

**The Annual Quality Assurance Report (AQAR) of the
IQAC
2015-16**



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.**

March-2017

The Annual Quality Assurance Report (AQAR) of the IQAC
(For the Academic Year 2015-2016)

Part – A

1. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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/AQAR15-16pdf

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

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR- 2010-11 Submitted to NAAC on (05/06/2012)

ii. AQAR _____ (28/08/2015)

iii. AQAR _____ (28/08/2015)

iv. AQAR _____ (28/08/2015)

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

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 (Phy.Edu)

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="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text"/>
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="14"/>
2.10 No. of IQAC meetings held	04

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 the Teacher	Executed
2	Continue Evaluation	Executed
3	Work audit non-teaching	Executed

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

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.

B.Sc. , B.Com.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Other
34	24	09	01 (Principal)	

2.2 No. of permanent faculty with Ph.D. 17

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
24	04	09		01	--			34	05

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	03	41	06
Presented papers	12	35	02
Resource Persons	--	03	--

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

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

2.8 Examination/ Evaluation Reforms initiated by the Institution

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

06	02	
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2.10 Average percentage of attendance of students

2.11 Course/Programme wise Distribution of pass percentage:

Sr. No.	Title of the Programme	Total No. of students appeared	Division				Cleared/ATKT
			Distinction %	I %	II %	III %	
1	B.A.I	1057	--	--	--	--	105/248
2	B.A.II	441	--	--	--	--	170/166
3	B.A.III	279	01	11	71	35	118
4	M.A.I (MAR)	72	--	--	--	--	21/21
5	M.A.II (MAR)	48		02	10	05	17
6	M.A.I (ENG)	71	--	--	--	--	08/17
7	M.A.II (ENG)	22	--	--	04	1	05
8	M.A.I (HIN)	08	--	--	--	--	02/06
9	M.A.II(HIN)	08	--	01	03	03	07
10	M.A.I (SOC)	73	--	--	--	--	24/16
11	M.A.II(SOC)	28	--	--	10	12	22
12	M.A.I (HIS)	83	--	--	--	--	25/20
13	M.A.II(HIS)	48	--	--	10	16	26
14	M.A.I(ECO)	77	--	--	--	--	15/28
15	M.A.II(ECO)	34	--	--	06	15	21
16	M.A.I(Pol-sc)	85	--	--	--	--	11/23
17	M.A.II (Pol-sc)	49	--	--	03	03	06
18	M.A.I(Music)	08	--	--	--	--	06/02
19	M.A.II(Music)	05	--	02	01	--	03
20	Advance Diploma(LAN)	--	--	--	--	--	--
21	Diploma(LAN)	--	--	--	--	--	--
22	Certificate(LAN)	--	--	--	--	--	--
23	Advance Diploma (FM)	00	00	00	00	00	00
24	Diploma (FM)	00	00	00	00	00	00
25	Certificate (FM)	00	00	00	00	00	00
26	Advance Diploma (CSE)	02	00	02	00	00	02
27	Diploma (CSE)	06		06			06
28	Certificate(CSE)	16		16			16
29	PG Diploma in Sound Recording I	02	00	00	00	00	00
30	PG Diploma in Sound Recording II	00	00	00	00	00	00

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	05
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	01
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

- IQAC Propagate various research grants available at UGC
- IQAC coordinator himself conducted one major project and one minor project.

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	05	
Outlay in Rs. Lakhs		4,90,000	7,15,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	22	09	
Non-Peer Review Journals		--	--
e-Journals			
Conference proceedings	12	35	02

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 organizations.

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2009	UGC	5,70,000	4,56,000
	2014	UGC	6,50,000	
	2016	UGC	7,15,000	
Interdisciplinary Projects	2011	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			21,85,000	6,56,000

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 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	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
-	-	-	-	-	-	-

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

- Music programme conducted at district jail by faculty members.
- Blood donation camp was organized and 52 bottles of blood were donated to the govt. medical college Akola.
- NSS Residential camp.
- Women health programme.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Sitabai Arts College is run by The Berar General Education Society, Akola established in the year 1938. The College has been providing quality higher education in the region from the pre Independence period. Sitabai Arts College is the largest single faculty arts college in the entire area of Sant Gadge Baba Amravati University, Amravati. The College has beautiful campus in the central area of the city. Details of the existing as well as newly added infrastructure facilities are mentioned in the following table.

Facilities created	Existing	Newly Added	Source of Fund	Total
Campus area	2.5 acres			2.5 acres
Class rooms	35			35
Laboratories				
Seminar Halls	01			01
No. of important equipments purchased During the current year.	170	04		174
Value of the equipment purchased during the year	6129655	2,00,000		6329655
Others				

4.2 Computerization of administration and library:

- Library provides computerized library services to the users. BAR code system is used for books circulation and membership cards.
- Manual system is used for the administration of the college.
- Only the account section of the college is computerized. Plus software is in use for the maintenance of account.
- The College has central library facility with huge collection of book and journal.
- All in house activities and library is using SOUL 2.0 library management software for the automation of its work and facilities.

- Library is an active member of N-LIST consortia of INFLIBENT. More than 9000, e-books, & 6000 e-journal are available through N-LIST.
- The College has huge central library with more than 50000 books

4.3 Library services:

Items	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text books	37776	3097133	591	192624	38367	3289757
Reference book	14588	1320832	207	64740	14795	1385572
e-books						
e-journals						
Journals/Magazine				49423		49423
CD/Video						
Digital Database N-LIST 97000e-Books, 6000 e-journals	01					Scholarly Content
Others (specify) General Books.						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	31	10				05	16	
Added	01							
Total	32							

4.5 Computer, Internet access, training to teachers and students and any other programme for Technology up gradation (Networking, e-Governance etc.)

- The College has broadband Internet connectivity under VPN connection.
- Wi-Fi Internet facilities are provided in the whole campus of the college.
- Computer training facilities are available to the students & staff members.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 40,000
ii) Campus Infrastructure and facilities	Rs. 500000
iii) Equipments	Rs. 200000
iv) Others	
Total:	Rs. 7,40,000

Criterion – V

5. Student Support and Progression

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

- Free coaching classes were conducted for career guidance and competitive exams.
- College organized gathering 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.

- Feedback from students.
- Merit awards are presented to the students.
- 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
2029	812		

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%	W o m	No	%	e n
	1758	61.87		1083	38	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenge D	Total	General	SC	ST	OBC	Physically Challenge d	Total
542	820	238	850	07	2457	634	974	336	897		2841

Demand ratio 1:1

Dropout % 60

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

Arranged competitive coaching classes .

No. of students beneficiaries 200

5.5 No. of students qualified in these examinations

NET	3	SET/SLET	2	GATE		CAT	
IAS/IPS etc		MPSC		UPSC		Others	15

5.6 Details of student counseling and career guidance

The students were guided for the preparation of competitive exams such as NET/SLET ,MPSC ext.The counseling and placement cell provided guidance regarding the career options and job opportunities. Interview skills ,communication skills were provided for entry in to the services like banks ,Police Departments, Railways ext.

No. of students beneficiaries 500

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	15

5.8 Details of gender sensitization programmes

- Legal aid awareness programme for girls students.
- Orientation program for girls students for women security.
- 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 Concession in admission fees		
Financial support from government	1049	2388633
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 to provides 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

- 06 Faculty members are in BOS
- 02 Teachers are faculty members in SGBAU Amravati
- Active participation of teachers in the Board of Studies in framing of new curriculam 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.

6.3.4 Research & Development

1. Students are motivated for Paper presentation in seminar/conferences.
2. Financial assistance to faculty for paper presentation in conferences & seminars.
3. Financial support to the teachers undertaking research projects.

6.3.5 Library, ICT and Physical infrastructure / instrumentation.

Library is computerized with SOUL software. Barcode technology is also in use.

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 applications received after fulfilling the quota are directed to the authorities of the university for the approval process.

6.4 Welfare schemes for

Teaching	Credit society welfare fund
Non-Teaching	Credit society welfare fund
Students	Concession in Admission fee.

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
Administrative	Yes	Yes	Yes	Yes

6.8 Does the University/ Autonomous College declare 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 are conducted and their valuable suggestions are welcomed

6.12 Activities and support from the Parent – Teacher Association

Annual Parents-Teacher meeting 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
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. Use of biometric technology for attendance of the staff.
2. CCTV vigilance provided in the campus .

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

1. Felicitations of staff and students
2. Equal opportunity to all

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

7.6 Any other relevant information the institution wishes to add.

Nil

8. Plans of institution for next year

- | |
|---|
| <ol style="list-style-type: none">1. Upgradation of Language Lab2. Automation of office administration3. construction of additional class rooms4. International & National Conference to be conducted5. Renovation of Exam section with ICT facility. |
|---|

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

(Dr D.E. Umbarkar)

(Dr. R.D. Sikchi)

Sitabai Arts College, Akola

Academic and Administrative calendar

2015-2016

Annual Pattern

I Session: From Monday 15 June 2015 to Sat. 31th Oct.2015

Diwali Vacation : From Sun. 1st Nov. 2015 to Sun. 22nd Nov. 2015

II Session: From Mon. 23th Nov. 2015 to Sat. 30th April 2016

Summer Vacation : From Sun.1st May 2016 to Sat. 12th June 2016

Teaching Days available during the Academic Year 2014-15

(Teaching Days)

Session I		Session II	
Month	Days	Month	Days
July 2015	26	November 2015	06
August 2015	24	December 2015	25
September 2015	25	January 2016	25
October 2015	25	February 2016	24
Total	100	Total	80

Date of Commencement of Teaching: - 1ST July 2015

Days Available during the academic year 2015-16

For Admission Mon. 15 June, 2015 to Tuesday 30 TH June, 2015	14 days
For Exam and Non Instruction Days Mar. : 2016 Apr. : 2016	24 days 16 days
Total	60 days

Total Days available during academic year 2015-16	Sunday + Winter Vacation (Excluding Sun.) +Public Holidays	Total working days in academic year 2014-15
321	41+22+18=81	240

