its mission, “Humane Citizen through Education”, hence the college is dedicated to

impart quality education with all round development for economically weaker strata of the society especially Girls.

- Besides the Government Scholarship, the college also provides financial assistance to economically deprived students in terms of concession in fees, installments, fee waivers and Student Aid Fund.
- During the assessment period 2473 students received sum of rupees 6018254 through Government Scholarship. The sum of rupees 155800 was distributed among 305 students through teachers contribution of rupees 1500 per head every year under Student Aid Funds. (SAF)
- 1013 students were benefitted by Skill Enhancement Programmes such as

i) Spoken English

ii) ICT

iii) Computing Skills.

- Health and Hygiene of Girl students is the priority for which the college organizes various awareness drives and camps.
- Through Career Counseling and Guidance, 799 students were benefitted during the last five years.
- The college has transparent mechanism of settling the grievances. Students are free to raise their complaints under Internal Complaint Committee (ICC).
- Discipline, Anti-Ragging and Grievance Redressal Cell strictly monitors to maintain the Ragging free campus
- During the assessment period 106 students progressed to higher education and 22 were placed in various sectors since 2017-18.
- During the last five years 1222 students participated in various outdoor and indoor games at Inter and Intra-college level.
- The college has received Runners up Trophy for Intercollegiate Football Tournament in 2017-18.
- The registered Alumni of the college is scattered in almost every avenue of the society and contribute significantly to the development of the institution through generous donations, organizing activities and providing financial and logistic support to various programmes.

Governance, Leadership and Management

- Governance, Leadership and Management emphasizes on participative management with decentralized decision making at all levels and flat organization structure.
- Council of Heads along with IQAC looks after various issues related to curriculum planning and its implementation.
- More than 23 college committees/bodies and cells with participation from all stakeholders. Regular stakeholder meetings are conducted for decisions making and implementation of action plans: such as department meetings, meetings of CDC and committees.
- Strong perspective plan built on 7 pillars – Curriculum, Teaching, Learning & Evaluation, Research & Extension, Infrastructure and Learning Resources, Student Support, Management, Distinctive Practices together contribute for achievement of the College Vision and Mission.
- Implementation of e-governance in areas of planning and administration, admission, examination, student activities and finance enhance good governance.
- Sir Sayyed College Staff Credit Cooperative Society a registered-body looks into the welfare activities

such as financial needs of the staff.

- Strict adherence to the policy and rules and regulations regarding recruitment, selection and career progression of the teaching and non-teaching staff.
- On an average 31 % of the faculty attended online/offline FDP and orientation /Refresher courses during last five years.
- 18 % of the faculty were provided with financial support to attend conference, workshop and to obtain membership in professional bodies.
- The College has conducted 16 administrative and professional development programmes.
- The College conducts financial audits at three levels - internal, external and government.
- The main quality initiatives institutionalized by IQAC are promotion of Online Learning through NPTEL, SWAYAM, IBM, etc. and establishment of Avishkar Cell for Promotion of students skills’.
- Efforts of IQAC have resulted in positive outcomes in the form of more number of collaborative activities i.e. 22 collaborations and MoUs for joint academic and research activities.
- Feedback mechanism for academic activities and support services.
- Timely promotion of teaching and non-teaching staff.
- The IQAC has played a catalytic role in enhancement and sustenance of quality by framing the policies, by developing a perspective plan and by initiation of quality measures regarding NEP 2020.

Institutional Values and Best Practices

- Topics related to gender are incorporated in the syllabus of undergraduate course (B A).
- Moreover, project work related to gender is assigned to third year students in History and English and Sociology.
- The college has an Internal Complaint Cell which conducts some activities to address the issue of gender equity.
- Girls’ Forum of the college also addresses the issues of women.
- Safety and security of the girls is ensured as the CCTV cameras are installed in classrooms, campus etc.
- Common room for girls is also provided.

- Physically handicapped students are provided with sitting area in the lounge.
- Dustbins are kept at various places for disposal of solid waste. Papers and waste are segregated.
- Solid Waste is given to the specially designated vehicle of Aurangabad Municipal Corporation for collection of garbage.
- Moreover, notices regarding environment and energy conservation are circulated.
- The management ensured that the staff employed hailed from diverse regions and belong to diverse cultural and linguistic background.
- In undergraduate course of Arts, students from Madarsas opted for Arabic and Islamic studies. Some of these students later pursued Masters degree in Arabic.
- Most of the students who belong to different communities were given admission in M.Sc. Chemistry.
- Hindi, Urdu, Arabic and English were offered as second languages to be studied at undergraduate programmes.
- Cultural committee organize various programmes to promote linguistic and cultural diversity. Various activities promoting Constitutional values are conducted.
- Handbook of Code of Conduct is a manual prepared by IQAC and Discipline Committee ensure its implementation.

- Spoken English Crash Course and Students' Aid Fund are two best practices implemented by the college.
- Spoken English Course ensures that Urdu medium students gain basic proficiency in English. Students' Aid Fund helps the financially weak students to continue education.
- 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.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SIR SAYYED COLLEGE OF ARTS COMMERCE AND SCIENCE , AURANGABAD
Address	Post Box No-89, Roshan Gate, Aurangabad (M.S.)-431001
City	Aurangabad
State	Maharashtra
Pin	431001
Website	www.sirsayyedcollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Shaikh Kabeer Ahmed	0240-2313876	9923388668	0240-231128 5	sirsayyedcollege@ rediffmail.com
IQAC / CIQA coordinator	Milind Jagannath Jadhav	-	7558464295	-	dr.mjjadhav@gmai l.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority status final document.pdf
If Yes, Specify minority status	
Religious	Muslim
Linguistic	Urdu
Any Other	

Establishment Details				
State	University name	Document		
Maharashtra	Dr. Babasaheb Ambedkar Marathwada University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	10-07-2010	View Document		
12B of UGC	10-07-2010	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Post Box No-89, Roshan Gate, Aurangabad (M.S.)-431001	Urban	0.172	1528

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Chemistry	36	HSC and Equivalent	English	480	0
UG	BSc,Botany	36	HSC and Equivalent	English	480	0
UG	BSc,Zoology	36	HSC and Equivalent	English	480	0
UG	BSc,Microbiology	36	HSC and Equivalent	English	480	0
UG	BSc,Physics	36	HSC and Equivalent	English	480	0
UG	BSc,Electronics	36	HSC and Equivalent	English	480	0
UG	BSc,Computer Science	36	HSC and Equivalent	English	480	0
UG	BA,Political Science	36	HSC and Equivalent	English	600	0
UG	BA,English	36	HSC and Equivalent	English	600	0
UG	BA,Urdu	36	HSC and Equivalent	Urdu	600	0
UG	BA,Arabic	36	HSC and Equivalent	English,Urdu	600	0
UG	BA,Hindi	36	HSC and Equivalent	English	600	0
UG	BA,History	36	HSC and Equivalent	English	600	0
UG	BA,Sociology	36	HSC and Equivalent	English	600	0
UG	BA,Economics	36	HSC and Equivalent	English	600	0
UG	BCom,Commerce	36	HSC and Equivalent	English	480	0

UG	BSc,Mathematics	36	HSC and Equivalent	English	480	0
UG	BA,Islamic Studies	36	HSC and Equivalent	English	600	0
UG	BSc,Bachler Of Computer Science	36	HSC and Equivalent	English	180	0
UG	BBA,Bachler Of Business Administration	36	HSC and Equivalent	English	180	0
UG	BA,Home Science	36	HSC and Equivalent	English	600	0
PG	MSc,Msc Chemistry	24	UG	English	60	0
PG	MA,Ma Arabic	24	UG	English	120	0
PG	MA,Ma English	24	UG	English	120	0
PG	MCom,Mcom	24	UG	English	120	0
PG	MA,Ma Urdu	24	UG	Urdu	120	0
Doctoral (Ph.D)	PhD or DPhil,Research Centre In Chemistry	36	PG	English	10	0
Doctoral (Ph.D)	PhD or DPhil,Research Centre Arabic	36	PG	English,Urdu	20	0
Doctoral (Ph.D)	PhD or DPhil,Research Centre Commerce	36	PG	English	20	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	12				11				16			
Recruited	6	6	0	12	9	2	0	11	8	1	0	9
Yet to Recruit	0				0				7			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						25
Recruited	22		2		0	24
Yet to Recruit						1
Sanctioned by the Management/Society or Other Authorized Bodies						0
Recruited	0		0		0	0
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				10
Recruited	7	1	0	8
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	6	6	0	9	2	0	7	0	0	30
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	1	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	12	8	0	20
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	9	6	0	15
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	347	2	0	0	349
	Female	561	0	0	0	561
	Others	0	0	0	0	0
PG	Male	60	5	0	0	65
	Female	48	2	0	0	50
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	16	0	0	1	17
	Female	8	0	0	0	8
	Others	0	0	0	0	0
Certificate / Awareness	Male	54	0	0	0	54
	Female	133	0	0	0	133
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	1	1	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	44	24	5	11
	Female	0	2	4	2
	Others	0	0	0	0
General	Male	483	487	472	611
	Female	720	923	713	710
	Others	0	0	0	0
Others	Male	2	1	1	3
	Female	0	0	0	0
	Others	0	0	0	0
Total		1251	1438	1195	1337

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Sir Sayyed College of Arts, Commerce and Science, Aurangabad has always strived for a multidisciplinary approach in its academic as well as co-curricular activities. Students are encouraged to undergo projects prescribed in University Curriculum through different courses. Compulsory computer awareness course is offered at first year B.A. and B.Sc. General program and compulsory environmental science course is offered at second year of all UG programs. Besides this certificate & value added courses are offered for overall development of students.
2. Academic bank of credits (ABC):	Sir Sayyed College of Arts, Commerce and Science,

	<p>Aurangabad is implementing Academic Bank of Credits (ABC) in true spirit from current Academic Year 2022-2023 for First year students, as per the guidelines of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad and Higher Education Department, Govt. of Maharashtra.</p>
3. Skill development:	<p>Sir Sayyed College of Arts, Commerce and Science, Aurangabad is already conducting the skill development courses such as Basic computer awareness, Bioprospecting of Plants and Communication skill in English for students of all programs. Students are being given hands-on exposure to practical subjects through projects prescribed in university syllabus across different courses, in which students identify their skills to prepare some projects and learn the concepts through experiential learning.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>Indian Knowledge system include knowledge from ancient India to modern India and clear sense of India's future aspiration with regard to education, health and environment. In order to promote /integrate the local language, art and culture, compulsory activities are added like girls forum, science forum activities etc. and through discussions/interactions/workshops etc. in local languages which fetch extra knowledge to the student. Frequent field trips/study tours to local heritage sites/museum/industries value their culture and traditions. This creates awareness amongst students.</p>
5. Focus on Outcome based education (OBE):	<p>Institution is implementing OBE for various programmes. We have well defined Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO) which are explained to students during teaching & learning, same are mentioned in prospectus and are also uploaded on institutional web site. Students are assessed for their outcome attainment as per procedure.</p>
6. Distance education/online education:	<p>Institute has successfully imparted all its courses content delivery through online mode during the Pandemic (COVID-19) and also conducted online examinations successfully by using online platforms.</p>

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>As per the directions of SDM, Aurangabad, the College set up Electoral Literacy Club(ELC) on 15th Oct 2018.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Nodal Officer has been appointed and students are the members of the club. Electoral Literacy Club(ELC) is functional as the members actively participated in the activities organized by District Election Officer, Aurangabad.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>The Electoral Literacy Club(ELC) organized awareness programmes like Essay Writing Competition, Guest Lectures etc.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Awareness Drives were undertaken to create democratic values and participation in Electoral Process.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Students were motivated and encouraged to enroll their names as the Voters by The Electoral Literacy Club(ELC).</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1251	1410	1188	1338	1428

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 36

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
30	31	32	35	36

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
31.97	46.78	33.09	23.11	18.41

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Sir Sayyed College of Arts, Commerce and Science, Aurangabad was established on 23rd September 1989 and is permanently affiliated to Dr.Babasaheb Ambedkar Marathwada University, Aurangabad. It follows the curriculum prescribed by this University.

In accordance with the Academic calendar provided by Dr Babasaheb Ambedkar Marathwada University Aurangabad, the Institutional Academic Calendar is prepared at the beginning of the academic year. The Principal monitors the overall activities in general. The time table committee prepares the time table in such a manner which ensures that all the subjects are given equal and proportionate weightage so as to effectively deliver the contents. The timetable is displayed on the college notice board. The proper course allotment and workload distribution is done by Heads of the Department. At the start of the academic year, a week-long Bridge Course is conducted for First Year students. This course enables them to cope with the new syllabus. The curriculum, reading materials, question papers pattern is provided to the students through offline as well as online mode by the respective subject teacher thereby helping to boost the student's morale and confidence.

Use of ICT tools improves the learning process. This subject information is shared with students on What's app groups and through Google classroom. Teachers also guide students in virtual classrooms thereby enhancing the curriculum deliverance, especially to mention it helped tremendously in the pandemic period. Diaries are maintained regularly and monitored by the HODs and Principal.

Students are instructed to complete record books after performing the practical. As part of continuous evaluation, every teacher is directed to conduct class tests per semester. After conducting the test, answer papers are assessed and returned to the students for their future reference. The students are asked to give seminars on topic of their own choice. The seminars are conducted in all the faculties thereby helping the students to explore and gain more information about the subject.

At the end of the semester, the syllabus completion report is given by all the teachers. It is checked by the Heads after completion of the syllabus. A number of teachers represent themselves in Academic Bodies thereby contributing to revision and improvement in curriculum of the affiliating University.

In extracurricular activities, programmes are conducted through the NSS unit and also other committees of the college.

IQAC of the college takes feedback on curriculum and different stakeholders of the college and communicates it with the respective Teachers, Principal and Management and affiliating university for appropriate actions.

The college ensures participation of students in field work/visit, study tours and projects. This enables them to understand the subject more thoroughly and also refreshes the students mentally. The faculty members of different Departments are also deputed for syllabus workshops and other curriculum enrichment programmes conducted by other affiliated colleges of the University.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 11

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 51.81

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
620	714	735	699	659

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

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

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

File Description	Document
Upload Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 17.75

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 222

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 58.83

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
482	527	626	781	849

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1110	1110	1110	1110	1110

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 0

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

File Description	Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio**2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)****Response:** 41.7**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process****Response:**

In teacher learning process student centric method such as the participative learning , experimental learning and problem solving methodology such as enhancing learning abilities by using ICT lectures. In participative learning department of Botany and Zoology organize the industrial tour of student to the Agricultural University. Department of Computer organizes the Hardware training to the student which enhances their hands on training experience and future used as job experience. Department of Zoology organizes the model exhibition to the student. Department of Physics and Electronics organized training for student to prepare electronic equipments, kits and model. Finally the Department of Chemistry organizes quiz competition and poster presentation competition to enhance the skill and knowledge of student in their domain. Most of the teachers used Zoom online app for delivering lectures online during certain period of time. Some teachers also delivered online guest lectures organized by the different institutions. Some teachers attended the online refresher courses organized by SWAYAM-ARPIT. Some of them also attended the courses on core subject as well as interdisciplinary subjects organized by NPTEL. Online training programs on IPR and research methodology were also attended by certain faculties.

Research supervisors of the college arranged online interaction and viva-voce of their research students. Google classroom was created by most of the faculties. Notes were uploaded in the goggle classroom. Even assignments were given to the students in the goggle classroom. Tests were also conducted on goggle forms as well as Testmoz app. The college also has its own YouTube channel. Different programs

are video recorded and uploaded on this channel. Teachers also created whatsapp group of the classes they engage. Students are provided all kinds of information on the group such as date of examinations, schedule of examination date and venue of the different activities and programs organized by the college are also notified in the group. The college also has its whatsapp group of teacher's. Different notices and circulars are circulated in this group. Mentoring system is channelized through different mentor-mentee whatsapp groups created by the teachers. Students of Microbiology participated student in Olympiad Quiz in their subject online.

File Description	Document
Upload Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 88.65

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
37	37	37	37	37

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 93.29

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
29	29	30	32	33

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Students are informed about the internal evaluation structure and its importance at the very beginning of every academic year. Internal evaluation has been given weightage in the overall academic development of the students. The Formative Assessment comprises of Class Tests, Assignments, Projects, and Industrial Tours etc. The Class tests are conducted in both the semesters. The Teachers interaction, lectures and practicals enable the teachers to evaluate the performance of the students and identify the learning gaps if any. Students are selected on the basis of their performance and toppers are guided through the Students Core Committee while slow learners are given remedial coaching. Active participation of the students is encouraged through group discussions. The components of practical examinations include the Record maintenance and Viva voce. All these internal evaluation attempts to improve the overall knowledge and personality of the students.

The College has an effective, transparent, and organized mechanism to address the examination related grievances. The entire mechanism focuses to support students in a fair and impartial way. There is an Examination Grievance Committee which looks after the grievances related to the examination and evaluation in the college. Any grievance coming from any stakeholder is placed before this committee and resolved in a transparent and efficient way

The candidate who appeared at the university examination can apply to the University for Verification of marks of his answer books through college within a period of 10 days from the date of declaration of the concerned examination results. The result of the verification of marks is communicated to the candidate concerned, within a period of 30-40 days. There is a provision for revaluation of the answer sheets. The students can get photocopies of their answer sheets by depositing the required fees to the University through college.

If an examinee is not satisfied with the marks awarded to him/her, he/she may challenge the same by applying to the university through the Principal in the prescribed form within 8 days from the date of issuance of photocopy of answer book by the university.

Grievances of the students such as, incorrect entry of marks, queries related to subject codes/programs, wrong entries in names, hall tickets, absenteeism, etc. are addressed in stipulated time by the college to the university. Internal examination marks of various subjects are filled and submitted through the Online Portal of the University. The college appoints the Internal Squad to prevent malpractices in the examination hall at the time of examinations. Mobile Phones in the examination Halls is strictly prohibited. CCTVs Cameras are installed in the examination halls to ensure transparency of the examination process. University examination-related grievances like with withheld results, Mass failures, non-receipt of mark lists, and so on are communicated through the Principal to the Director, Board of Examination and Evaluation of Examinations, Dr. Babasaheb Ambedkar Marathwada University

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Sir Sayyed College of Arts, Commerce and Science runs 05 undergraduate programmes and 05 postgraduate programmes. The aim of these programmes is to provide knowledgeable and trained human resources to meet the requirements of the industry and various sectors, in addition to these to become an ideal citizen of the country.

The Programme Specific Outcomes (PSO's) expects that the degree holders should be well acquainted with knowledge and required skills to meet the challenges of industries and various sectors (Government under taking, public and private firms) in changing day-to-day requirements and development of overall personality. Students should be able to understand the basic concepts of their subjects and how to apply tools and techniques for research in their respective fields wherever they work. Students are also able to understand multidisciplinary approach of the subject.

The detailed programme and course outcomes are displayed on the website of the college. It is available for every one including the teachers; Students and stakeholders, those who access the website. In addition to this information regarding POs and COs is also available in the library and can be found in the syllabus of the respective subject. Teachers of the college also gives an idea of curriculum the students while teaching . In this way, institution have communicated outcomes to the stakeholders.

1. These outcomes have been designed by the faculty members, verified by HOD's, IQAC and have been approved by Principal of the college.
2. In the beginning of every academic year the programme outcomes are verbally communicated to the students by teachers during counseling while taking admission in the respective faculties.
3. This is displayed on institutional website in detail.
- 4 .Besides this, course outcomes are displayed in the departments in the form of small visual display boards and also explained by each teacher during the introductory lectures.
5. All these outcomes are explained to students in the classrooms. There are some universal learning outcomes also which are inherent in every syllabus. The students are guided and encouraged to imbibe learning outcomes.
6. Specified numbers of outcomes have been designed for different programmes while for different courses 10-15 outcomes are designed.
7. Course outcomes as well as learning outcomes depend upon the nature of course and the subject concerned. The Programme Specific Outcomes are closely related to the content of the syllabus. These PSOs are syllabus oriented and may vary as per the subject.
8. These outcomes are percolated to students through, organization of different curricular and co-curricular activities and their active participation. Each and every department, committees plans and organizes all activities in light of the programme outcomes and course outcomes.

File Description	Document
Provide Link for Additional information	View Document

2.6.2 Attainment of POs and COs are evaluated. Explain with evidence in a maximum of 500 words

Response:

The assessment tools and processes used for measuring the attainment of each of the Programme Outcomes and Program Specific Outcomes and Course Outcomes areas are as follows:

POs and COs are evaluated in following manner,:

1. Two unit tests and one tutorial assignment are given in each semester. The questions in the unit tests and tutorial, assignment are as per COs of respective course. The questions for unit tests and assignments are framed in such a way to cover maximum course outcomes. Assessment is done regularly. The final attainment for each COs under direct assessment is calculated by taking average of the COs attainments from Internal Examinations and Assignments.

2. Practical Examination: For B.Sc. practical examination external and internal examiners are appointed for evaluation, and based on the evaluation of internal and external examiner outcome is measured in terms of marks.

3. Project evaluation and Comprehensive Viva-Voce Examination: For B. A. Programmes as per the university guidelines project are being assigned to students and after completion of project external examiner is appointed for evaluation of project through viva-voce examination. While B.Com. (IT Practicals) and B. Sc. Computer Science, performance of the students in practical exam is assessed and Viva-voce is conducted during practical examination.

4. The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.

5. The teaching-learning and assessment processes are reviewed by IQAC through Academic and Administrative Audit. It includes an external peer team member. Records of academic results and other achievements are maintained by the departments or the units. They are submitted to the IQAC at the end of academic year.

6. The feedback obtained from students, teachers, alumni and employer on curriculum, teaching and learning helps to understand the expected learning outcomes. Secondly, the students overall performance in co-curricular and extracurricular activities as well as his/her behaviour on and off the campus help to judge the programme or course outcomes. The college tries its level best to inculcate above mentioned outcomes.

7. As far as overall position of students attaining outcomes is concerned during last five years, 90% outcomes attained by 5-7% of students, 60% outcomes are attained by 40-50% of students and remaining 45-50% of students attain 50% outcomes.

File Description	Document
Upload Additional information	View Document

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 64.06

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
206	377	519	166	245

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
515	444	528	380	495

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.64	
File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Nil

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 11

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
03	02	05	01	00

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 2.86

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
08	06	37	36	16

File Description	Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.97

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
14	29	19	08	01

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

College encourages students to develop generosity and a holistic temperament. College organizes various extension activities such as Tree plantation, AIDS awareness, Voters day to make students aware about their role and responsibilities.

Activities: Some major Extension activities are as follows:

Cleanliness : The cleanliness programs are conducted by NSS Unit. It is an important and regular practice .Students were made aware about the cleanliness at various public places like Darga Pariser ,Soneri Mahal in University campus, historical places,etc.

Water Conservation: NSS students had constructed water reservoir in University campus.

Road Repair: Students took active part in road repair in adopted village.

Socio-economic Survey: NSS students had carried socio-economic survey of adopted village.

Awareness Program: Various department and NSS Unit together organized AIDS awareness, Save Water, Health Check-up Camp,

Blood Donation: NSS Unit organized Blood Donation Camp.

Flood Relief Contribution: In 2018, Kerala had faced a natural flood disaster and in 2019 Kolhapur and Sangli (Maharashtra) faced massive flood disaster .For flood affected people, students had collected a fund (For Kerala 8568/- & for Sangli 6000/-) and send to C.M. Relief Fund.

NSS: NSS organizes different social activities:

- Adopts a village every year and weeklong camp is organized at the village
- Cleanliness Programme and Plantation drives

- Rallies on HIV-AIDS
- Seed ball making
- Heritage Conservation
- Health Check-up
- Samata Shanti March, Sanvidhan Day, etc.
- Tambaku Mukh Abhiyan
- Majhi Vasundhara

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Students got appreciated and awarded for their contribution in different areas. The efforts taken by teachers also played a vital role in students getting the awards and performing well in extra-curricular activities. Different NGOs and Educational societies have acknowledged the contribution of the students.

- Best Student Award to Miss. Kazi Alfiya (B.Sc. III) by Microbiological Society of India in 2021-22.
- Prize for the best Power Point Presentation to Miss. Huzaifa Jahan Ara (B.A.II), 2nd Prize in the year 2019-20.
- Patel Zuber, Md. Sohel, Patel Hidayat, Shaikh Muddasir for Mook Abhinay, Shaikh Shiba for Prashn Manjusha and Syeed Asrar Haq for Kavya vachan received certificate for active participation in Yuva Mohtsav of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

File Description	Document
Upload Additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 39

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry,

community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
07	04	15	09	04

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 26

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The institution safeguards adequate availability and best possible utilization of physical infrastructure as it is stated in quality policy of institute.

All the departments of the institute are reinforced through various infrastructural scaffolds. The institution possesses required equipments, apparatus, books, e-books, teaching- aids, furniture and ICT facilities etc. The details of the available infrastructural resources are as follows:

1. Classrooms: The institute has well ventilated classrooms with adequate sitting capacity and electrification. White boards are available in all the classrooms.

2. Classrooms with ICT facility: The institution has four classrooms with the facilities like LCD Projector, internet and uninterrupted power backup to support teaching-learning activities.

3. Laboratories: For Science faculty, Laboratories are with required facilities.

4. Computer Lab: The institution has two computer Labs with 33 computers and leased line of 100 MBPS internet facility.

5. Uninterrupted power back up: 7.5 KV generator is available for interrupted power supply for office, Library and academics wing.

6. Students and faculty member uses laboratory for practical, project and research work.

7. Major Equipments in laboratory:

Physics: C.R.O, Travelling Microscope, Spectrometer etc.

Microbiology: Autoclave, Incubator, Bunsen burner, Hot air oven etc.

Zoology: Compound Microscope, Museum Specimens, Micrometer, Zoological charts, electronic viewing balance etc.

Botany: Binocular Research Microscope, Compound Microscope, Muffal Furnace etc.

Chemistry: Spectrophotometer, Rotavapour, Electrophoresis, Polarimeter, Potentiometer etc.

8. Knowledge Resource Centre: Institute has central library equipped with cloud based LIB-Man software. Total 11465 books and 32 Volumes of Encyclopedia Britannica are available in Library. E-books, Peer reviewed journals, 'N-List' is also available for students and teachers through remote access facility.

9. Reading rooms: There are separate reading rooms for girls and boys.

10. Other Infrastructural facility for better teaching- learning process available in the campus includes:

Seminar halls- There is one Seminar hall with LCD Projector and latest multimedia for facilitating presentation during workshops and seminars.

Computers – 58, Printers – 11, Color Printer – 1, Photocopy machine- 2, Scanners -4.

Wi-Fi facility is available in the institute for all students and staff.

Teaching aids such as charts, models, slides, power point presentations on various topics are also available in the departments.

The institution enhances its infrastructural facilities for the students to utilize infrastructure by updating the classrooms, library, laboratory etc. The entire college campus has Wi-Fi facility with a leased line internet speed of 100 mbps bandwidth. The college has a practice of commonly sharing physical infrastructure between departments with appropriate administrative control.

File Description	Document
Upload Additional information	View Document

4.1.2 Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 4.56

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1.00	0	6.00

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

LIB-MAN Software (Desktop version) was purchased in the year 2004 but actual students/users data was created in 2009-10. LIB- MAN Software was upgraded in **My SQL Database** in October 2012. Again it was upgraded as **Cloud based Library Management Software.** in October 2021. LIB-MAN Software is an integrated multiuser and time- tasted software for complete computerization of In-house operation of Library. INFLIBNET (N- List) facility also was subscribed from August, 2022 to provide access to e-resources of N-List which is a part of *e- Shodhsindhu* consortium of INFLIBNET, where the users are made to access, brows and download e-books, e-journals, databases etc. Exclusive reference section is available in the library. New arrivals of Books and journals are displayed on separate stand and racks. CCTV Cameras are installed in the Library for strict surveillance. Information & News Paper Clipping are also displayed on the library notice board. Reading Room facility is available for boys and girls. College library organizes **User Awareness Programe** in the beginning of every academic year. Students are taken around the library to familiarize them with various resources and services like how to search OPAC etc. Library also organizes former President of India **Dr. A.P.J. Abdul Kalams'** Birth Anniversary on 15th October as the **Reading Inspiration Day** every year. In this **Common Reading Programe**, staff and students spent few hours. **Books Exhibition** is also held.

SOFTWARE MODULES

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

Features of LIB-MAN

- Multiuser, fully secured & advance software
- Barcode label & spine label generation
- SMS send to users.
- User friendly software
- Report export facility to MS EXCEL, PDF format etc.
- Library visitors Management:- Scan Library QR Code through M.OPAC App. to check in and checkout in the Library and mark attendance/visit in Library

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Sir Sayyed College of Arts, commerce & Science provides IT-infrastructure which comprises of computing equipment, Software and internet facilities.

- The College has a total 58 computers, 23 computers in Computer Science Department, 10 in IT & Commerce Department, 5 in Science Departments, 6 in library and 10 computers for administration work.
- All the computers are connected with Local Area Network (LAN)
- The Department of Physics, Chemistry, Zoology, and Microbiology are furnished with desktop computers with appropriate internet connectivity with LAN and Wi-Fi.
- LCD projector is available in department of Physics, Zoology, Chemistry, Microbiology & Commerce IT Lab.
- IQAC office, administrative office, Principal's office, & MKCL office are also furnished with desktop and internet connectivity
- The College has 4 ICT classrooms including 3 smart-classrooms, 1 seminar halls, with facilities like LCD projectors, LAN, Wi-Fi.
- The internet connection was upgraded from Broadband line (100 MBPS) to leased line of 100 MBPS Unlimited on 1 December 2022.
- Computer systems are installed and upgraded regularly with software and antivirus protection.
- Network monitoring software is used to monitor the student's activities in the computer lab.
- Admission & examination system is administered using MKCL online software.
- For recording the attendance of teaching and non-teaching staff, bio-metric machine is available.
- The website of the college is administered and updated regularly by the Department of Computer Science.
- The library has 6 computers with internet connectivity for Library work and for students.
- Old software at the library management was replaced by **Lib-Man integrated, multi-user multilingual software in 2014.**

- In 2022, the cloud-based-latest version was subscribed. The library has **Mobile-OPAC as well Web-OPAC**.
- The library had taken a Subscription of N List.
- College has purchased a college administration software in 2022
- Smart Board is available in computer Lab for teaching to students.
- Hardware up-gradation is being carried out regularly, as per requirements of individual departments.
- The students are encouraged to use IT-infrastructure in the best possible way to enrich their learning.

File Description	Document
Upload Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 26.06

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 48

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 *Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

Response: 25.81

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
8.2	6.19	8.27	9.32	7.6

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 37.29

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
780	576	415	204	492

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	View Document
Institutional data in the prescribed format	View Document

5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 12.08**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
117	192	122	188	180

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression**5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years**

Response: 6.67**5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
61	10	25	13	19

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
500	452	289	290	389

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years**Response: 0****5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

File Description	Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 1

5.3.1.1 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 wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	01

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 11.4

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
10	10	13	12	12

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Attachment to the parent institution from which you stand and lead can be seen in the Alumni. Let the world know you “WHO I AM”, is seen in passed out students.

Objectives of Alumni Association:

1. An important benefit of alumni management is alumni helping students in their career success. Career success includes helping students choose the right subjects, preparing for their target college/university and guiding them about the career streams they should opt for based on the student's interests.
2. The well-earning Alumni can support their College with donations or fund scholarships for weaker sections.
3. By engaging alumni, an institution can continue to benefit from their skills and experience.
4. Alumni are great role models for current students and are often well placed to offer practical support to students as they start their careers.
5. Motivating students for their studies, career, and to work hard in their life by telling the success stories from successful alumni.

Alumni meet was also conducted on 18th February 2018 under the presidentship of Former President , RECWS, Prof. Mohammed Tilawat Ali who has urged students to participate in the academic activities of the college in terms of sparing their valuable time in guiding students in the admission process, subject selection, Submission of Admission forms, documents required etc.

Alumni registration form was revised and distributed to all the departments of the college in order to enhance the percentage of enrollment and to increase the involvement of Alumni in various college activities. Alumni Meet was conducted on 19th January 2019. Prof. Abdul Razak Moin on the occasion gave his valuable piece of advice to all aluminas in the upgrading and uplifting the backward sector of the minority in special in terms of education, acquiring skills, being competent to face the challenges from all around the globe. He also came forward to cooperate and contribute time towards the noble cause.

Alumni meet was also organized at Sir Sayyed College on 12th March 2022, Prof. Mohammad Tilawat Ali, founder president RECWS chaired the meet. In his address Prof. Muhammad Tilawat Ali urged the former students to contribute for the progress of educationally, economically, socially backward students, particularly girls without any discrimination of caste, creed, culture etc. Renowned socialist Dr. Shaikh Shafiq was invited as chief guest who gave his valuable piece of advice to all alumni in upgrading and

uplifting the backward sector of the minority in terms of education, in acquiring skills and to become independent. Alumni activities such as distribution of fees in the form of scholarship to poor and needy students by few alumni including Irfan Khan Saudagar. Qureshi Shaikh Nawaz came forward and gifted stationary to HOD Dr Qazi Baseer Ahmed, HOD, Department of Commerce. Abdul Razzak Moin and group came forward in donating notice boards to the college. Department of Commerce alumni also donated notice boards to the Department.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

Response:

VISION: “*To spread education among Muslims and create good character and strong National feelings*”.

MISSION: “*Humane Citizen through Education.*”

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

NEP Implementation.

The institution preparedness in implementation of NEP depends upon the guidelines of Higher Education Department, Govt. of Maharashtra and the affiliated university. As and when guidelines are made available our Institute will implement policies of NEP in true spirit.

Decentralization & participation in the institutional governance

Various activities are organized for stake holders by the departments and different committees. These activities are organized as per the guidance of institutional governing bodies and active involvement and support of teaching, non-teaching staff and alumni

Institutional Perspective Plan

Short term plan:

- To organize curricular and co-curricular activities for students
- Organize campus interview for the students.
- To organize study tours, industrial visits, field visits etc.
- To strengthen Alumni association for development of college.
- To conduct Academic, Administrative, environment audit, energy audit and other quality related audits.
- To establish the well-structured feedback system on curriculum from all the stake holders.

- To conduct student satisfaction survey for Quality enhancement.
- To strengthen the Self-Appraisal System for non-teaching staff.
- To organize the International/National seminars on research and quality related themes.
- To establish research centers.
- To provide Wi-Fi facility to the staff.
- Faculties will be promoted and motivated to attend the faculty development programmes.
- To organize programme for students on gender equity & sensitization.
- To organize environment awareness activities in the campus and outside campus.
- Strengthening of best practices of institute.

Long term Plan:

- To strengthen the infrastructure of the College.
- To improve laboratories including instrumentation of facility.
- To introduce career oriented courses, short term courses, value added courses, diploma and advanced diploma courses.
- To encourage the faculty for ICT teaching and learning methods.
- Propose to make innovation in evaluation methods.
- To enhance the quality of MoU's/Collaborations/Linkages with different industries, institutes, NGOs, for research, field projects, student trainings, teacher training and exchange to create the job opportunities for the students.
- To provide e-learning resources like INFLIBNET, e-journals, e-books to students and teachers.
- To implement various staff welfare schemes and programs.
- To strengthen research facilities in the college and motivate faculty to involve in research, by undertaking Major and Minor research projects, publishing research papers in UGC care & Peer reviewed National & International journals.
- To organize institutional workshops and seminars for students and staffs on research methodology, intellectual property, academic and administrative audit, quality enhancement in higher education, skill development and New Education Policy(NEP-2020).
- to implement New Education Policy in true sprit.

File Description	Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The policies of the college are stated in the vision and mission of the institution. The views of the stakeholders are taken into consideration, and various committees are formed for the execution of the decisions taken. The career oriented and skill based subjects are introduced.

Curriculum Development

- Seminars/workshops/symposium, guest lectures etc. are conducted by college.
- PG programmes and UG program follow the CBCS/Elective curriculum.
- **Teaching & Learning:**

The institution prepares the academic and administrative calendars well in advance before the commencement of the academic year. Departments organize student seminars, projects, field visits, educational tours, group discussions, demonstrations, guest lectures, etc. The college enriches library and laboratories. The meritorious students are felicitated by giving cash prizes & certificates.

- The college strictly adheres to the academic calendar for conducting the Continuous Internal Evaluation by conducting regular class tests and tutorials, seminars.
- Learning outcomes are reflected in a high pass percentage of the students.
- Various student-centric learning methods and tools such as ICT lectures, Projects etc. are used for enhancing teaching learning processes.
- **Examination and Evaluation:**
- For the continuous Internal Evaluation, college conducts class tests, tutorials, unit tests, departmental student's seminars, project works, tests etc.
- The students fill up examination forms through the online portal of the university and it is submitted to the college.
- All Post Graduate have CBCS as per the guidelines of Dr. Babasaheb Amedkar Marathwada University, Aurangabad.
- For Post Graduate, 20% weightage is given to internal and 80% weightage is given to the university examination.
- **Research & Development:**

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 has NSS units through which we undertake extension activities in the neighborhood community and help in the holistic development of students and the society.

- The faculty has published **363** research papers in different journals including **103** papers published in UGC care list journals. **95** research papers orally presented by teachers in International conference/seminars and **187** in National seminars, **27** research papers in state seminar/conference. **25** teachers delivered invited talk in National seminar. **71** Books published by the teachers during last five years.
- **Library ICT and Physical Infrastructure / Instrumentation:**

Well-ventilated library with a collection of 11465 reference and text books, **11** journals. Adequate

space is available for students to access and study in library.

- **Human resource management:**

The administration is decentralized through functional freedom to HoDs, coordinators, and Incharge of various committees

- **Industry interaction / Collaboration:**

The college has made MoUs / Collaborations / Linkages with various organizations.

- **Admission of Students :**

Since our college has minority status as per article 31(1) it follows admission process as per the rules and regulation laid down by Govt. of Maharashtra. The admission fee is charged according to the norms set by Govt. of Maharashtra and Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. Admissions are given through first come first serve basis.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document

6.2.2 Institution implements e-governance in its operations

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

- **Self Appraisal System**

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

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

- **Sir Sayyed College Credit Cooperative Society, Aurangabad**

Institutional management and administration has executed social welfare measures from 2002. ‘Sir Sayyed College Credit Cooperative Society’ (SSCCCS) was established by pioneers of the Institution Prof. Mohammad Tilawat Ali. Presently it offers a loan facility with upper limit of 5 lakh for teaching staff and 3 lakh for non-teaching staff. SSCCCS has also made available emergency loan (EL) of 20000/- for teaching and non teaching staff. Chairman and Secretary of the Credit Cooperative Society was elected by the members. Following are the members of SSCCCS.

Dr. Vasiullah Pathan (Chairman)

Dr. Nisargandha Siddharth (Vice-Chairman)

Dr. Shaikh Kabeer Ahmed (Secretary)

Mr. Syed Mujeeb(Joint Secretary)

Dr. Shaikh Mohd. Azhar (Member)

Dr. Chitra Bagmar (Member)

Mrs. Anita Polewar (Member)

The Principal takes care of speedy sanction of loan proposals of College employees to this Credit society.

- **Group Accident Insurance Scheme**

The teaching and non-teaching staff are covered under Group Accident Insurance Scheme of the Government of Maharashtra for which a monthly premium is deducted from the salary every month. Group Accident Insurance Provides comprehensive cover against accidents and disabilities caused by a personal accident. 100% of the sum assured is paid in case of accidental death. 50% of the sum assured is paid to the employee in case of partial disablement.

- **Government aided institutional welfare:**

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

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**Response:** 17.68**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	5	10	2	8

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**Response:** 50**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
42	31	40	26	04

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
24	24	24	25	25

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

6.4.1 Mobilization of Resources

1.Fees: The college charge fees according to the University & government norms from students of granted and self-financed courses.

2.Salary Grant: The College gets salary grant from the Government. Institutions prepare annual budget of the estimated salary grant to the government. This comprises salaries of the teachers & non-teaching staff appointed on regular basis. The bill for Teachers appointed on CHB is also prepared.

3. Institution has received funds from UGC for the year 2017- 2018 and also from University.

Institution Mobilization Policy:

1.The Purchase Committee takes review of the Various departments and the equipment needed. It also takes into consideration the maintenance requirements of the college.

2. It then suggests the College Development Committee to approve the expenditure needed and forward

it to the Principal and the Management for approval and necessary action.

3. Internal Audit is done by Chartered Accountant. The external audits are conducted by the Joint Director auditors periodically.
4. The Library Advisory Committee ensures that resources in library are utilized optimally.
5. The entire process of the procurement of the material is monitored by the Purchase Committee and Principal and later by College Development Committee.

File Description	Document
Upload Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and records the incremental improvement in various activities.

- A) Preparation of Academic Calendar annually.
- B) Participation of College for AISHEE.
- C) Establishment of Discipline and anti -raging committee.
- D) Conduct of various curricular and co-curricular activities such as Bridge course, Seminars, Workshops, Conferences, Guest Lectures,
- E) Use of ICT tools to strengthen teaching learning process.
- F) Establishing mentor-mentee Process, its effective implementation and action.
- G) Submission of Annual Quality Assurance Report to NAAC.

Internal Quality Assurance Cell (IQAC) of SSCA has contributed significantly for institutionalizing the quality assurance strategies and teaching learning process. For achieving above goals, IQAC is performed following activities.

- IQAC has immensely contributed in the implementation of Quality assurance plans and processes at all levels.
- IQAC organized quarterly meetings for overall development of Academics and Administration.
- IQAC established mentor mentee process, through this process responsibility has assigned to the faculty members to guide a particular group of students.
- IQAC prepares, evaluate and recommends following activities by the relevant authorities.

A) Annual Quality Assurance Report (AQAR)

B) Performance based approval system (PBAS) for Career Advancement Scheme(CAS)

C) To organize awareness programme regarding new policies of Government.

File Description	Document
Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The Management ensured that one-third of the total teaching staff are women. Some women non-teaching staff are employed. Keeping in line with the mission of the institution, institution has enrolled maximum girl students in various courses. Administration has formulated such a policy that maximum girl students be given admission in the faculty of Arts.

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

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

Paper VII: Population in India - Sem- IV

Paper VIII: Sociology of Development - Sem-IV

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

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

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

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

The college has an Internal Complaint Cell which conducts some activities to address the issue of gender equity. Girls' Forum of the college also organizes certain programmes for girls.

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

File Description	Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: C. 2 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1. Green audit / Environment audit**
- 2. Energy audit**
- 3. Clean and green campus initiatives**
- 4. Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

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

Institution proposed to organize seminars/conferences in languages that show its inclination towards promoting linguistic diversity. Various curricular and co-curricular activities are organized by the language departments. Cultural Committee of the college organizes various programmes in sync with cultural diversity.

Certain programmes are conducted by the college to sensitize the employees to constitutional duties. Guest Lectures on significant days such as Constitution Day and Republic Day are organized. Various activities are conducted by the Department of Political Science to create awareness among the students regarding constitutional rights. The institution has started a paper on Indian Constitution for B.A./B.Com/B.Sc I year as per the guidelines of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

File Description	Document
Provide Link for Additional information	View Document

7.2 Best Practices

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

Response:

1 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 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. Interested students attended the course.

Evidence of Success:

Some 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 Student Aid Fund (SAF):

Goal:

The College has established Student 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 Aid Fund. This fund enables the students to pay their fees also.

Practice:

The College appointed In-charge of Student 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:

Students got benefited from Student Aid Fund. This probably also helped in checking the drop-out rate of the students.

File Description	Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Institutional Distinctiveness

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

1. To propagate, encourage and provide education.
2. To create general awareness about women’s education amongst Muslims.
3. To offer an environment conducive for learning and creative thinking.
4. To uplift the deprived and academically weak students by empowering them with knowledge.

The institution is located in the predominantly Muslim area. Focus on the women’s education is a task of crucial importance that this institution has undertaken. 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. scholarships were not enough. In this backdrop, the teacher and management came forward to help number of deserving students, especially girls. The college established ‘Student Aid Fuond’ 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 to pay 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.

Every year, good number of 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.

File Description

Document

Any other relevant information

[View Document](#)

5. CONCLUSION

Additional Information :

GOALS AND OBJECTIVES:

- To achieve academic excellence.
- To compete at National and International level in all areas of life.
- To develop leadership qualities.
- To develop all round personalities of the students.
- To provide orientation to students towards research.
- To promote the faculty towards quality research and examination.

Quality Policy:

- Introduction of certificate courses dealing with emerging areas
- Recruiting highly qualified, experienced faculty to impart education of high quality.
- Frequent organization of professional development programs for faculty and administrative staff.
- Promote research culture among faculty and students.
- Providing incentives to faculty, administrative staff and meritorious students
- Taking all out efforts to maintain, enhance quality of education and marching towards academic excellence.

Accomplishments:

Right from the foundation, the college endeavours put in by all the stakeholders yielded promising fruits in the form of outstanding achievements of students and teachers in research, ranks in University Exam, placements, sports & games, cultural activities, research, consultancy and extension activities.

- Concession in fees to the economically backward students, wards of the faculty, sports persons and divyangjan.
- Contributed the amount of 1, 67,283/- towards the Kerala relief funds in October 2019 & amount of 3, 80,789/- towards Covid -19 relief funds in May 2020.
- Organization of sports, cultural, and other co-curricular and extra-curricular activities.
- Central library is enriched with 11465 books, about 300 journals and periodicals for ready references.
- College has formed 23 different committees wherein all the faculty members get an opportunity to work for the betterment of the institution as a whole.
- CDC is well represented body.
- IQAC ensures maintenance and promotion of quality culture on the campus.
- IQAC devises the action/strategic plan for each academic year.
- IQAC prepares agenda of the meeting taking all policy matters into consideration.
- Feedback is sought from stakeholders that provide college an opportunity to work for quality improvement.
- Adoption of Village under Extension activities through NSS.

Concluding Remarks :

The Institution with the mission all round development through education has completed 32 years of excellence in academics. With the special focus on Girls education, the college has already produced 34 meritorious students including three Gold medals. The college has 32 highly qualified teachers.

This is the only college to offer Arabic as optional subject at UG level. The college also runs professional courses like B.C.S. and B.B.A. The college offers post graduate courses in English, Arabic, Urdu, Commerce & Chemistry.

The performance of the students is assessed through continuous evaluation. The students are provided exposure to practical knowledge through projects and industrial visits.

The college has 21 Research Guides in different subjects. The institute has established Research centres in Commerce, Chemistry & Arabic. The Faculty of the college has significant number of publications, research projects and paper presentations to its credit.

CCTV cameras are installed at various places in the campus. The college library is equipped with cloud based LIB-Man software. N-List facility is subscribed to provide access to e-resources.

The college provides financial assistance to economically weak students. The Career guidance cell of the college provides guidance to the students. Health Forum organizes various awareness programmes and camps. Internal Complaint Cell(ICC) settles the grievances of the girls students and the teachers. Discipline Committee makes the campus ragging free. The Alumni Association supports in the organization of programmes.

As the part of decentralization, the Vice principal is appointed to support the administration. The Management ensures timely promotion of teachers. IQAC Coordinator ensures that various programmes are conducted. Various Committees are appointed to organize curricular and co-curricular activities. The Credit Cooperative society supports the staff financially. Environmental protection awareness is created through organization of programmes and circulation of notices. Cultural and linguistic diversity is encouraged as reflected in the policy of the management in the employment of staff belonging to diverse regional, cultural and linguistic background. The institution has prepared a hand book of code of conduct for the staff. Spoken English Crash Course and Students Aid Fund are the two best practices implemented by the college.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.2	<p><i>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</i></p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>626</td> <td>714</td> <td>735</td> <td>699</td> <td>659</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>620</td> <td>714</td> <td>735</td> <td>699</td> <td>659</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per the supporting document provided by the HEI.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	626	714	735	699	659	2021-22	2020-21	2019-20	2018-19	2017-18	620	714	735	699	659
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4.1.2	<p><i>Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years</i></p> <p>4.1.2.1. Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>1</td> <td>0</td> <td>6</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>1.00</td> <td>0</td> <td>6.00</td> </tr> </tbody> </table> <p>Remark : DVV has converted the value into lakhs.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	0	0	1	0	6	2021-22	2020-21	2019-20	2018-19	2017-18	0	0	1.00	0	6.00
2021-22	2020-21	2019-20	2018-19	2017-18																	
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5.1.1	<p><i>Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years</i></p> <p>5.1.1.1. Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists</p>																				

during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
786	576	415	204	492

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
780	576	415	204	492

Remark : DVV has made the changes as per the supporting document provided by the HEI.

2.Extended Profile Deviations

Extended Profile Deviations

No Deviations