

THE NATIONAL EDUCATION SOCIETY'S  
**SMT. SURAJDEVI RAMCHAND MOHATA  
MAHILA MAHAVIDYALAYA  
KHAMGAON. DIST. BULDANA**



NAAC RE-ACCREDITED AT B LEVEL

(Affiliated to S.G.B. Amravati University, Amravati)

**The Annual Quality Assurance Report  
2016-17  
(AQAR)**

**- SUBMITTED BY -  
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CO-ORDINATOR (IQAC)  
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# The Annual Quality Assurance Report 2016-17 (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution	Smt.Surajdevi Ramchand Mohata Mahila Mahavidyalaya
1.2 Address Line 1	BALAJI PLOTS
Address Line 2	NEAR A.K. NATIONAL HIGH SCHOOL
City/Town	KHAMGAON
State	MAHARASHTRA
Pin Code	444303
Institution e-mail address	srmnes@gmail.com
Contact Nos.	07263-255160(Office), 9881229210
Name of the Head of the Institution	DR. MRS. SWATI ABHAY CHANDE
Tel. No. with STD Code:	07263-255160
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Name of the IQAC Co-ordinator:	DR. MR. ABHAY ARVIND GADRE

Mobile:

9404870415

IQAC e-mail address:

srmm315iqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

15216

NAAC Executive Committee No & Date

EC/62/RAR/025

1.4 Website address:

www.srmmnes.com

Web-link of the AQAR:

https://www.srmmnes.com/AQAR/SSR

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	75.10 Institutional Score	2004	2004-2009
2	2 <sup>nd</sup> Cycle	B	2.35	2013	2013-2018
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC :DD/MM/YYYY

30/03/2005

1.7 AQAR for the year (for example 2010-11)

2016-2017

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

*AQAR of 2013-2014 submitted to NAAC on 23-07-2015*

- i) AQAR 2012-13 submitted to NAAC on 31-03-2014
- ii) AQAR 2013-14 submitted to NAAC on 22-07-2015
- iii) AQAR 2014-15 submitted to NAAC on 09-03-2018
- iv) AQAR 2015-16 submitted to NAAC on 15-04-2018
- v) AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) Yes  No

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Career Oriented Courses

### 1.11 Name of the Affiliating University

**Sant Gadge Baba Amravati University, Amravati**

(for the Colleges)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (Specify)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? **Yes**

If yes, mention the amount

Rs.3,00,000/-

2.13 Seminars and Conferences (only quality related)

✓

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  University  National  State  Institution Level

(ii) Themes

**Theme of workshop –**

- Rakhi making, Envelope making and cake making workshops were organised by Home Economics Department.
- Grammar Workshops was organised by English department.
- Workshops on Bag making from used clothes and Calligraphy were organised by NSS Department at adopted village.
- A workshop was arranged by History Department on skills of writing History Examination Paper.
- Yoga workshop was organised for teaching and non teaching staff.
- A conference by Vidarbha Arthashastra Parishad was organised by Economics department.
- Workshop was organised on Sexual Harassment of Woman at work places.
- Workshop was organised on Rangoli by Sanskar Bharati.

**2.14 Significant Activities and contributions made by IQAC**

1. A singing competition was arranged by Department of Music, in it schools and colleges from the city were participated in large numbers. Music lovers from the city and professors from music department monetarily contributed for the prizes, Fixed deposit was made from the contribution. The competition will continue in future.
2. A State level conference was organised by Department of Economics in collaboration with Vidharbha Arthashashtra Parishad.
3. We believe that, being a women's college, catering mainly to students from village with modest standard of living along with studies should be paid attention to health and hygiene of the students. Hence, lectures on health, hygiene, haemoglobin detection were arranged. Vending machine of sanitary napkin and disposing machine for sanitary napkin was installed.
4. Along with health care, teaching skills, self employment, college is also keen in introducing holistic approach amongst girls. Hence, this year exam on Bhagvadgita was conducted by ISKCON Nagpur and devotional songs were rendered on occasion of Guru Pournima and Kartiki Ekadashi. A lecture by Jay Jamuna Mataji a devotee of ISKCON was arranged for staff members.
5. A very significant activity with respect to protection of girls, which is the need of the era, lady police officers from the city guided the students regarding techniques of self defence and workshop on knowledge regarding sexual harassment of woman was organised.

6. Workshops help to develop skills hence, various workshops were organised. These workshops were useful with respect to self employment.
7. Students achieved excellence in sports and music events.
8. College hosted inter collegiate debate, cricket and table tennis tournaments. (university sponsored)
9. Special programmes on enrichment of languages were organised.
10. Organised guest lectures, competitions, visits, tours etc.
11. Use of ICT in learning was promoted.
12. Guidance was given to students regarding competitive examination under carrier guidance cell by arranging visits lectures and conducting exams. A course on Tally was conducted by skill development Govt. of Maharashtra.
13. Active participation of NSS Volunteers in national programme Pulse Polio.
14. College organised programmes on Gender sensitivity.
15. To understand the new process of NAAC Accreditation Dr. Dharmadhikari, Ex. Principal and member of Peer Team Committee was invited.
16. Significant activity with respect to NSS include:
  - A rally was organised for creating awareness for voting. A power point and documentary on awareness of voting was shown amongst the villagers at adopted village.
  - Programme on awareness regarding Organs Donation was organised at adopted village, students distributed forms regarding the same amongst the villagers.
  - A lecture on importance of competitive examination was organised at adopted village.
  - Workshop on 'Best from Waste' and lecture on waste management was organised at adopted village.

*\* Attach the Academic Calendar of the year as Annexure*

2.15 Plan of Action by IQAC/Outcome. The plan of action chalked out by the IQAC in the beginning of the year towards quality

Plan of Action	Achievements
To establish study circle of each department.	Study circles were established and various activities were carried out under those study circles.
To organise inter collegiate debate competition	Debate competition was organised.
To organise programme on self defence and sexual harassment of woman at work places	<ul style="list-style-type: none"> <li>● Lady police officers from police Department guided students regarding techniques of self defence.</li> <li>● Workshop was arranged regarding knowledge of and laws against sexual harassment. Lawyers from the city were resource persons.</li> </ul>

To organize various workshops.	<ul style="list-style-type: none"> <li>● Rakhi making and envelope making workshop .</li> <li>● Inter collegiate Two day workshop on English Grammar Fund of Rs. 7500 was raised.</li> <li>● A workshop on How to write Final Examination was organised by the Department of History.</li> <li>● Yoga workshop for staff members.</li> <li>● Workshop on Best from Waste.</li> <li>● Workshop on Calligraphy.</li> <li>● Workshop on Rangoli by Sanskar Bharti.</li> </ul>
To organise tours/visits	A Visit to Hindustan Lever Co. was organised and tour to Ajintha caves was organised.
To organise inter collegiate debate, music and quiz competition	Inter collegiate debate, singing and quiz competition was organised.
To organise various competitions	<ul style="list-style-type: none"> <li>● Competition on essay writing, singing, good thoughts and elocution was organised by Marathi Department.</li> <li>● Hindi Department organised General Knowledge competition.</li> <li>● Essay writing competition on Problem of Pollution was organised by English Department.</li> </ul>
To promote intra departmental activities	<ul style="list-style-type: none"> <li>● Library and Hindi Department introduced Hindi books to students.</li> <li>● Study tour was organised by History and Economics Department.</li> <li>● Fruits were distributed by NSS and Home Economics Department.</li> <li>● Haemoglobin detection camp was organised by NSS, Home Economics and Inner Wheel Club.</li> </ul>
To provide book bank facility to Students.	Library as well as Career Guidance Cell provided Book Bank facility to students.
Distribution of books and uniforms to poor students.	Books and Uniforms were distributed through Savitribai Dattak Palak Scheme.
Research development.	Three professors were awarded Doctor of philosophy.
Research publication.	Research papers were published in journals and conference proceedings.
Use of modern teaching aids.	PPT was presented, software was used for English and internet was accessed.



To organize Guest lecture	Guest lectures were organized.
To involve stake holders	Alumni contributed by giving their services as resource persons, in which they guided students regarding skills required for elocution and debate. Parents meeting was organized, in which, feedback was collected from parents; their views regarding improvement of college was sought upon.
Feedback Mechanisms.	Feedback from students, alumni and parents were taken.
Admission in career oriented courses.	Admission in the courses was ensured.
To achieve excellence in sports, games and cultural events.	Many students won colour coats of university at National level.
Social activities under NSS.	Many social activities like Pulse Polio drive, literacy drive, cleanliness drive adult franchise etc. were organized. World AID's Day, Constitution Day and Saint Gadgebaba Jayanti was observed .
Eco friendly Environment.	Tree plantation and cleanliness drive was organised.
Contribution in curriculum / university representation	Suggestion to Board of Studies regarding syllabi was given. Director of Physical Education was appointed as team manager for Amravati University for all India Inter University Fencing Tournament.
To organise group discussion	Department of Marathi organised group discussion.
To organise visits	<ul style="list-style-type: none"> <li>● Visits to Industry, holy place and bank were organised.</li> <li>● Students of functional English visited Language Laboratory of G.S. college.</li> </ul>
To organise exhibitions	<ul style="list-style-type: none"> <li>● Book exhibition on value education.</li> <li>● Chart exhibition on topics of grammar and literature.</li> <li>● Exhibition on regional embroidery.</li> </ul>
To organise musical programmes	<ul style="list-style-type: none"> <li>● On occasion of Guru Pournima Bhakti Sangeet programme was organised.</li> </ul>

	<ul style="list-style-type: none"> <li>● Patriotic songs were presented students on Independence and Republic Day.</li> <li>● Musical programme was organised at adopted village.</li> </ul>
To organise music competition for the students from the town	A large scale music competition was arranged by department of Music in which students from schools and colleges from the town participated enthusiastically.
To motivate students to appear for competitive exam and prepare for the same	<ul style="list-style-type: none"> <li>● A separate section of books is maintained by Career Guidance Cell.</li> <li>● Lectures of experts were organised.</li> <li>● Competitive exams were conducted by Eklavya Academy and Jigyasa Academy.</li> </ul>
To encourage students to participate in inter collegiate sports and other activities	<ul style="list-style-type: none"> <li>● Students from the college participated in yoga, table tennis, football, athletics, chess, Kabbaddi, boxing and cricket tournaments organised by university and HVPM Amravati.</li> <li>● Students from music Department participated in music competition on patriotic songs and received first prize and in another song competition received cash prize of Rs. 5000 hosted by Shahu Prathisthan.</li> </ul>
Faculty development.	Professors underwent orientation and refresher courses.
To organise speeches/lectures of experts	<ul style="list-style-type: none"> <li>● Three Lectures were organised by Department of Economics on 'Importance of Economics', 'Awareness on Financial Education' and 'Banking Literacy'.</li> <li>● A lecture was organised on breast feeding, balanced diet and importance of hygiene in health organised by Home Economics department.</li> </ul>
Participation of alumni	<ul style="list-style-type: none"> <li>● Speech of alumni on communication skills was organised by English Department.</li> <li>● Speeches of alumni were arranged by Marathi and Music Department.</li> <li>● Alumna of the college was invited as a chief guest for annual prize distribution ceremony. She also rendered musical performance.</li> </ul>
To achieve excellence in sports	<ul style="list-style-type: none"> <li>● Four students participated in inter collegiate chess competition and reached up to semi finals.</li> </ul>

	<ul style="list-style-type: none"> <li>● Two students participated in the selection trials of football.</li> <li>● Six students participated in inter collegiate athletic meet held at Amravati. Three students received prizes.</li> <li>● College hosted inter collegiate cricket tournament and our team reached semi finals. Two students were selected for university cricket team.</li> <li>● College hosted inter collegiate table tennis tournament, our college team reached up to semi finals.</li> <li>● Two students were selected for University kabbaddi team.</li> <li>● Three students participated in boxing championship and won various prizes at Hanuman Vyayam Prasarak Mandal, Amravati.</li> <li>● One student participated in inter collegiate yoga competition.</li> </ul>
To automate library	Lib software was used for library automation.
To promote activity in carrier guidance cell	Competitive exams were conducted by Jigyasa and Eklavya Academy. Lectures by experts were organised regarding preparation of MPSC and UPSC exam.
To promote collaborative activity	<ul style="list-style-type: none"> <li>● Under, Skill Development programme of Maharashtra a certificate course on Tally was organised in the college.</li> <li>● The college in collaboration with Inner Wheel Club Khamgaon, organised a workshop on Rakhi making, Envelope making and cake making etc.</li> <li>● Haemoglobin detection camp, free distribution of Iron tablets and speech on how to raise haemoglobin was organised in college in collaboration with Home Economics department, NSS and Inner Wheel Club.</li> <li>● Inner wheel club partially contributed in purchasing vending machine of sanitary napkins and insernerator for discarding sanitary napkins to Home Economics Department.</li> <li>● Speech on AIDs was organised by District hospital Khamgaon and Home Economics Department.</li> </ul>

To Participate in Youth Festival	Students from music Department and sports participated in various musical and sports events organised by parent university.
To host University tournaments	College hosted inter university cricket and table tennis tournament.
To conduct field activity	A survey was carried out by Department of Economics on Financial Position of industrial banks of Khamgaon city.
To introduce Short-Term Course	Short term course was organised by Hindi Department on Value Education through "Dohas of Saint Kabir".

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     any other body

Provide the details of the action taken

**It was unanimously decided to submit AQAR to NAAC Bangalore.**

Part – B

Criterion – I

**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	01	--	01	--
UG	02	--	02	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	08	--	--	--
Others	--	--	--	--
<b>Total</b>	<b>11</b>	<b>--</b>	<b>03</b>	<b>08</b>
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	--
Trimester	--
Annual	04

1.3 Feedback from stakeholders\*

(On all aspects)

Alumni

Parents

Employers

Students

Mode of feedback :

Online

Manual

Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

University revises syllabi after every 5 years; Professors suggest certain recommendations to the members of BOS.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

## Criterion - II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. Of Permanent Faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	10	06	0	09

#### 2.2 No. of permanent faculty with Ph.D.

09

#### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	1	--	--	--	--	--	--	1	1

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temporary
--	--	09 (CHB)

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

No. of Faculty	International level	National level	State level	Others
Attended Seminars/	01	09	04	02
Presented papers	01	07		
Resource Persons				

#### 2.6 Innovative processes adopted by the institution in Teaching and Learning :

By using of LCD, visits, Demonstrations, Seminars and Workshops, Competitions, use of audio visual AIDS, Use of software in teaching.

#### 2.7 Total No. of actual teaching days during this academic year

185 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Double Valuation, oral test, provision of MCQ

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

--

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	528	1.77	36.5	61.33	0.37	36.33
B.COM.	275	0.55	84.43	15	-	52.20
M.A.	06	--	33.16	33.33	-	66.67
FUNCTIONAL ENGLISH (COP)	14	28.57	28.51	-	-	57.14
FASHION DESIGN (COP)	15	6.66	40	6.66	-	53.33
LIGHT MUSIC (COP)	40	5	35	-	-	100
TRAVEL & TOURISM (COP)	40	82.5	17.5	-	-	100
AERPBICS (COP)	19	5	14	-	-	51
BANKING (COP)	40	18	42	40	-	100
E-COMMERCE (COP)	40	5	73	12	-	90

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Examination committee conducts unit test and prelims.
- Professors evaluate papers and suggest improvement.
- Use of modern teaching aids in teaching learning are promoted.
- Feedback from students is taken at interval.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	02
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others ( <b>Faculty Development Programme</b> )	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	--	--	--
Technical Staff	--	--	--	--



### Criterion - III

## 3. Research, Consultancy and Extension

### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

As a chairperson, and being a head of the institution I, at the beginning of session encourage staff to pursue minor and major research projects similarly faculties are encouraged for Ph.D. and to publish papers in journals, to author books and publish articles in books. Faculties are relived for faculty development programme. Research committee promotes research culture amongst the faculty.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01		
Outlay in Rs. Lakhs	1,20,000	1,50,000		

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	-	--
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	01	06	03

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	-
Minor Projects	2 Yrs.	UGC	1.50 Lakhs	1.11 Lakhs
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)		--	--	--
Any other(Specify)	--	--	--	--
<b>Total</b>	<b>--</b>	<b>--</b>	<b>1.50 Lakhs</b>	<b>1.11 Lakhs</b>

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency (UGC)  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	01	--	--	--

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum

College forum

NCC

NSS

Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

**Activity under NSS:**

- Tree plantation on occasion of Agriculture Day.
- Distribution of dates to lactating mothers at district hospital.
- Organised rally for creating awareness for voting. Power point and a documentary on voting awareness was shown in the adopted village.
- Workshop on Calligraphy and lecture on balanced diet was organised at adopted Village.
- Constitution Day was observed by organising lecture and conducting essay writing competition..
- A workshop on Bag making from used clothes was organised at adopted village.
- Programme on awareness regarding organ donation was organised in the village, students distributed forms regarding the same amongst the villagers.
- Observed Saint Gadge Baba Jayanti and Savitribai Jayanti.
- NSS Volunteers actively participated in national programme like - Pulse Polio drive.

**Institutional practices of college includes:**

- Offered college hall on regular basis to rotary club for its activities.
- Social organisation, Happy Thoughts utilised the college hall.
- Aerobic hall was used for doing exercise by the city women.

- Every year management felicitates meritorious students and faculty members, who receive awards, PhD etc.
- College is a district Collection Centre for university examination, where answer books are collected from different colleges.
- Non teaching staff of our college contributes certain amount monthly, which is utilized for poor students for providing uniform, books etc.
- Teachers gave their contribution to Maharashtra Talent Search examination as Officers and Senior Supervisors.
- Collective Surya namaskar was performed by students, teaching and non teaching staff on account of the World Surya Namaskar Day.
- Every year, students organise annual social gathering and Teachers' Day.
- Professors guide for competitive examination and post graduate courses to former students.
- Ex students can avail facility of library by depositing certain amount.
- Haemoglobin detection camp and vending machine of sanitary napkin was installed on advice and support from the institution.
- Yoga course for teaching and non teaching staff was organised from inspiration of management.
- Being Jain Minority Institute this year Two Jain Sadhvis Sammi Vipulpradnyaji and Sammi Adarshapradnyaji Counselled students for Personality Development, How to Achieve Excellence in Academics and How to follow Proper Daily Routine for Maintaining Sound Health and mind. Similarly, Jayjamuna Mataji a Devotee from ISKCON Temple guided the teaching staff for Bhakti and Devotion.

## Criterion - IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	17121.35 Sq.Ft.	--		17121.35Sq.Ft.
Class rooms	08	--	UGC & Management	08
Laboratories	08	--	Management	08
Seminar Halls	--	--	--	--
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	6213364	115549	UGC & College Fund	6328913
Others	--	--	--	--

#### 4.2 Computerization of administration and library

The college office is fully Computerized while College library is semi computerized.

#### 4.3 Library services:

	Existing up to 2015-16		Newly added 2016-2017		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1337	346138.00	34	17000.00	1371	363138.00
Reference Books	324	299693.00	2	750.00	326	300443.00
e-Books	---	-----	----	---	---	----
Journals	15	9976.00	15 (renewal)	11376.00	-	-
e-Journals	----	-----	----	---	----	---
Digital Database	----	---	----	---	----	---
CD & Video	60	---	-	-	60	-
Others Books (specify)	2244	754098.00	90	33280.00	2334	787378.00

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	70	18	70	--	38	05	09	--
Added	--	--	--	--	--	--	--	--
Total	70	18	70	--	38	05	09	--

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet access is always available to teachers and students.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	62634
ii) Campus Infrastructure and facilities	62515
iii) Equipments	19660
iv) Others (Furniture repairs)	7290
<b>Total :</b>	<b>152099</b>

## 5. Student Support and Progression

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Remedial coaching , career guidance cell, students magazine , health care, Grievance Redressal cell, Counseling, Book Bank, Reprography facility, Uniform distribution to poor students, access to library even after college hours.

### 5.2 Efforts made by the institution for tracking the progression

Regular observation  
Feedback from students

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
851	04	--	213(COC)

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	
No	%
0	0%

Women	
No	%
855	100%

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
103	129	17	471	-	720	92	161	22	498	-	773

Demand ratio : **872:855**

Dropout % : **1.67%**

### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

A separate section of books is maintained by Career Guidance Cell. Three Lectures were organised by Department of Economics namely, on 'Banking Literacy', 'Preparation of UPSC and MPSC examination' and 'Spheres and Area for Investments'. Competitive exams were organised by Eklavya academy and Jigyasa academy. State level conference was organised by Department of Economics and Vidharbha Arthashastra Parishad.



No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

Book Bank Facility, Career guidance workshop, lectures by experts, Competitive exams were organized by Eklavya Dnyanprabodhini Nagpur, Jidnyasa Spardha Pariksha, Jalgaon.

5.7 Details of campus placement

<i>On campus</i>	<i>Off Campus</i>	<i>On campus</i>	<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	15

No. of students benefited

100

5.8 Details of gender sensitization programmes

Lady police officers from police Department guided students regarding techniques of self defence and workshop was arranged regarding knowledge of sexual harassment and laws against it. Lawyers from the city were guided to the students. International Women's Day was celebrated and experts discussed on gender issues. Being a women's college, majority of the programmes support gender sensitivity. Workshop was also organised on self employment of woman in which bag making was taught from waste clothes. Vending machine and disposable machine of sanitary napkin was installed in the college. Lectures on health and hygiene of woman were organised. Thereby taking care of female gender and strengthening the female gender. Thus, gender sensitisation and development is taken care by the college in terms of above mentioned programmes.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	563	2971910
Financial support from other sources UGC	--	--
Number of students who received International/ National recognitions	--	--

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed:

To request to State Transport to improve the frequency of State Transport buses to certain villages as some students face great difficulty for commuting to college.

## **6. Governance, Leadership and Management**

### 6.1 State the Vision and Mission of the institution

#### **VISION**

To impart quality education from field of Arts and Commerce to train and expertise the students so that they manifest their potential and intrinsic abilities which will help girl students to grow into competent , committed and complete human being with socialistic attitude and desire for achieving National development and Prosperity.

#### **MISSION**

Our mission is to provide strength to arms and mind of girl students from town and peripheral villages who would not only be educated but would be empowered with respect to employment, self employment morality and strengthening of social attitude.

### 6.2 Does the Institution has a Management Information System

Yes, Administrative procedure including

1. Finance
2. Student admission
3. Student records
4. Evaluation and examination procedures
5. Research administration

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

We, being the affiliated college have no powers to develop curriculum. However, some of our faculty members suggest changes in regard of syllabi to the member of BOS of the university. They contribute on their part in bringing about the positive and student oriented changes in the syllabi of their respective subjects.

### 6.3.2 Teaching and Learning

- We encourage faculty members to use ICT more and more in the teaching.
- Tutorials /Assignments, Group Discussions, visits, seminars, Quiz, lectures by experts, Practical demonstrations help the students to understand the subject.
- Use of Audio Visual Aids, software's etc.
- Unit test prelims, class tests are conducted regularly and feedback is given to students.

### 6.3.3 Examination and Evaluation

Practical examination/orals are conducted as per the norms of SGB . Amravati University. Professors perform evaluation work of University and College. Principal and HOD monitor the performance of the students by making an analysis after the prelims examination.

### 6.3.4 Research and Development

- Professors are relieved for workshops /conferences and FIP.
- Encouragement to pursue major /minor projects of UGC.
- Teachers also present their research papers in academic conferences and publish papers in journals. Professors are guide for Ph.D.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The infrastructure development is approved by LMC.
- Provision of reading room with reprographic facility.
- Provision of computers in library.
- Facility of digital class rooms.

### 6.3.6 Human Resource Management

- The institution encourages the maximum utilisation of human resource and at the same time also aims the holistic development of the human resource.

**Practice of Anapan is followed :**

- Yoga course was conducted for teaching and non teaching staff.
- Non teaching staff is encouraged for attending meetings and training programmes of their organisation and meetings organised by joint director. Faculty members are encouraged to improve their knowledge and expertise by attending academic conferences, trainings etc.

### 6.3.7 Faculty and Staff recruitment

All recruitments are done on merit basis subject to the rules and regulations laid down by the parent University and Government of Maharashtra.

### 6.3.8 Industry Interaction / Collaboration

- On regular basis social organisation like Rotary Club, Inner wheel Club, Lions Club organise various programs in collaboration with our college.
- Alumni faculties of our college also gave their services as experts.
- Haemoglobin detection Camp was conducted in collaboration with inner wheel club.
- Visit to Hindustan Lever Co. was planned.
- Competitive exams were conducted by Eklavya and Dnyanvardhini institute.
- Resource persons from Government Hospital were invited for lecture on health.
- Skill development programme of Government of Maharashtra conducted a course in Tally.
- Resource persons from Bank were invited for lectures and visit was planned to Bank.
- Vidharbha Arthashastra Parishadh and Economics Department of our college conducted conference on Demonetisation.
- Police Department from the city conducted workshop on Self Defence.
- Lawyers from the city were resource persons in which knowledge regarding sexual harassment at work place was given.
- Sanskar Bharti conducted Rangoli making workshop.

### 6.3.9 Admission of Students

Admission process is done as per norms of parent University and Government of Maharashtra. Counselling of the students is done before admission.

### 6.4 Welfare schemes for

Teaching	Sahakari Pathsanstha, Yoga Course
Non teaching	Sahakari Pathsanstha, Yoga Course
Students	Poor students are doled with books and uniforms in terms of the Savitribai Dattak Palak Scheme. The non-teaching staff of the college contributes certain amount each month the amount is utilised for poor students for fees etc.

### 6.5 Total corpus fund generated

15492=00

6.6 Whether annual financial audit has been done      Yes       No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative	Yes	Joint Director	Yes	Chartered Accountant

6.8 Does the University/ Autonomous College declares results within 30 days? Not applicable

For UG Programmes      Yes       No

For PG Programmes      Yes       No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

It is mandatory for Professors to perform valuation work of University Examination, Spot Valuation System, so that University may declares results within 45 days.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

Alumni meet was organised, where the alumni interacted with one another and certain ideas were shared in the interest of the college. Speech by alumna was organised by English Department.

6.12 Activities and support from the Parent – Teacher Association

- Meetings are conducted.
- Feedback was taken from Parents.
- Parents were requested to pay attention towards the academic and health issues of their daughters.

6.13 Development programmes for support staff

We regularly extend our support to staff for trainings and workshops.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree plantation by NSS.
- Cleanliness drive.
- Plastic free Environment campaign.

## **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Reading room is open to students who go late to home due to unavailability of early conveyance which has provided safety to them and has promoted reading culture. Facility of computer laboratory is available to every student any time apart from their regular computer classes this gesture has promoted in computer learning process. Special programmes on health and hygiene helps the students to understand the importance of diet, hygiene, care during menstruation. Holistic approach helped the students to remain stable. (this was the feedback that we got from the students)

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

<b>Action Report</b>
Organised university level workshop on self defence.
organized inter collegiate debate, music and quiz competition.
Organized workshops on flower making, grammar, disaster management.
Special workshop organized at adopted village on self employment . Students and villagers were benefited.
College conducted competitive exam, 100 students appeared for exam. Under Career Guidance Cell. Lectures by experts and visits.
Professors underwent orientation and refresher courses.
Camp, Quiz, Competitions, Lecture, were organized.
Library as well career guidance cell provide book bank facility. Increase in number of books and journals.
Through Savitribai Dattak Palak Scheme Books and Uniforms were distributed.
Research papers were presented and published in journals and conference proceedings.
PPT and use of software for English and use of internet.
Guest lecture were organized .
Alumni, Parents meeting were organized.
Feed back from students and alumni and parents were taken.
Various competitions, exhibitions, visits were organised
Intra departmental activities were carried. Programs to enrich languages we taken.



Inter collegiate activities are promoted.
Excellence in sports and NSS activities was achieved. Library was automated.
Many students won colour coats of university at National level.
Many social activities having of national importance like Pulse Polio Drive, voting awareness, gender sensitisation were organised.
Tree plantation and cleanliness drive.
Suggestion to Board of Studies.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- ✚ Poor students were benefited with uniform and books under Savitribai Dattak Palak Scheme.
- ✚ Suggestion box for students.
- ✚ Observance of Surya Namaskar Day by performing Surya Namaskar by students and staff. Yoga course for staff.
- ✚ There is facility of Book Bank Scheme, best user award is given to students from library Department. Newspaper clipping service helps the students to access information on current affairs.
- ✚ Awards are given to meritorious students from professors.
- ✚ Active participation of music Department on Republic day and Independence day by rendering patriotic songs. Rendering of devotional songs on occasion of Guru Pournima and Kartiki Ekadashi by Music Department.
- ✚ As a mark of respect and to let to the students know about life of educationist literators, great statesman are remembered by observing their birth anniversary. Ranganathan Jayanti, Saint Gadgebaba Jayanti, Gandhi Jayanti was observed. Sadbhavna and Samajik fortnight was observed. World Sports Day, Hindi Day, Kranti Din, Samvidhan Day, International Womans Day, World Marathi Day, World Suryanamaskar Day, Voting Day were observed.
- ✚ Librarian provides all essential reading material required to students for debate, elocutions, competitive exams. She also suggests name of books to students. In short, she acquaints students with library and its content.

7.4 Contribution to environmental awareness / protection

Tree plantation programme, Cleanliness drive, eradication of plastic bag was organised.

7.5 Whether environmental audit was conducted? Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**Strength**

- Enlightened management and sensitive towards educational goals for women.
- Centrally located single women college in the town.
- Addition of commerce faculty and COC.
- Computer literacy.

**Weakness**

- Majority of students come from rural areas facing problem of communication and are weak in English language.

**Opportunity**

- Introduction of P.G. courses
- To establish linkages.
- To enhance consultancy activity.

**Threats**

- With upcoming importance of information technology ,arts faculty may face problem with respect to admission.

## 8. Plans of institution for next year

- 1) To increase ICT (Information & Communications Technology) in all areas i.e. academic, administrative, to increase habit of group massaging to students & staff.
- 2) To inculcate habit of using OPAC system amongst the students in Library/
- 3) To act vigorously to decrease drop-out rate ex. Use of remedial coaching classes/extra class etc.
- 4) To increase number of books and start e-journals.
- 5) To promote activity in career guidance cell.
- 6) To arrange programmes /workshops to motivate teachers. Ex personality development / training regarding use of interactive board. (Smart Class room)
- 7) To encourage staff for publications in National & International journals & books.
- 8) To promote beneficiary programs for support staff. Like health care, festival advance etc.
- 9) To enhance involvement of stake holders.
- 10) To increase activity of Alumni.
- 11) To improve reading, writing skills of students.
- 12) To encourage intradepartmental activities.
- 13) To develop skills of students regarding presenting papers in seminars through power point presentation.
- 14) To organize inter collegiate activities.
- 15) To promote and maintain excellence in sports and games.
- 16) To host inter collegiate cricket tournament sponsored by parent University.
- 17) To participate in inter university activities.
- 18) To observe nutrition week and world best feeding week.
- 19) To encourage teacher to participate in National & International level Seminars & Conferences.
- 20) To organise short term courses on Personality Development, Self Defence, Yoga and Value Education.

Name: *Dr. Mr. Abhay Arvind Gadre*

Name: *Dr. Mrs. Swati Abhay Chande*

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*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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**Annexure-1**

**Part B Criterion I**

Analysis of Feedback from Stakeholders

Following inferences were given regarding syllabus by Alumni.

- English- More grammar should be included in the syllabus.
- English Literature-Short stories and dramas are necessary.
- Marathi- Oral test should be included in for final examination.
- Marathi Literature - Change in autobiography is needed.
- Hindi- Course content is satisfactory.
- Hindi literature- Project work should be included
- Home-Economics- Change required in course content of practical & theory portion.
- Music- Change in course is required.
- History- Recent history should be included in the syllabus.
- Economics- Course content found to be satisfactory.
- Physical Education-All games should be included in the syllabus.
- Library- More, subject wise books should be available to the students.

**Annexure-2**

Feedback from Parents

- Parents suggested that college administration should request S.T. Depot

Manager to increase frequency to certain villages.

## Smt. Surajdevi Ramchand Mohata Mahila Mahavidyalaya, Khamgaon.

NAAC Reaccredited with B Level

Sr. No	First Term		Winter vacations		Second Term		Summer Vacations	
	Commencement	Conclusion	From	To	Commencement	Conclusion	From	To
1	Mon. 13 <sup>th</sup> June 2016	Sat 22 <sup>nd</sup> Oct. 2016	Mon 24 <sup>th</sup> Oct. 2016	2 <sup>nd</sup> Nov 2016	Mon 3 <sup>rd</sup> Nov. 2016	30 <sup>th</sup> April 2017	1 <sup>st</sup> May 2017	11 <sup>th</sup> June 2017

## Academic Calendar 2016- 17

## Public Holidays in the Academic Year 2016 -17

Sr. No	Events	Dates
1	Ramzan Id	Wed 6 <sup>th</sup> July 2016
2	Independence Day	Mon 15 <sup>th</sup> Aug 2016
3	Parsi New Year	Wed 17 <sup>th</sup> Aug 2016
4	Ganesh Chaturthi	Mon 5 <sup>th</sup> Sept. 2016
5	Sarvapitri Amavasya	Fri 13 <sup>th</sup> Aug 2016
6	Dassera	Tues 11 <sup>th</sup> Oct 2016
7	Gurunanak Jayanti	Mon 14 <sup>th</sup> Oct. 2016
8	Id-E-Milad	Mon 12 <sup>th</sup> Dec. 2016
9	Republic Day	Thurs 26 <sup>th</sup> Jan 2017
10	Dhulivandan	Mon 3 <sup>th</sup> March 2017
11	Gudipadwa	Tues 4 <sup>th</sup> Apr 2017
12	Good Friday	Fri 14 <sup>th</sup> Apr 2017

## Proposed Activities in the Academic Year 2016 – 17

- Social Annual Gathering In the Last week of December
- N S S Residential Camp In the First Week of January
- Pre Final Examination in the Second Week of February

Dr. Abhay Gadre

(NAAC Co-ordinator)

( Dr. Mrs. Swati Chande )

(Principal)