



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SIR SAYYED COLLEGE OF ARTS COMMERCE AND SCIENCE, AURANGABAD
• Name of the Head of the institution	DR. SHAIKH KABEER AHMED
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02402313876
• Mobile no	9923388668
• Registered e-mail	sirsayyedcollege@rediffmail.com
• Alternate e-mail	iqacssca@gmail.com
• Address	Post Box 89, Roshan Gate, Aurangabad-431001 (M.S.)
• City/Town	Aurangabad

• State/UT	Maharashtra
• Pin Code	431001
2. Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	Dr. Babasaheb Ambedkar Marathwada University, Aurangabad
• Name of the IQAC Coordinator	Dr. Milind Jagannath Jadhav
• Phone No.	07558464295
• Alternate phone No.	08698097062
• Mobile	08698097567
• IQAC e-mail address	iqacssca@gmail.com
• Alternate Email address	dr.mjadhav@gmail.com
3. Website address (Web link of the AQAR (Previous Academic Year))	http://sirsayyedcollege.org/IQAC/AQAR/AQAR%202019-2020.pdf
4. Whether Academic Calendar prepared during the year?	Yes

- if yes, whether it is uploaded in the Institutional website Web link:

http://sirsayyedcollege.org/IQAC/Academic-Calendar/Academic_Calender_2020-2021.jpg

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	73	2004	03/05/2004	02/05/2009
Cycle 2	C	1.83	2013	05/01/2013	04/01/2018

6. Date of Establishment of IQAC

01/12/2012

7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9. No. of IQAC meetings held during the year

02

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?

Yes

<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	<p>No File Uploaded</p>
<p>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</p>	<p>No</p>
<ul style="list-style-type: none"> If yes, mention the amount 	
<p>11. Significant contributions made by IQAC during the current year (maximum five bullets)</p>	
<p>1) Improvement in academic activities and student's results. 2) Guest lectures for students was organized by various departments. 3) Institutional workshops for teaching and nonteaching staffs were organized. 4) All departments of College organized National and International e-seminars and e-Conferences. 5) Strengthening of alumni cell to conduct various activities. 6) Online Feedback from stakeholders were collected, analyzed and used for further academic improvement. 7) Online student satisfaction survey conducted.</p>	
<p>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</p>	
<p>Plan of Action</p>	<p>Achievements/Outcomes</p>
<p>Focus on Teaching & Evaluation</p>	<ul style="list-style-type: none"> Online teaching learning and evaluation. Students were informed about college rules, finances & scholarship. Bridge course for first year students were organized by each and every department. Increased in use of I.C.T. techniques. Guest lectures were organized by various department of the college. Mid-semester test and result analysis carried out.
<p>Organization of Guest lecture/training program</p>	<ul style="list-style-type: none"> Department of English organized career guidance camp and one week course in communication skill. Science forum organized science talent search exam. Cultural committee organized essay and speech

/workshop for students	<p>competitions. • ICC organized online guest lecture on Ethics of Digital Presence. • Core committee organized motivational lecture. • Career Guidance and Placement Cell organized Guest lectures on preparation of competitive examination and job opportunities after UG and PG. • Department of Arabic, Chemistry, Zoology and Commerce organized guest lectures.</p>
<p>Organization of workshop /Seminar for Teaching and Non-teaching</p>	<p>• Department of Arabic -organized Two Days International e-Seminar on Literary and linguistic influence of Arabic on International Languages on 09 & 10 December 2020. • Dept. of Computer Science & Physics organized One-day International e-Seminars on "Interest of Things Technology, Sensor Devices and big data" on 19 December 2020. • Department of Sociology & History organized One-Day e-Seminar on Advance Research Methodology & Social Sciences on 28th December 2020. • IQAC organized One day Workshop on 'The role of Non-teaching staff in college administration ' on 31/12/2020 • Department of Urdu organized One Day International Seminars on "Daure Hajir me Urdu Tadris", on 8nd January 2021. • Department of English-organized one day e-seminar on Translation Studies on 02 January 2021. • Department of Botany organized one day National e-seminar on Recent trends in Plant Sciences held on 03 January 2021. • Department of Commerce organized one day National e- seminar on Rethinking business practices in post Covid-19 scenario on 04/01/2021. • Department of Microbiology organized one day international e-seminar on Recent Advances in Food Safety on 05 January 2021. • Department of Zoology organized one day National e- conference on Animal sciences: Future challenges and strategies on 06/01/2021. • Department of Chemistry & Physics- organized One day International e-seminar on Advances in material Sciences and Nano-technology on 07/01/2021. • Department of Physics organized one day e- seminar on Ethics in research methodology on 12/06/2021.</p>
<p>Formation of IQAC as per Revised Accreditation Framework</p>	<p>• IQAC was reconstituted as per the guidelines of Revised Accreditation Framework</p>
<p>Up gradation of Website</p>	<p>• Time to time website has been updated.</p>

Feedback from stakeholders	<ul style="list-style-type: none"> Online Feedback collected from all the stakeholders, report is prepared and submitted to the Principal for corrective measures to be taken.
Students Satisfaction Survey	<ul style="list-style-type: none"> Online student's satisfaction survey of students was conducted.

13. Whether the AQAR was placed before statutory body?	Yes
--	-----

• Name of the statutory body

Name	Date of meeting(s)
College Development Committee	18/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	23/12/2021

Extended Profile

1. Programme

1.1	10
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1433
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	00
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	452
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	33
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	40
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	14
Total number of Classrooms and Seminar halls	
4.2	4.86
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	58
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Sir Sayyed College of Arts Commerce and Science is permanently affiliated to Dr Babasaheb Ambedkar Marathwada University and it follows the syllabus and curriculum prescribed by the University. The curriculum is framed by the respective Board of Studies of the subjects in the University. In addition to the University approved Programmes and Courses, the college has introduced certain certificate/value added courses (listed below). An effective curriculum delivery is ensured through a well-planned and documented process which helps the students to achieve their

learning goals. Advanced planning of academic activities and calendar in alignment with the University issued academic calendar is done. The academic calendar prepared at the start of the academic year gives us a clear idea of non-academic activities, holidays etc which helps the faculty to deliver the curriculum in time. The faculty members make a teaching plan of their subject which details out the number of lectures allotted for the topic. A number of students admitted in the college come from vernacular medium so they are supported by the teachers by explaining them in Urdu or Hindi. A bridge course of a week has also become a practice of the teachers teaching the beginners or those introducing the subject to the Students. Maintenance of course files by the faculty, which contains lesson plan, notes of the lesson and question bank, innovative pedagogy, focussing more on attention and listening, preparation of contemporary learning materials to enhance students' knowledge and skills, learning practice through online resources like Google classrooms for assignments, peer learning and group discussion all have become an integral part of the teaching learning process of the college. The syllabus completion report is given to the Head of the Department by the respective subject teachers after each term and formal as well as informal feedback of the syllabus completion is taken from the teachers by conducting Departmental meetings. The faculty are promoted to keep themselves updated by attending Conferences, Seminars, FDPs, syllabus workshops, moocs and Publications. During the Pandemic, most of the lectures as well as the activities conducted in the online mode and so the attendance of the students for most of the period is virtual. The faculty members engaged the classes on Zoom/Google meet/teach mint or other modes of online teaching and also shared the notes, audios or videos with the students ensuring that the students continue with their learning even in the lockdown period. The faculty members joined the different faculty development programmes for getting acquainted with the new mode of teaching. Teachers were involved in paper setting and evaluation meetings in online mode during the lockdown. The teachers alongwith the higher authorities take great interest in widening the horizons of their field which includes arranging guest lectures from experts in the field, holding Conferences and Seminars in the related areas by inviting highly qualified personnel from the field. This gives them a better insight in the field and they can relate it with the curriculum ensuring an effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Advanced planning of academic activities and calendar in alignment with the University issued academic calendar is

done. The academic calendar prepared at the start of the academic year gives us a clear idea of academic & non-academic activities, holidays etc which helps the faculty to deliver the curriculum in time. The faculty members make a teaching plan of their subject which details out the number of lectures allotted for the topic. Most of the teachers are also involved in paper setting. Maintenance of course files by the faculty, which contains lesson plan, notes of the lesson and question bank, preparation of contemporary learning materials to enhance students' knowledge and skills, learning practice through online resources like Google classrooms for assignments, peer learning and group discussion all have become an integral part of the teaching learning process of the college. Evaluation is carried out on a regular basis, on all aspects of student learning both scholastic/cognitive abilities including all academic achievements in Projects, quizzes, lab work, Seminars etc. and non-scholastic/non-cognitive abilities like habits, attitudes, interests, aptitudes etc. The teacher diagnoses the learning difficulties of the learner and practices remedial teaching based on the continuous comprehensive evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

14

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into 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 and Science Forum 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 empowering 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. There is a compulsory paper of Environmental Science.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

102

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following

A. All of the above

stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1433

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

28

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The prime objective of our institution is to achieve excellence is to identify respective learning levels of the students. Students come from the diverse socio-cultural, economic and educational background one admitted to the college. Therefore, varied need of the students. It become necessary to identify slow learners and advanced learners at the entry level. At the commencement of every academic year the college/departments conducts a test written or oral test for newly admitted students.

The students securing marks below 60% would be identify as slow learners and the students securing more than 60% marks would be identified as Advance learners. Slow learners might be hard workers and will do whatever takes to find answers. Advance learner can grasp the things fast.

The slow learners have a short attention span with which they cannot concentrate for long time. They have the problem of short memory and they do not remember what they learn. They get bored easily and develop less interest towards learning process.

Learning is a function of development and are adopting and changing. The pattern of development varies from one student to another student. They have below average abilities and struggle to cope up with the main stream. Slow learners prefer to work at their own pace. They do not show interest in long time goals. They work very slowly. They show less attention. May be behind it there is health problem or other household responsibilities or interest is sports activities. The parents give less time for their children. They cannot share their feelings.

Provision for Slow Learners

- There are various provisions for slow learners, some of them are:

1. Provision for remedial teaching,
2. Bridge Course for First year's students.
3. Provision for giving simple and easy notes and course materials.
4. Library facility to slow learners
5. Guest lectures are arranged for them, etc.
6. Personal counselling,

Provisions for Advance learners

- There are various provisions for advance learners. Some of them are:

1. Provision for given handwritten notes and related information from the Internal
2. Motivate to participate in debates and group discussion and research activities.
3. Library facility to advance learners

4. Personal counselling in further education
5. Encouraged for writing articles, stories and poetry in magazine etc.
6. Guest lectures are arranged for them etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1433	47

File Description	Documents
Any additional information	View File

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

Student centric methods.

Test and tutorials were assigned to the students to test their learning outcomes. Quizzes were arranged by some departments to test the knowledge of the students. Class seminars on some topics were arranged. Group discussions were taken to enhance the ability of the student to communicate. Projects on significant topics were given to students of BSC third year to develop their research aptitude. Industrial visits were undertaken to expose the students to the working of different industries and the equipment used for the production of various goods. Exchange of the students and the various activities are undertaken by the institution in collaboration with another institution under MOU and linkages. Science talent exam is conducted annually to develop scientific temper among the students. Prizes for the three topper are given to encourage them. Various co curricular activities such as debate competition, essay competition extra are taken. Spoken English crash course is conducted annually to enhance the speaking and writing skills of the student.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Google classrooms were created by the teachers. Notes, online classroom links, Test papers, assignments etc were uploaded on the Google classroom. Other platforms like Teachment app, zoom etc were also used for online teaching. Practical exam were also conducted in an online mode via Zoom. Seminars on various topics in different subjects were conducted online mode by using Zoom. Guest lecturers were also conducted online. Testmoz and google forms were also used for test series for students by class wise distribution whatsapp group also created for online classes.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

27

File Description	Documents
------------------	-----------

Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

608

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Students are informed about the internal evaluation structure and its importance at the very beginning of every academic year. Internal evaluation has been given the weightage in the overall academic development of the students. Class tests are conducted with tutorials in both the semesters respectively. Class seminars and assignment play an important role in the evaluation process. On the basis of their performance and the results, students are categorized. The toppers are guided through Students' Core Committee while the slow learners are given remedial coaching.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time bound and efficient. (200 words)

The college has the proper mechanism to deal with the internal examination related grievances. A committee has been formed to look after the queries and the grievances of the students regarding the internal evaluation. The issues raised by the students are resolved amicably within two weeks. If a student has any objection related with the marks, reassessment is carried out in the transparent manner to the entire satisfaction of the student. The Internal Evaluation Grievance Committee seeks

suggestions from the students and the stakeholders for the purpose of improvement in the evaluation process.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

2.6.1. i. Programme outcomes (POs)

College 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.

ii. Programme specific outcomes (PSO)

The 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). They should be able to understand the basic concepts of their subjects and apply tools and techniques for research in their respective fields.

iii. Mechanism of communications

The programme and course outcomes are uploaded on the website of the college. It is available for every one including the teachers. Students and stakeholders, those how access the website. Further Information can also be found in the syllabus of the respective subject, which is available in the library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://sirsayyedcollege.org/pages/NAAC-PO-PSO-CO.html
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

2.6.2. Evaluation of programme and course outcomes

The head of the respective departments evaluate the programme and course outcomes on the basis of the performance the students. Students are continuously assessed in the test and tutorials, class seminars and assignments. Their curiosity in the

subject and practical applied knowledge is tested through the projects assigned to them in the faculty of arts (UG & PG), Commerce (UG & PG). Their performance is also reflected in the final exam results.

This review is forwarded to IQAC for further analysis. The IQAC submits it to the Principal, who places it in his meeting with Local Governing Council (LGC) for final action.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://sirsayyedcollege.org/pages/NAAC-PO-PSO-CO.html

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

366

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://sirsayyedcollege.org/IQAC/students-satisfaction-survey-report-2020-21.pdf>

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 year (INR in Lakhs)

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

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects	No File

/endowments	Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

16

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

02

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File

List of workshops/seminars during last 5 years (Data Template)	View File
--	---------------------------

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

02

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

08

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

3.4.1 Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic

development during the 2020-2021.

Response:

Every year students of Sir Sayyed College are involved in various activities that help the neighborhood community and in turn sensitized our students about the various issues of immediate relevance to the society.

Due to Covid-19 pandemic we have taken different activities online. It is not possible to take activities of plant from 15/02/2021 to 29/03/2021 some students come offline in that time our College have taken some activities under NSS like Swachhata Abihyan, tree plantation, NSS unit gave service to Covid Care Centre.

ICC committee organized online lecture on Ethics of digital presence. Health and Hygiene cell and Girls forum jointly organized lecture on Heart care and thyroid. On the occasion of International Women's-Day, on 8th March 2021 Girls forum organized lecture on Health and Hygiene. International Yoga-day was celebrate on 21/06/2021 by Girls forum.

Motivational talk for student by Dr. Naser Siddiqui, Associate Professor, Maulana Azad College, Aurangabad was arranged online on 06/02/2021 by student core committee, Inspirational lecture for preparation of competitive examination like UPSC & MPSC by Mr. Kadir Khan was arranged by student core committee on 07/07/2021.

Due to Covid-19 pandemic not a large number of students were involved, nor does any activity for girl's students was planned.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

Nil

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

02

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

77

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

05

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

07

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Sir Sayyed College of Arts, Science and Commerce was established in 23 Sep 1990 In Aurangabad City. In the academic year 2020-21 there are 1433 Student Strength. There are 05 Undergraduate Courses and 05 Post Graduate Courses .The college have 01 research center.

The institute has advance facilities like classrooms, laborites, computer labs, and library for conducting above mentioned all Courses. There are 13 classrooms 06 labs in the college. 06 have learning facilities. 01 seminar Hall is used for guest lectures, seminars, meetings and other academic events. Each Science department have Separate Classroom to conduct the teaching learning activities.

The college has a library, which has approximately 11383 Books, Regular Journals 08 and 06 News Papers

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga center etc.

Sports Department organized different types activates in college. Due to Covid-19 University did not Organized any Sports Competition. Sir Sayyed College Organized Inter Class Sports Competitions. Following Inter Class Competitions were organized in 2020-21.

1. Athletics: in Athletics inter class compaction 32 students have participated.
2. Cricket: Faculty wise Cricket team participates in Cricket can petition. Science Faculty wins the Cricket Match.
3. Football: Faculty wise football team participated in football Compaction
4. Indoor Games also organized for girls Students as like Chess & Carrom.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0.3

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System

(ILMS)

Data requirement for year: Upload a description of library with,

- Name of ILMS software :- LIB-MAN Software.
- Nature of automation (fully or partially) :- Partially Automated
- Year of Automation :- 2009-10

LIB-MAN Software was purchased in the year 2004 but actual students/users data created in 2009-10 . LIB- MAN Software upgrade in My SQL Database in October 2012. Now again upgraded for Claudbased Library Management Software. in October 2021 .LIB-MAN is an integrated multiuser and time tasted software for complete computerization of In-house operation of Library

SOFTWARE MODULES

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

Features of LIB-MAN

- Multiuser, fully secured & advance software.
- Barcode lable & spine lable generation.
- SMS & E-Mail send to student and staff.
- User friendly software.
- Report export facility to MS EXEL , PDF format etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

0.1835

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

21

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institution frequently updates its IT facilities including Wi-Fi following are the strategies of our college through which it deploys and upgrades the IT infrastructure and associated facilities.

The College has two Computer labs with 58 computers in LAN system with internet connectivity through UTP cable & wireless . It also has computers with internet connectivity in library, media lab, IQAC office, administrative office, Principal's office, MKCL office etc.

The college has upgraded its IT facilities including Wi-Fi frequently as per the need and requirement in the recent years. The college has recently taken a new internet of connection having bandwidth 100 Mbps with a Wi-Fi facility. The college has updated its IT facilities with increasing the number of computers, printers, scanners, projectors, Xerox machines, dynamic website, and various soft wares regularly.

The teaching and learning process is enhanced through incorporating ICT tools and e-resources. SWAYAM platform is used by the faculty members & students in which different courses are available which is Enrolled by faculty's & Students

File Description	Documents
------------------	-----------

Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. \geq 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

4.86

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Procedure and Policies for maintaining & utilizing Physical, Academic and Support facilities.

The overall authority and responsibility for maintaining and utilizing the physical, academic and support facilities rest with the Principal. The Principal by delegating the authorities and responsibilities to Vice-Principals, Heads of Departments and various committees & ensures that the resources are optimally utilized and maintained for the benefit of the stakeholders. The

financial requirements are assessed on the basis of the requirements submitted by the Heads of Departments and other Support Units at the beginning of Academic Year. The College Development Committee by considering the availability of resources and the requirements makes budgetary provisions for upgradation, maintenance and utilization of all the resources of the institution. All the purchases are done as per the norms and procedures laid down. All the resources are recorded in the Accession Register and Stock Register maintained by the Office.

Library:

- Library follows open access system.
- Books accessioned & arranged by using DDC.
- Print Journals facility provided.
- E Question papers are made available to users.
- Movement register is maintained in the library for the entry of Students & staff.
- OPAC facility is provided to search library resources.
- CCTV cameras are installed in the library to have a control.
- Library has a systematic procedure for procuring requirements of books.
- A separate reference section has been set to avail books, Journals, Questions Papers and other relevant materials.
- Strict disciplinary policies are framed in order to maintain library decorum.

Physical Infrastructure maintenance:

- The college ensures that the infrastructure facilities are regularly well maintained and updated so forth to enhance better physical, academic performance.
- The maintenance work is carried by proficient in-house staff.
- A separate team of employees have been appointed who take care of the campus cleanliness and hygienic environment.

Electrical and UPS maintenance:

- The security and safety within the campus and daily maintenance of electrical fittings and UPS in the buildings and campus.
- Supply is maintained through electricity board or captive generator sets.
- The daily maintenance of electrical fittings and UPS in the buildings and campus is handled by expertise in-house electricians.

Classrooms & Sports:

- Regular cleaning and maintenance are carried out so as to provide effective learning environment to the students.
- Class wise time table is designed in such a way that there is maximum utilization of infrastructure, laboratories, library

and class rooms.

- Computer department with the help of student takes care of the maintenance of all the computers within the institution both the Hardware/Software and Networking.
- Sport material is issued to students as per the schedule.
- For intercollegiate competitions sport material is issued to the student for the period of the competition.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

549

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

57

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non-government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

182

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

182

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

02

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

58

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

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 year

5.3.1.1 - 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 year.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File

	Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students are given exposure to involve in administrative, co-curricular and extracurricular activities by including them as members of the committee, they actively participate in various committee meeting as per the norms of NAAC and government of Maharashtra

The Following is the list of Committees of student's representation and engagements.

1. College Development Committee,
2. Internal Quality Assurance Cell and
3. Internal Complaints Committee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

06

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

Alumni Association registration is in process with the Charity Commission office ,Aurangabad ,Maharashtra . and soon it is

expected to get the registration number .

Secondly during the academic year 2020-2021 Alumni Association has conducted various activities as follows

List of activities conducted during the year 2020-2021

Sr No

Date

Name of Activity

Department

No of Participants

1

August 2020

Guiding and Counseling

Dept of Commerce Alumni

15

2

17/12/20

Fees Distribution

Alumni Association of College

11

3

1/1/2021

Donation of Stationery by

Shaikh Nawaz Qurashi

Dept of Commerce Alumni

01

4

06/02/21

Donation of Notice Boards

Alumni Association of College

05

5

03/03/21

Notice Board Donation

Dept of Commerce Alumni

05

6

7/03/21

Alumni Meet 2020-2021

Alumni Association of College

41

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Sir Sayyed College of Arts, Commerce and Science, Aurangabad

Vision and Mission of the institution

VISION:

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

MISSION: "Humane Citizen through Education."

- 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 foster scientific skills and academic excellence in this rural area.
- To incorporate value-added, skill development courses in its curriculum.
- To continue to enhance its extension activities and outreach programmes.

GOALS AND OBJECTIVES

- To achieve academic excellence.
- To compete them 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.

File Description	Documents
Paste link for additional information	http://sirsayyedcollege.org/view/6.1.1.pdf
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

1) Admission Process: On the opening day, College organized meeting of faculty to plan the admission process under the guidance of Principal. Purpose of the meeting is to publish the advertisement and formation of admission committee, for smooth conduction of admission process. One faculty is appointed as the Incharge and four members of faculty as per need to assist the Incharge are also appointed. Firstly college published Admission

Notice for B.Sc., B.Com., B.A., B.C.S., and P.G. courses in local as well as regional daily newspapers. In admission process for UG classes admission is preferred for the first come first serve basis. Registration process run under the guidance of the vice principal and the admission committee. After online submission of admission forms by the students, Incharge of the admission committee allowed the students to submit the fees in the office. Identity card and library card of admitted students are prepared and issued through library clerk.

2) Students Mentoring System: The principal of college has been observed that formal teaching- learning process requires more efforts to solve different problems of learners. It must be assisted by personal counseling and exchange of ideas on various personal levels between students & teachers. Keeping this view the college has developed a mechanism called student mentoring system. The college formed students mentoring committee which includes one Chairman and three members, one from each faculty of Arts, Commerce and Science. The teachers are allotted with 40-50 students each. The students are allotted to each mentor on the basis of subject and classes. The care was taken that each student has the same mentor for the next three years of his/her graduation. Each mentor is asked to prepare the details of the activities to be undertaken per semester and to distribute among the mentees allotted to him. Mentor conducts the meetings, find out the problems, guide the students and solve their problems. Mentors point out the strength and weaknesses of mentees so as to plan the activities. The teachers are always ready to do all kind of help to mentees. The benefit of student's mentoring system is to increase the attendance in class.

File Description	Documents
Paste link for additional information	http://sirsayyedcollege.org/view/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective Plan

Year 2020-2021

College at a Glance:

Sir Sayyed College of Arts, Commerce & Science is one of the minority institutions in Aurangabad city established in 1990. It is one of the leading institutions engaged in imparting quality education in the stream of Arts, Commerce & Science since two decades. The college is marching ahead under the able guidance of Dr. Shamama Parveen, President of Rehbar Educational, Cultural & Welfare Society, Aurangabad.

The ongoing century is being the century of youth, the institution, the dynamic President, RECWS, Dr. Shamama Parveen has been leading the institution from the front and take the institution to appreciable heights. With the modest beginning in 1990, Sir Sayyed College has now evolved as a full-fledged college with many courses. The college has been constantly striving to add new courses in an endeavor to offer quality education and prepare students to face new challenges of 21st century. 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 28 experienced, well qualified and dedicated faculty with 17 research guides in Arabic, English, Commerce, History, Chemistry, Botany, Physics and Zoology. 30 teachers are doctorates and 11 teachers have qualified SET / NET Examinations so far. 40 Students have stood in the merit list of Dr. BAMU, Aurangabad. Three students received GOLD medals in Arts and Science stream.

1. Curricular Aspects:

- To introduce new undergraduate, post graduate degree programs and research programs.
- To promote the faculty members to participate in curriculum design and review at university level.
- To conduct academic and other quality related audits.
- Propose to increase infrastructure facility.
- To establish the well-structured feedback system on curriculum from all the stake holders.
- To collect the feedback on curriculum design from all stakeholders
- To introduce career oriented courses, short term courses, value added courses, diploma and advanced diploma courses.
- Provision of good academic flexibility at UG, PG and research levels as per guidelines of Dr. BAMU, Aurangabad, State Government and UGC.

1. Teaching Learning and evaluation:

- To focus on student centric teaching methods.
- To promote the faculty to use ICT based teaching methodology.
- To conduct different programmes for the slow learners as well as for the advanced learners
- Proper and uniform execution of remedial teaching.
- To adopt and promote the online learning methods.
- Propose to make innovation in evaluation methods.
- To strengthen the Self-Appraisal System for teaching and non-teaching staff

1. Research Consultancy and Extension:

- To strengthen research facilities in the college and motivate faculty to involve in research, by publishing research papers in good impact factor National & International journals.
- To organize the International/National seminars on research and quality related themes.
- To establish research centers.
- To increase research facilities.
- To enhance the quality of MoU's/Collaborations/Linkages with different industries, institutes, departments, NGOs, for research, field projects, student trainings, teacher training and exchange to create the job opportunities for the students.
- To increase participation of students in research through, laboratory & field project.
- To conduct outreach programme with the help of NSS.

1. Infrastructure and Learning resources:

- To improve laboratories including instrumentation of facility.
- To provide internet facility to the staff.
- To provide e-learning resources like INFLIBNET, e-journals, e-books to students and teachers.
- To renovate class rooms and laboratories.

1. Student Support and Progression:

- To conduct soft skill development programme for students.
- To organize study tours, industrial visits, field visits etc.
- To organize sports competitions.
- Strengthening of Placement cell, arrange the placements camps and improvement of placement services.
- To introduce the student centric learning methods.
- To initiate Alumni engagement for development of college.

1. Governance Leadership and Management:

- Vision and Mission of the institute will be communicated efficiently to all the stake holders.
- The management and employees will work together for the betterment of the institute.
- Faculties will be promoted and motivated to attend the faculty development programmes.
- Annual performance appraisal system to be finalized for teaching and non-teaching staff.
- To implement various staff welfare schemes and programs.
- To conduct the external and internal audits regularly and periodically.
- Continuous efforts will be taken to obtain grants from different funding agencies like UGC, DST, BUCD, ICSSR, DBT, CSIR etc.

3. Reflections:

- Overwhelming response in terms of physical presence.

- Examination practice improved.
- Improvement in result.
- Decrease in dropout rate to some extent.
- Increase participation in curricular, co-curricular, extra-curricular and in sports activities in particular.
- Improve no. of Ph.Ds among faculties and more inclined towards standard publications.

SWOC analysis of the college

STRENGTHS:

- At institutional level, a bridge course of one week is practiced at the beginning of every academic year for all faculty first year.
- Remedial teaching is also a practice for slow learners and students with language difficulty.
- The institution provides facility and allows the financially weak students to pay fees in installments.
- Considering the semester system examination and completion of syllabus and satisfaction of teaching the college have modified and channelized the extra-curricular activities and co-curricular activities in such a way that maximum time can be allotted to teaching.
- Considering the need to change the society's view and attitude towards women education, college carried out various activities to strengthen the image of girl child.

WEAKNESSES:

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

OPPORTUNITIES:

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

CHALLENGES:

- Residential location and rented structure is a big threat and challenge in comparisons to well established and well equipped institution of the city.

List of Co - Curricular activities:

- Conduction of Test & Tutorials
- Conduction of bridge course at the beginning of the Academic Year
- Organizations of Student's Class Seminars and speech competition.
- Organizations of study Tours & Field Visit
- Project work & chart preparation

- Group Discussion of the students
- Remedial Teaching

List of Extracurricular activities:

- Organization of Virtual Lecture
- Book Exhibition
- Celebration of Science Day, Constitution Day etc.
- Cleanliness drive
- Health Checkup Camp
- Blood donation Camp
- Tree plantation other than college campus
- Essay writing Computation
- Organizations of Science Exhibition
- Aids awareness rally

Best Practices adopted:

- Spoken English Crash Course
- Student Aid Funds
- Community services for poor and needy we contribute in terms of money and kind for medical and supportive help.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Organizational Structure:- Executive committee (Governing body):- The Executive committee of the Rahber Educational Cultural & Welfare Society Aurangabad takes policy decisions regarding academic and infrastructural development of the college. The committee decides policy matters and takes key decisions including the recruitment, confirmation of the services, promotion and transfer of the employees. There are various committees working under the surveillance of executive committee. College Development Committee:- According to the Maharashtra Public Universities Act 2016, the Local Managing Committee has been replaced by College Development Committee. Members from the Executive Committee, expert from the field of education, research, society, industries, teaching, non-teaching staff and students are represented on this Committee. College Development Committee prepares an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth. It takes efforts to foster excellence in curricular, co-curricular and extra-curricular activities, the annual financial estimates (budget), financial statements of the college and an annual calendar. It takes decision regarding to introduce new academic courses and

the creation of additional teaching and administrative posts, policy to encourage and strengthen research culture, consultancy, collaboration and extension activities in the college, the use of information and communication technology in teaching and learning process. The reports of the Internal Quality Assurance Committee are discussed and appropriate suggestions are communicated to the respective authority. Administrative Set-up:- The Principal is the executive head of the institution. He is authorized to take decisions regarding academic, administrative and financial matters in accordance with the policy matters as per the rule and regulation of State Government and University Grant Commission. The Office Superintendent is head and custodian of the college office which includes three sections- Establishment, Accounts and UGC. Head clerk, senior clerks, junior clerks, assistants and peons assist him. Works like admissions, fee collection, scholarships and issue of various certificates, maintaining service records of the employees, keeping accounts and dealing with UGC schemes are maintained by the college office. The Internal Quality Assurance Cell:- IQAC plans for development and application of quality parameters for the various academic and administrative activities. It monitors teaching learning and evaluation processes. It also works for research promotion and a better student support. It coordinates between the management, the principal, the staff and the students. The Librarian:- The Librarian is a head of Library and Information Centre. She is assisted by Library Clerks and Library Attendants. The Library Advisory Committee discusses the issues regarding the function of the library and information centre. Service and Promotion rules:- The service rules decided by the UGC and the State Government for the appointments and Promotions of the Teachers, Director of Physical Education and Librarian are followed. For the non-teaching staff, the rules of the state government are considered. Maharashtra Public Universities Act 2016 is also followed carefully. Grievance Redressal Mechanism:- There are separate Grievance Redressal Committees for students and staff. If teachers and students are not satisfied, they can appeal to the Governing Body or ultimately to the Grievance Redressal Committee of the University. The College has set up a complaint box for faculties, staff and students. The grievance redressal committee discusses the complaints and takes decision accordingly. The mechanism for dealing with complaints is as follows. The Principal receives complaints orally or in writing. Received Complaints are discussed in the committee meeting and resolved to take action on the concerned issues. A separate Anti-Sexual Harassment Committee is formed to prevent persecution and investigate girls' student complaints. An Anti-Ragging Committee has also been set up to resolve the cases of demolition.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

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 Tilawaty Ali. Presently it offers a loan facility with upper limit of 5 lakh for teaching staff and 3 lakh for non-teaching staff. SSCCS has also made available emergency loan (EL) of 25000/- for teaching and non teaching staff. Chairmen and Secretary of the Credit Cooperative Society was elected by the members. Following are the members of SSCCS.

Dr. Vasiullah Pathan (Chairmen)

Dr. Shaikh Kabeer Ahmed (Secretary)

Dr. Shaikh Mohad. Azhar (Member)

Dr. Chitra Bagmar (Member)

Dr. Nisargandh Siddhart (Member)

Mr. Syed Mujeeb (Member)

Mrs. Anita Polewar (Member)

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

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	Documents
Paste link for additional information	http://sirsayyedcollege.org/view/6.3.1.pdf
Upload any additional information	View File

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

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

05

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

05

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

08

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

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. Sayed Hussain.

File Description	Documents
Paste link for additional information	http://sirsayyedcollege.org/view/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

1 Financial Audit is conducted regularly. The Audit is done by

an auditor, Ifteqar Patel, after verification of certain documents. The Final Salary and Non-salary audit is done by Joint Director and Senior Auditor, Higher Education. The College sent financial statements every year to the concerned authority.

Internal Audit is conducted by the college.

File Description	Documents
Paste link for additional information	http://sirsayyedcollege.org/view/6.4.1.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

29,700/-

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

GIO scholarships, Memon scholarship and Handicap scholarship are given to the needy students. GPF Loan and Credit Cooperative Society funds are utilized for employees. NSS funds are spent on NSS activities and volunteers.

Funds are spent on computer repair and maintenance work, electricity bill,

Electrical material purchase, Science laboratory material purchase, stationery purchase and telephone charges.

File Description	Documents
Paste link for additional information	http://sirsayyedcollege.org/view/6.4.3.pdf
Upload any additional information	View File

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

- 6.5.1 IQAC has continued significantly for institutionalizing the quality assurance strategies and process. During the A.Y. 2020-2021, IQAC has conducted total 5 workshops amongst 3 were for teaching staff & 2 were for non-teaching staff, their list are as follows: Workshop for Teaching Staff: 1. Google Classroom and Google Forms on 8/2/2021. Speaker: Dr. Bin Naser Aziz (HOD, Computer Science, Sir Sayyed College, Aurangabad) 2. UGC Norms for Promotion on 17/7/2021 Speaker: Dr. Millind Jadhav (Coordinator, IQAC, Sir Sayyed College, Aurangabad) 3. Preparation of IQAR - on 12/08/2021 Speaker: Dr. Pradnya Deshmukh Kale (Associate Professor, Pandit Jawaharlal Nehru College, Aurangabad) Workshop on Non-Teaching Staff 1. Code of Conduct - on 23/02/2021. Speaker: Mr. Syed Majeed (Office Superintendent, Sir Sayyed College, Aurangabad) 2. The Role of Non-Teaching Staff in College Administration - on 31-12-2020 Speaker: Dr. Milind Ubale (Ex-Principal, Vasantrao Naik College, Aurangabad) Meetings of IQAC Conducted in the A.Y. 2020 - 2021 IQAC Meeting No-01 Meeting of IQAC is arranged on Date 25/11/2020 in Hall No 20 at 11.00 AM under the chairmanship of Principal Dr. Shaikh Kabeer Ahmed. Following minutes were discussed in the meeting. 1) A detailed review on Teaching, learning, curricular and co-curricular activities in first term of the academic year 2020-21. 2) It has been decided to Organize Institutional workshop for Teaching & Non-Teaching Staff. 3) Discussion held on to organize National & International Seminar & Conference. IQAC Meeting No-02 Meeting of IQAC is arranged on Date 23/01/2021 in Hall No 20 at 11.30 AM under the chairmanship of Principal, Dr. Shaikh Kabeer Ahmed. Following minutes are discussed in the meeting. 1) IQAC motivated all the faculty members to publish research articles. 2) A detailed discussion was held on preparation of AQAR for the academic year 2019-20 IQAC Meeting with Teaching Staff on 28/11/2020 Agenda of the Meeting - On 28/11/2020 1) To discuss about teaching and learning activities to be carried out. 2) To organize National and International e-seminars. 3) Discussion on progress of IQAC work and online submission of AQAR 2018- 2019 and 2019-2020. 4) Any other subject with the permission of principal. IQAC Meeting with Non-Teaching Staff on 02/12/2020. Agenda of Meeting: 1. Precautionary measures for Covid-19 2. Online admission and its difficulties 3. E-seminars for non-teaching staff. 4. Maintenance of laboratory & its instruments. Conferences and e-Seminars: Sir Sayyed College of Arts, Science and Commerce has organised various conferences and e-seminars on the A.Y. 2020-2021 that was as follows: 1) Department of Arabic - Two Days International e-Seminar on Literary and linguistic influence of Arabic on International Languages on 09 & 10 December 2020 2) Department of Sociology & History - One-Day e-Seminar on Advance Research Methodology & Social Sciences on 28th December 2020. 3) Department of Urdu - One Day International Seminars on "Daure Hajir me Urdu Tadris", on

2nd January 2021. 4) Dept. of Computer Science & Physics - One-day International e-Seminars on "Interest of Things Technology, Sensor Devices and big data" on 19 December 2020. 5) Department of Chemistry & Physics- One day International e-seminar on Advances in material Sciences and Nano-technology on 07/01/2021. 6) Department of English- one day e-seminar on Translation Studies on 02 January 2021 7) Department of Botany-one day National e-seminar on recent trends in Plant Sciences held on 03 January 2021. 8) Department of Microbiology- one day international e-seminar on Recent Advances in Food Safety on 06 January 2021 9) Department of Commerce- one day National e- seminar on rethinking business practises in post Covid-19 scenario.

File Description	Documents
Paste link for additional information	http://sirsayyedcollege.org/view/6.5.1.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

6.5.2-The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities:

The internal quality assurance cell (IQAC) established on date-01-12-2012 in the college. Since then its focus on improvement of quality is being done by various methods. For this the institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities. Here is some example of it:

1. Preparation and adherence of Academic Calendar.
2. Participation of college in AISHE.
3. Organization of Various Curricular and co-curricular activities.
4. Establishment of discipline and Ant ragging committee.
5. Conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.
6. Establishment of various processes to take feedback/surveys from various stakeholders.
7. To implement and enhance the use of ICT tools to strengthen the teaching-learning process.
8. Establishment of the Mentor-mentee process and its effective implementation.
9. To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.

10. Setting up the question paper.
11. Conduction of internal examinations.
12. Evaluation of answer books.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://sirsayedcollege.org/view/6.5.3.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Equity:

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 was assigned to third year students in History and English:

History:

1. Women's Movements at Taluka or District level.

English:

1. Shakespeare's heroines
2. Indian Women Novelists
3. Post-independent Indian Women Novelists
4. Muslim Women Novelists

Sociology:

1. Television Impact on Housewife
2. Effects of Mobile Phones on Muslim Girl Students

The college has an Internal Compliant Cell which conducts some activities to address the issue of gender equity. An online guest lecture on Ethics of Digital Presence was organized on 29 June 2021.

Girls Forum of the college also addresses the issues of women. Two activities were organized this year:

1. International Women's Day was celebrated on 8 March 2021. Dr. Chitra Jain delivered a talk on extra hygiene efforts for women during COVID-19.
2. International Yoga Day was celebrated on 21 June 2021 with a yoga session of half an hour. Lady teachers attended the session.

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

File Description	Documents
Annual gender sensitization action plan	http://sirsayyedcollege.org/IQAC/Best-Practices/Annual-Gender-Sensitization-Action-Plan-2020-21.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for	Nil

young children e. Any other relevant information	
--	--

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
--	-----------------------

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	E. None of the above
--	----------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 	C. Any 2 of the above
---	-----------------------

<p>3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping</p>	
--	--

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>E. None of the above</p>
---	-----------------------------

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>B. Any 3 of the above</p>
--	------------------------------

File Description	Documents
------------------	-----------

Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

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.

Institution proposed to organize seminars/conferences in languages that shows its inclination towards promoting linguistic diversity. National e-seminar on Translation studies was organized by the Department of English on 2 Jan 2021. International e-seminar on Urdu Pedagogy in Modern era: Importance, issues and requirement were organized on 8 Jan 2021 by the Department of Urdu and Arabic. Department of Arabic organized two-day international e-conference on literary and linguistic influence of Arabic on international languages on 9 and 10 December 2020. The selection of topics for seminars indicates diverse cultural and linguistic paradigms. The Department of Arabic organise a guest lecture on Arabic language and the world.

Cultural Committee organized online essay competition on 8 February 2021. Participants were instructed to write their essay either in Urdu, Arabic, Marathi or English. The committee also organised a speech competition on 6th Feb 2021. Participants were instructed to speak either in Urdu, English or Marathi

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

In BA Second Year Sem 3rd, Paper titled Indian Government and Politics contains some units on Indian constitution. Topics such

as sources, Preamble and features of Indian Constitution, Fundamental Rights, Directives, Principles of State Policy etc are taught to the students.

Due to Covid-19, activities were not organized. Only Group Discussion on Indian Constitution and Indian Political Thinkers was organised on 24th February 2021 when colleges were briefly reopened for a month.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://sirsayyedcollege.org/IOAC/Best-Practices/HUMAN_VALUES.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institutions celebrates national and international days and events. National Reading Day was celebrated on 19 June 2020. Sure. Remember. P N Panikkar father of library movement in Karela. International Yoga Day was celebrated on 24 June 2021. Teachers Day was celebrated. On 5th October 2020. students took initiatives in organising the programme. Vachanprerna Divas Was organised on 15 October 2020. Birth anniversary of Sir Sayyed Ahmed Khan was celebrated on 17th October 2020. Science Day was organised on 28 February 2021. International Women's Day was celebrated on 8 March 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1. Spoken English Crash Courses

Goal: The course aims to enhance student's language proficiency. In an age of globalization, English language competency and communication skills have acquired great significance. English language skills and communication skills are prerequisites for better employment. The course intends to equip the students with these required skills to increase their employability. The course aims to instil necessary confidence in the students so as to enable them to speak and write in English fluently.

Context: Most of our students come from Urdu medium. They find it difficult to speak in English fluently. They even find it difficult to grasp the subject knowledge. In the background of this scenario, The Department of English took the initiative to start this spoken English crash course for the students weak in English. The course instils the necessary confidence in the students.

Practice: Spoken English Course is an innovative practice of the college especially for the benefit of the students. The course is designed by the department of English. Required emphasis and weightage is given to units such as grammar, phonetics, communication skills etc. Faculty of English organizes the programme and engage lectures. Schedule of the course is displayed on the notice board and the students are informed accordingly.

Prior to the course, students were asked to speak on few topics in the respective classes by the respective English teachers. Students not well in conversant in English were identified and given training.

Evidence of Success: Selected students attended the ten days spoken English crash course. After the course, students were given some topics to speak so as to test their speaking skills. It was observed that their speaking skills improved drastically. They were able to converse in English with confidence.

2. Students Aid Fund:

Goal: The college has established Student's Aid Fund to support poor and needy students. Deserving students are helped financially to pay the admission fee. This is to ensure that no student is deprived of education for want of money.

Context: The college is located in a predominantly Muslim area, which is socially and economically backward. The parents of the students belong to low-income strata, hence find it difficult to provide good education to their wards. Apart from Govt. EBC support, the teacher and management of the college personally contribute to the student's Aid Fund. This fund enables the students to pay their fees also.

Practice: The college appointed In-charge of student's Aid Fund. Students applying for the benefit of SAF must satisfy following criteria:

1. Students should be economically backward.
2. They should apply in prescribed format for SAF.
3. 75% attendance is compulsory.
4. In-Charge reserve the right to verify the claims of an applicant.

In-Charge of SAF scrutinizes the application and provides help to the deserving students.

Evidence of Success:

Every year around 57 students got benefited from Students' Aid Fund. This probably also helps in checking the drop-out rate of the students.

File Description	Documents
Best practices in the Institutional website	http://sirsayyedcollege.org/IQAC/Best-Practices/7.2.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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 Muslim.
3. To offer an environment conducive for learning and creative thinking.
4. To uplift the deprived and academically weak students by empowering them with knowledge.

The institution is located in the predominantly Muslim area. Focus on the women's education is a task of crucial importance that this institution has undertaken. Without women education, upliftment of the particular section of society cannot be visualized. The institution is in fact the only one in the town which imparts co-education, having large number of girls. Institution has been making strident efforts to impart education to the minority students. However, it faced some challenges and found that most of the students were not able to complete their education due to poor financial condition. The parents of the students belong to low-income strata; hence find it difficult to pay the fees. Considering the large number of students, even Govt. scholarship were not enough. In this backdrop, the teacher and management came forward to help number of deserving students, especially girls. The college established 'Student Aid Fund' to support poor and needy students. Deserving students are helped financially to pay the admission fees. This ensures that no student is deprived of education for want of money. This fund enables the students the exam fees also. This probably also helps in checking the drop-out rate of the students.

Students applying for the benefit of SAF must satisfy condition decided by the committee. The decision of the principal and In-Charge of SAF is final regarding grant of concession in fees to students.

In the academic year 57 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	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future plans 2021-22.

1. To organise workshop on revised syllabus.
2. To encourage teachers to use ICT for teaching and prepare course module.
3. To organise seminars in some subjects.
4. To install plagiarism software in computer lab.
5. To financially support more students due to covid.
6. To forward CAS proposal of eligible teachers to university.
7. To undertake Vaccination Drive campaign for students.
8. To ensure that campus is Plastic Free.

