

The Annual Quality Assurance Report (AQAR) of the IQAC

2011-12



Submitted By

**The Berar General Education Society's
Sitabai Arts College, Akola**

[Affiliated to Sant Gadge Baba Amravati University, Amravati]

Re-accredited 'B' Grade By NAAC [2.41 CGPA]

Civil Lines, Akola-444001, Maharashtra

To

National Assessment and Accreditation Council, Bangalore.

2012

The Annual Quality Assurance Report (AQAR) of the IQAC

For the year 2011-2012

Part – A

1. Details of the Institution

1.1 Name of the Institution

Sitabai Arts College, Akola

1.2 Address Line 1

Civil Line, Akola

Address Line 2

City/Town

Akola

State

Maharashtra

Pin Code

444001

Institution e-mail address

sitabaiartscollegeakola@gmail.com

Contact Nos.

0724-2435140

Name of the Head of the Institution:

Dr. R.D. Sikchi

Tel. No. with STD Code:

0724-2435140

09422161523

Name of the IQAC Co-coordinator:

Prof .A. C. Agrawal

Mobile:

09823198528

IQAC e-mail address:

sitabaiartscollegeakola@gmail.com

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

EC/54/RAR/111

1.5 Website address:

www.sitabaiartscollege.com

Web-link of the AQAR:

www.sitabaiartscollege.com/IQAC/AQAR14-15pdf

1.6 Accreditation Details:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2004	Five Years
2	2 nd Cycle	B	2.41	2011	Five Years
3	3 rd Cycle				
4	4 th Cycle				

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

09/02/2010

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

2011-12

1.9 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))

- i. AQAR 2010-11 Submitted to NAAC on (05/06/2012)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous College of UGC Yes No

Regulatory Agency approved Institution Yes No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input checked="" type="checkbox"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="16"/>

2.10 No. of IQAC meetings held 03

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others Parents

2.12 Has IQAC received any funding from UGC/NAAC during the year?

Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards

quality Enhancement and the outcome achieved by the end of the year

	Plan of Action	Achievement
1	Academic Audit of Teacher	Executed
2	Continue Evaluation	Executed
3	Work audit non-teaching	Executed

2.16 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Staff Council

Provide the details of the action taken

AQAR 2011 -12 Approved by the statutory body

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
Ph.D.				
PG	08			
UG	01			
PG Diploma	01			01
Advanced Diploma	02			02
Diploma	02			02
Certificate	02			02
Others				
Total	16			07

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	16

1.3 Feedback from stakeholders* Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

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

N/A

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

N/A

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Other
35	25	06	-	04

2.2 No. of permanent faculty with Ph.D.

14

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
25		06	-	-	-	04	-	35	

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	23	54	11
Presented papers	23	54	11
Resource Persons		02	01

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

Study tour arranged for actual teaching

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

180

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book
Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

--

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

06	02	
----	----	--

2.10 Average percentage of attendance of students

2.11 Course/Programme wise Distribution Percentage:

77%

Sr. No.	Title of the Program	Total no. of students appeared	Division				Cleared/ATKT
			Distinction %	I %	II %	III %	
1	B.A.I	340	--	--	--	--	41/193
2	B.A.II	216	--				64/114
3	B.A.III	211	--	05	38	03	75
4	M.A.I (MAR)	61	--	--	--	--	24/15
5	M.A.II (MAR)	46	--	02	03	08	13
6	M.A.I (ENG)	55	--	--	--	--	00/00
7	M.A.II (ENG)	13	--	--	--	01	01
8	M.A.I (HIN)	16	--	--	--	--	08/04
9	M.A.II(HIN)	19	--	01	06	04	11
10	M.A.I (SOC)	79	--	--	--	--	25/30
11	M.A.II(SOC)	42	--	05	04	14	19
12	M.A.I (HIS)	82	--	--	--	--	14/37
13	M.A.II(HIS)	43	--	03	16	05	28
14	M.A.I(ECO)	75	--	--	--	--	09/38
15	M.A.II(ECO)	23	--	--	08	01	07
16	M.A.I (Pol. Sc.)	88	--	--	--	--	31/22
17	M.A.II (Pol. Sc.)	44	--	05	05	06	18
18	M.A.I(Music)	14	--	--	--	--	12/01
19	M.A.II(Music)	05	--	06	05	01	12
20	Advance Diploma(LAN)	15	--	--	--	--	12
21	Diploma(LAN)	12	--	--	--	--	

22	Certificate(LAN)	05	--	--	--	--	
23	Advance Diploma (FM)	04	--	04	--	--	04
24	Diploma (FM)	04	--	04	--	--	04
25	Certificate(FM)	15	--	15	--	--	15
26	PG Diploma in Sound Recording I	--	--	--	--	--	--
27	PG Diploma in Sound Recording II	04	--	04		--	04

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

- Study tour organized for students.
- Common tests are conducted before final university examination.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	07
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	03
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

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	09	05		08
Technical Staff	-	-	-	-

Criterion – III

3.Research, Consultancy and Extension

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

- | |
|--|
| <ul style="list-style-type: none"> • Encouraging the research based work culture in the college. • Motivating teachers on quality improvement. |
|--|

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02		
Outlay in Rs. Lakhs		12,05,200		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	13		
Outlay in Rs. Lakhs	2,00,000	12,70,000		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	13	
Non-Peer Review Journals	01	03	
e-Journals			
Conference proceedings	10	36	12

3.5Details 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 organizations.

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects		UGC	12,05,200	9,64,160
Minor Projects		UGC	14,70,000	11,76,000
Interdisciplinary Projects		UGC	2,50,000	2,00,000
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			29,25,200	23,40,160

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	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 lack:

From funding agency UGC From Management of University/C
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	N.A.
	Granted	N.A.
International	Applied	N.A.
	Granted	N.A.
Commercialized	Applied	N.A.
	Granted	N.A.

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				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	<input type="text" value="07"/>	State level	<input type="text" value="03"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="00"/>

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized√

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text" value="06"/>	NSS	<input type="text" value="08"/>	Any other	<input type="text"/>

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

- Blood donation camp organized.
- Aids awareness programme conducted.

Criterion-IV

Infrastructure and Learning Resources

4.1.1 Details of Increase in infrastructure facilities

Sitabai Arts College, fondly referred to as S.A. College, located in the heart of Akola city is the temple for the pupils pursuing various educational and vocational courses. Established in 1938, the College has the honor and privilege of being the oldest and most seasoned educational institution in Vidarbha, Maharashtra.

Founded in pre-independence era, it has its roots deep in the virtues and great values. Having said that, the fact remains that it has never shied away from keeping up with the pace of changing time. As a result it has always been proactive in adopting the latest technologies and innovative teaching practices to ensure that the pupils are groomed in the most optimum manner.

Spread across 2.5 acres, it has self-owned and well equipped infrastructure to facilitate the scores of UG and PG courses. These include Bachelor of Arts in the fields of English, Marathi, Hindi, Urdu, Sanskrit, Economics, Political Science, Sociology, History, Home Science, Music and Master of Arts in the fields of English, Marathi, Hindi, Economics, Political Science, History, Sociology and Music. The facilities include: Reading rooms, female students' room, first-aid and medical section, fully equipped labs, traditional and modern musical instruments, a reservoir of 50000+ books in the library, sports equipments, dedicated halls for yoga and meditation, to name a few. The Sitabai Arts College hosts the students from all across; however, in particular, it better caters to not-so-privileged section of the society. The testimony of the said fact is that well over 80% of our student population is native of rural areas. **Over 70% are born in the communities constitutionally categorized as SC, ST and OBC.** Details of the existing as well as newly added infrastructure facilities are mentioned in the following table

Facilities	Existing	Newly Added	Source of Fund	Total
Campus Area	2.5 acres	--	--	2.5 acres
Class Rooms	35	--	--	35
Laboratories				
Seminar Hall	01	--	--	01
No of important equipments purchased during Current year.	155	--		155
Value of the equipments purchased	5335049	--	--	5335049

during the year				
others				

Computerization of administration and Library

College is always ahead to adopt new technologies for the benefit of the students and faculty members. Automation of the office is in process .At present account section of the college is computerized. Plus software is in use for the maintenance of account. .In other sections manual system is used.

Library

College having central library facility with huge collection of books and journals. All in house activities and library services are computerized. Barcode technology is used for the circulation system. Library is using SOUL 2.0 library management software for the automation of its work and facilities. Recently new version of the SOUL i.e. SOUL 2.0 is installed in place of existing SOUL1.0.SOUL is developed by INFLIBNET (An IUC of UGC) Ahmedabad. Library is a active member of INFLIBNET.Inflibnet has appointed /extended our library person as a SOUL coordinator for the region of Maharashtra and Goa for technical support to the libraries for computerization.

Facility & Library Services

Central library provides computerized library services to the users. Library having huge collection of text books, reference books and journals & magazines. In the academic year 2011-2012 amounts spent on the purchasing of text books, latest journals are given in the following table.

Items	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	34728	2418418	939	197794	35667	2616212
Reference & Other Books	14154	1112279	76	31874	14230	1144153
e-Books						
e-Journals						
Journals/Magazines			57	34128		

CD/Video								
Digital Database								
Others (Specify)								

4.4 Technology Up gradation

	Total computers	Computer Lab	Internet	Browsing Center	Computer center	Office	Dept.	other
Existing	15	05				05	05	
Added								
Total	15	05				05	05	

4.6 Amount spent on maintenance in Lac.

- i) ICT - Rs.34050
- ii) Campus infrastructure and facilities - Rs.71065
- iii) Equipments - Rs.
- iv) Others

Total-1,05,115

Criterion – V

5. Student Support and Progression

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

- Free career guidance for competitive exams.
- College organized social programs for the students.
- Special residential camp organized under the N.S.S.Programme.
- Alumni meetings were conducted.

5.2 Efforts made by the institution for tracking the progression.

- Meritorious students are felicitated.
- Grievance committee to solve the problem of the students.
- Reading room facility to students.
- Suggestion box.

5.3 (a) Total Number of students.

UG	PG	Ph.D.	Others
967	782	07	

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No	%

W o m e n

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenge D	Total	General	SC	ST	OBC	Physically Challenge d	Total
362	668	61	941		2032	321	540	67	821		1749

Demand ratio 1:1

Dropout % 64

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

Library provides books for civil service exam.

No. of students beneficiaries

130

5.5 No. of students qualified in these examinations

NET

03

SET/SLET

07

GATE

CAT

IAS/IPS etc

MPSC

UPSC

Others

05

5.6 Details of student counseling and career guidance

Counseling and career guidance cell guides students interacting with different guiding agencies in the city and outstation. Placement cell organized lectures, seminars and campus interviews.

No. of students beneficiaries

250

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	30	04	20

5.8 Details of gender sensitization programs

- Health checkup camp organized for girls students .
- Health awareness program for girls students

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 Award	18	6703
Concession in admission fees	101	2,65,340
Financial support from government	530	5,41,575
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organized / 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: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college is committed to further improve its performance in all the areas that contributes constructively to the all round development of our learners. We attempt of proves scope to our faculty and learners for the realization and attainment their latent potential. Our vision is as bellow.

Vision

- To create effective learning environment.
- To impart student-focused quality teaching.
- To harness students innovative, creative and critical faculties.
- To generate in them a strong sense of purposefulness.
- To encourage their quest for learning and intellectual achievement.

Mission

Sitabai Arts College is a student-centered institution. The focus of all our efforts is on the development promotion, support and empowerment of student's moral, intellectual and professional abilities as well as social and cultural responsibilities. We highly value excellence in every sphere of life and strive to inculcate that value system in our students. Special efforts are taken for the upliftment of the students belonging to the SC,ST and other backward classes.

6.2 Does the Institution has a management Information System.

N.A.

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

6.3.1 Curriculum Development

- 04 Faculty members are in BOS of SGBAU, Amaravati
- 02 Teachers are faculty members in SGBAU Amravati
- Active participation of teachers in the Board of Studies in framing of new curricula for UG & PG.

6.3.2 Teaching and Learning

- IQAC director closely contacted with all HOD,S & provides suggestion for development of institution.
- Upgradation of teaching methods with the use of ICT
- Field base studies and surveys conducted to enrich the teaching learning process.

6.3.3 Examination and Evaluation

1. College has internal evaluation method.
2. Common tests of the students are regularly conducted before annual examination takes place.

6.3.4 Research & Development

1. Financial support for teachers undertaking Ph.D. research.

6.3.5 Library, ICT and Physical infrastructure / instrumentation.

Library is computerized with SOUL. SMS. Barcode technology is also in use for circulation of books.

6.3.6 Human Resource Management.

Our maximum faculty members are involved in different activities.

6.6.7 Faculty and Staff recruitment

Recruitment of faculty as per rules and regulation of state govt., University and UGC.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Spot admission process method is adopted in the college. The Students those who are not given admission in the regular process, the college submit their proposal to the university for permission so that they may get admissions in various courses.

6.4 Welfare schemes for

Teaching	Credit society welfare fund
Non-Teaching	Credit society welfare fund
Students	Concession in admission fees.

6.5 Total corpus fund generated

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	Yes	Yes	Yes	Yes
Administrative	Yes	Yes	Yes	Yes

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

Our faculties are member of BOS, They are actively involved in the examination reforms of the SGBAU Amravati.

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?

Regular meetings of Almuni Association

6.12 Activities and support from the Parents – Teachers Association

Annual Parents-Teachers meetings with management is conducted and constructive suggestions are well accepted.

6.13 Development programmes for support staff

Computer training classes are conducted for teaching and Non-teaching staff for the improvement of their computer skill.

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

1. Water harvesting scheme started
2. Beautification committee is formed to maintain the green campus.

Criterion – VII

7. Innovations and Best Practices

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

1. Computer Training facilities given to non-teaching staff.
2. English language proficiency to the teaching & non-teaching staff.

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

Yes, as per the plan of Academic Calendar

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

1. Study tour for social awareness
2. Guidance for competitive examination
3. Resource guidance

7.4 Contribution to environmental awareness / protection

1. Rain water harvesting
2. Green Campus
3. Plantation programme.

7.5 Whether environmental audit was conducted? Yes No

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

Nil

8. Plans of institution for next year

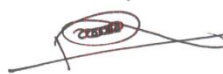
1. Special classes of English expert teachers
2. Placement cell will be strengthen
3. Facility of women hostel
- 3 Upgradation of physical facilities to the students

Signature of the Coordinator, IQAC



(Prof.A.C.Agrawal)

Signature of the Chairperson, IQAC



(Dr. R.D. Sikchi)
Principal
Sitabai Arts College
AKOLA

