ANNUAL QUALITY ASSURANCE REPORT 2016-17

Submitted to

National Assessment & Accreditation Council (NAAC) Bangalore

Submitted by

Marathwada Sarvodya Shikshan Prasarak Mandal Partur's,
SWAMI VIVEKANAND SENIOR COLLEGE,
Mantha -431504 Dist. Jalna. Maharashtra.
Email : swamicollege@gmail.com Web : www.svcmantha.in
Phone no: 02484 270238 Fax No. 02484 270338

Affiliated to

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad (MS)

Annual Quality Assurance Report (AQAR)

Part-A

I. Details of the Institution:

1.1 Name of the Institution:	**Swami Vivekanand Senior College, Mantha**
1.2 Address Line 1	Near Govind Ganga Servo Petrol Pump
Address Line 2	Jintur- Jalna Highway
City/ Town	Mantha
State	Maharashtra
Pin Code	431504
Institution E-mail Address	swamicollege@gmail.com
Contact Nos.	09423459192
Name of the Head of the Institution	**Dr. Bharat Dattarao Khandare**
Tel. No. with STD Code	(02484) 270338.
Mobile	09423459192.
Name of the IQAC Coordinator	**Dr. Tushar Bhimrao Dhondge**
Mobile	09960582098, 8766535556
IQAC E-mail Address	tdhondge143@gmail.com/**swamicollege@gma**
1.3 NAAC Track ID	MHCOGN11446
1.4 NAAC Executive Committee No. & Date	NAAC/WR/GH/2015 27th March 2015
1.5 Website Address	**www.svcmantha.in**
Web link of the AQAR	**www.svcmantha.in**

1.6 Accreditation Details:

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	---	2004	05 Years
2	**2nd Cycle**	**B**	**2.20**	**July 2015**	**05 Years**

1.7 Date of Establishment of IQAC | 01/06/2010

1.8 AQAR for the year | 2016-17

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

i. AQAR 2016-17 (25/07/2016)

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 [√] LaPEI [ ] (PhysEdu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others [ ]

1.12 Name of the Affiliating University

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

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

Autonomy by State/Central Govt/University	No		
University with Potential for Excellence	No	UGC-CPE	No
DST Star Scheme	No	UGC-CE	No
UGC-Special Assistant Programme	No	DST-FIST	No
UGC-Innovative PG Programmes	Yes	Any other	No
UGC-COP Programmes	Yes		

2. IQAC Composition and Activities

2.1 No. of Teachers	07
2.2 No. of Administrative/Technical Staff	01
2.3 No. of Students	01
2.4 No. of Management Representative	02
2.5 No. of Alumni	01
2.6 No. of any other stakeholders and Community representatives	01
2.7 No. of Employers/Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	15
2.10 No. of IQAC Meetings held	04

2.11 No. of meetings with various stakeholders No. 05

Faculty 02 Non-Teaching Staff 02 Students 01 Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No √

If yes mention the amount ------

2.13 Seminar and Conferences (only quality related)

(i) No. of seminars/conferences/workshops/symposia organized by the IQAC

Total No.	00	*International*	--	*National*	00
		State	--	*Institution Level*	00

(ii) Themes	--

2.14 Significant Activities and Contributions made by IQAC

- IQAC has played very significant role in nurturing the quality work culture at institutional level for students, faculty members.
- It has promoted all the departments to provide special learning assistance to identify slow learners, advance learners so that they could cope up with others.
- IQAC has promoted every department to conduct various curricular activities like academic expert guidance, field work/project, social survey, species collection, study tour etc. and extra-curricular activities like poster presentations, power point presentation, internet awareness, seminar and group discussion etc. for the students.
- IQAC has advised and suggested every department to boost morale and confidence level and to inspire students for learning program organization, anchoring/elocution skill etc.
- IQAC has promoted various committees like Science and technology enterprises program, Anti-ragging, Women cell, Placement cell, Career counseling and guidance cell, Competitive examination guidance cell to conduct various awareness activities for both male and female students.
- Feedback collected, analyzed and corrective suggestions are suggested to concern teacher.
- Appraisal of the teaching staff collected, verified and measures were suggested to concern staff member.
- Efforts were taken to promote research activities, project submission to various funding agencies etc.
- IQAC has insisted on increasing formal and informal number of MoU, collaborations with other institute and on executing the already signed MoU, Collaborations etc.

2.15 Plan of Action by IQAC/outcome

Plan of Action	Achievements
To organize gender sensitization and gender equity program for male and female students	Women empowerment cell has organized gender sensitization programs like

	One day workshop on women empowerment, Women legal rights, Discussion on success stories of women, Women's day celebrations.
To undertake research projects	Staff members have submitted the research projects to various funding agencies.
To inspire students for participation in research activities like "Avishkar"	Students were motivated to contribute their research project and participate in the research festival Avishkar, At district level 03 projects were presented by group of 03 students with model and presentation
To add reference books, text books and journals to the library	College library has enriched with sufficient number of Reference Book, Journal and Text Book purchased as per requirements
To collect feedback on syllabus and teacher from students, parents and employee	Feedback on syllabus and teachers collected, analyzed and corrective measures were suggested to the concern teacher and authority too.
To conduct internal academic and administrative audit of the institution	Internal academic and administrative audit conducted to verify documentations of concern departments, findings of the lacunas were conveyed to the concern department.
To organize various extra-curricular activities under NSS, CEG and CC Cell, Placement cell and Cultural committee etc	Volunteers of NSS participated in almost every academic and social activity including Swatch Bharat Abhiyan, Tree plantation, Road Show on farmer's suicide etc. CEG and CC cell organized special lecture series for competitive examination preparing aspirants and placement guidance event regularly. Regular cultural programs, gathering etc and Birth, death anniversary of every national hero is celebrated through cultural committee
To organize blood donation camp	Blood donation camp was organized by the institute in order to meet the need of blood.

2.16 Whether the AQAR was placed in statutory body? Yes [√] No [ ]

Management [ ] *Syndicate* [√] *any other body* [ ]

Provide the details of action taken

The AQAR 2016-17 was placed by the IQAC coordinator in College Development Committee (CDC) meeting and unanimously approved by the chairman and members of the college development committee.

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	--	00	00	00
PG	01	00	00	00
UG	03	00	00	00
PG Diploma	00	00	00	00
Advance Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	00	00	00	00
Total	04	00	00	00

Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

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

- College being affiliated to Dr. B.A.M. University, Aurangabad (MS) hence it is mandatory to follow the syllabus framed by the university from time to time, however University itself has given freedom and option to the students of under graduate (UG) program, Third year students of every faculty to choose an elective paper for learning and evaluation.
- Different student oriented activities are executed by department faculty members and is duly approved by the parent university and is communicated with principal and considering the social, regional requirement.

(ii) Pattern of Programmes:

Pattern	**Number of Programmes**
Semester	06
Trimester	Nil
Annual	00

1.3 Feedback from stakeholders Students √ Alumni --

Parents √ Employees √

Mode of Feedback: Online -- Manual √ Co-operating Schools (for PEI) --

*(*Please see an analysis of the feedback in the Annexure I)*

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

Continuous assessment is introduced at FY of all faculty UG programs BA, B.Com, BSc degree of Dr. BAM. University, Aurangabad.

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

Nil

Criterion-II

2 Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
31	23	07	01 (Principal)	1

2.2 No.of permanent faculty with Ph.D. 21

2.3No. 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
28	**09**	**02**	**0**	**1**	**0**	**0**	**0**	**31**	**09**

2.4 No. of Guest and Visiting faculty and Temporary faculty 06* 02# --

(- Clock Hour Basis, #- Visiting Faculty, **- Temporary Faculty)*

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	15	04
Presented papers	08	14	03
Resource Persons	02	04	--

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

Arts, Commerce and Science faculty members are using traditional chalk and talk method along with other different techniques for teaching and learning practice to students of UG and PG programs such as

1. Power Point Presentations, Audio and Video clips.
2. Model Demonstration.
3. Students' Seminar, Group discussion, Wall-poster Presentations.
4. Uses interactive board for teaching and demonstration.
5. Reading Club Activities
6. Subject Forum Activities
7. Reference Books and Online Study Material

Even more practical methods are also used by some of the departments like

- Department of Microbiology regularly uses the technique of theoretical and experimental correlative teaching method along with ICT based video lectures on advance Microbiology.
- Department of Zoology regularly uses Google class room, social media platform like Whatsapp for communicating and interaction to students.
- Botany department being one of the ecologically important factor, it always organizes onsite sessions for plant species identification and classifications through filed tours to Jungles etc.
- Faculties of Arts and Humanities like Sociology, Economics and Political Science studies social aspects through conduction of different kind of survey and its analysis using ICT techniques for report writing.

2.7 Total No. of actual teaching days during this academic year | 210

2.8 Examination/Evaluation Reforms initiated by the Institution (For example; open Book Examination, Double Valuation, Photocopy,)

- Examinations are conducted as per the schedule set by Dr. B.A.M. University Aurangabad.
- However continuous assessment (CA) of the students of every faculty is done by respective course teachers from time to time for overall improvement in performance of the students.

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

Arts	**Commerce**	**Science**
01	02	--

Teacher Name	***Committee***	***Position***	***From***
--	--	--	--

2.10 Average percentage of attendance of students | 84 %

2.11 Course/Programme wise distribution of pass percentage

Title of Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	Pass %	Total
B.A.	694	00	27.00	63.00	00.00	51.33%
B.Com.	261	00.00	04..33	19.00	00.00	35.78%
B.Sc.	483	01.66	12.33	55.66	00.00	65.56%

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

Department quality objectives: Every department sets its objectives towards quality culture working in curricular, co-curricular activities, planning implementation and results during every academic year.

Teaching Plan: every faculty member chalk out teaching plan of teaching paper including practical, this planning is approved and monitored by Department and Institution head on regular basis.

Teaching process monitoring: IQAC in consultation with department head usually monitors the teaching process through review meetings and verbal communications.

Academic Audit: IQAC has trained some of the teachers from the college for conducting academic audit, these trained teachers visit every department as per the pre-notified schedule and verify the teaching process adopted and followed during the academic year. Suggestions and recommendations are forwarded to concern teachers for improvements and regular follow up is taken on it, records of such activities are maintained at the IQAC.

Feedback: Students feedback on teachers is one of the very important mean for assessment of teaching learning process; hence IQAC has designed the questionnaire in such a way that the constructive feedback on teaching method and teacher can be collected. This feedback is collected and analyzed outcome whether positive or negative is conveyed to concern teacher through department head, if any improvement remark exist teacher is supposed to submit the action plan for improvement and department head is given task to monitor the same and corrected report of it is reverted to IQAC.

2.13 Initiatives undertaken towards faculty development

Faculty/ Staff Development Programmes	**No. of faculty benefited**
Refresher courses	04
UGC-Faculty Improvement Programme	--
HRD programmes	--
Orientation programme	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer/Winter schools, Workshops, etc.	--
Others (Short term course)	--

2.14 Details of Administrative staff and Technical staff

Category	Number of permanent Employees	Number of vacant positions	Number of permanent position filled during the Year	Number of positions filled temporarily
Administrative staff	19	00	00	00
Technical staff	16	00	00	00

Criterion- III

3. Research, Consultancy and Extension

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

- An initiative of IQAC, students are inspired to participate in District level *"Avishkar"* Competition.
- IQAC coordinated with Research committee to promote research project submission to scheme of UGC, Dr. B.A.M. University and Science.
- IQAC boosted the staff members for registration to Ph.D. and for post Ph.D. academic progress too.
- Faculty members were encouraged to publish research papers/articles in National International level peer-reviewed journals as well to publish Books with ISBN.
- Cell promoted the faculty members to attend and present articles at National and International conferences.

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	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Other
Peer Review Journals	10	03	01
Non-Peer Review Journals	--	--	--
e-Journals	01	--	--
Conferences proceeding	02	06	03

3.5 Details on Impact factor of publications:

Range	--	Average	--	h-index	09	Nos. in SCOPUS	--

3.6 Research funds sanctioned, received from funding agencies, industry other organizations

Nature of the Project	Duration Year	Funding Agency	Total grant sanctioned	Received
Major Projects	--	--	--	--
Minor projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/College	--	--	--	--
Students research projects(other than compulsory by the University)	--	--	--	--
Any other Unnat Bharat Abhiyan	--	--	--	--
Total	--	--	--	--

3.7 No. of books published

i) With ISBN No. 02 Chapters in Edited books 01

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 Nil

3.11 No. of Conferences/Workshop organized by the institution

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

3.12 No. of faculty served as expert, chairpersons or resource persons 00

3.13No. of collaborations International -- National Any other 02

3.14 No. of linkages created during this year --

3.15 Total budget for research for current year in lakhs:

From Funding Agency	--
From Management of University/College	--
Total	--

3.16 No. of patents received this year

Type of patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialized	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	District	College
02	02	--	--	--	--	--

3.18 No. of faculty from the institution who are Ph. D. Guides 06

and students registered under them 12

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 04 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	01	State Level	01
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	24		
NCC	--	NSS	07	Any other	--

3.26 Major activities during the year in the sphere of extension activities and institutional social responsibility

Sr No	Event	Program details
1.	International Yoga Day	Celebrated International Yoga Day on 21 June 2016, all teaching, non-teaching and students were participated to celebrate.
2.	Tree Plantation	During July 2016, tree plantation drive was organized by institution under the lead role by Department of Botany and NSS unit, total 38 plant species were planted in and around the campus of institution.
3.	World Population day	Celebrated and program organized during July 2016 to educate students about the diverse effect of increasing population and various aspect.
4.	Youth day	International youth day was celebrated during Aug 2016.
5.	Humanitarian Day *Sadbhavna Din*	Sadbhavna din was celebrated on the eve of birth anniversary of Late Rajiv Gandhiji during Aug 2016.
6.	Major Dhyanchand Jayanti	Sport Department celebrated Major Dhyanchand Jayanti on August 2016.
7.	Teacher day	NSS Unit organized teacher day on Sep 2016 on the eve of birth anniversary of Late Dr S. Radhakrishnanji

8.	NSS Day	NSS day was celebrated during Sept 2016, NSS coordinators, students were felicitated on the occasion.
9.	*Hindi Divas*	Department of Hindi of our college celebrated *Hindi Divas* on 14 Sept 2016
10.	*Mahatma Gandhiji Jayanti*	Birth anniversary of Mahatma Gandhiji was celebrated during Oct 2016
11.	Reading Inspiration Day *(Wachan Prerana Din)*	Institution through NSS unit has observed reading inspiration day *(Wachan Prerana Din)* during Oct 2016 on the eve of birth anniversary of Dr. APJ Abdul Kalam.
12.	Constitution day	Program was organized on Nov 2016 for the celebration of constitution day.
13.	AIDS rally	NSS unit of the institution has organized AIDS awareness rally during Dec 2016 with an involvement of nearly 205 students including 125 NSS and other 300 male and female students and teachers.
14.	Marathi Bhasha Sanvardhan Pandharwada	Marathi Department celebrated Marathi Bhasha Sanvardhan Pandharwada with Marathi essay, Kavya vachan, debate competition.
15.	Netaji Subhash Chandra Bose Jayanti	Birth anniversary of Netaji Subhash Chandraji Bose was celebrated during 23 Jan 2017.
16.	Chatrapati Shivaji Maharaj Jayanti	Program was organized to celebrate the birth anniversary of Chatrapati Shiaji Maharaj during 19 Feb 2017.

Criteria-IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	03 Acres	---	---	03 Acres
Class rooms	11	---	---	12
Laboratories	06	--	--	06
ICT Room & auditorium	01	--	---	01
No. of important equipments purchased (≥1.0 Lakh) during the current year	04	04	--	08
Value of the equipment purchased during the year (Rs. In Lakh)	3,39,460/-	1,40,000/-	--	1,79,460/-
Others	--	---	---	--

4.2 Computerization of administration and library

- The college administrative office is fully computerized and LAN connected with updated version of PC's for administrative, financial and other day to day working.
- College management system (CMS) is used for administrative office working.
- Students are also provided computer assistance/facility for accessing e-sources at the library.

4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	170	32,708/-	255	66,755/-	425	99,463/-
Reference Books	025	5445/-	036	9,475/-	61	14,920/-
e-Books	--	--	---	---	---	---
Journals	---	---	---	---	---	---
e-Journals	---	---	---	---	---	---
Digital Database	---	---	---	---	---	---
CD & Video	21	11,184/-	---	---	21	11,184/-
Others (Maps)	---	---	---	---	---	---

4.4 Technology Up-gradation

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centre	Office	Departments	ICT facility
Existing	31	01	02	00	00	07	15	05
Added	0	00	05	00	00	01	00	00
Total	31	01	07	00	00	06	15	05

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

- Institution has procured and purchased Identity card software and printer.
- Software for short messenger services (SMS) renewed from time to time for passing academic information to students and parents.
- Computers are updated for advance version of software and hardware from time to time.
- Antiviruses are installed on every computer of the institution.

4.6 Amount spent on maintenance:

i) ICT	25,200/-
ii) Campus Infrastructure & facilities	1,64,606/-
iii) Equipments	--
iv) Others	--
Total:	1,89,806/-

Criterion –V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about student support services.

- IQAC of the college monitors programs and activities of all the departments and committees. These committees and departments plan, organize and execute different programs and activities for students.
- Each department has departmental notice board to inform students about programs and activities.
- Each committee and department display information of upcoming program well in advance. During the admission process college provide prospectus in which support system like scholarship, campus facilities, rules and regulation are well explained.
- Updated information regarding college activities and administrative information displayed on college website.
- College has the facility of Digital Notice Board and short messenger system (SMS) for communications, some departments are using social sites like Whatsapp for passing information to students.
- IQAC regularly reviews status of facilities like Sports, Library, Reprography, Drinking water, Sanitation, First aid, Common room, Library facility etc available for students.
- Organization of parent teacher meet, mentor mentee scheme used for providing details regarding students support service.
- IQAC regularly assist the CEG and CC cell for providing competitive examinations support to students.
- IQAC frequently communicates to students oriented and centric committees like grievance, feedback for reviewing the support services.

5.2 Efforts made by the institution for tracking the progression.

- The college has developed mechanism on for tracking progression of the students through result analysis.
- It is tracked through data analysis on different stages, feedbacks collection and analysis from students, alumni and stakeholders.
- Every department on the basis of previous year data finds out Students Progressing from UG students fetching employment after completion of UG.
- The information obtained so, is communicated to IQAC through placement and alumni cell.

5.3 (a) Total no. of students

UG	PG	Ph.D.	Others
1470	66	17	-

(b) No. of Students outside the state ---

(c) No. of International Students ---

Men	No	%	Women	No	%
	928	63.1		542	36.8

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
544	163	34	525	00	1266	643	134	50	643	00	1470

Demand Ratio = 1:1 Drop Out Ratio = 19.71 %

5.4 Details of student support mechanism for coaching for competitive examination (if any).

- College has established Competition Examination Guidance and Career Counseling Cell (CEG and CC) which regularly organized a series of coaching lectures of experts faculty members.
- Even soft skill development programme (English Speaking) was conducted for the students of all faculties.
- Special guidance and lecture series were arranged for the students who were appearing for competition like Avishkar, NET, SET etc.

No. of Students beneficiaries 75

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 counseling and career guidance

- Career counseling to the students are done on regular basis through the CEG and CC Cell. Students are made aware about job profile requirements, personality development, communication techniques etc. through interaction sessions.
- Counseling through Placement Cell: The College has well established independent Placement Cell to cater needs of regional industries. Placement cell usually displays career opportunities available different geographical locations.

- The role of the teachers is to look after the general development of the students. To test the academic development of the students, the teachers conduct regular test and tutorials.
- Remedial Teaching for Students counseling: Remedial Teaching is conducted for slow learners and socially and financially backward students. Contact sessions of various subjects are arranged for these students and feedback is taken to assess progress of the students.

No. of student benefited | 55

5.7 Details of campus placement

On Campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of student Placed	Number of student Placed
00	00	00	--

5.8 Details of Gender Sensitization programmes

- The College organizes different programs for awareness regarding gender empowerment and gender equality.
- An event for awareness of women legal right was arranged for male and female students through women cell.
- An activity entitled Success stories of women was organized to elaborated and strengthen the confidence of women
- Gender sensitization programs like world woman's day, Savitribai Phule Birth Anniversary was celebrated.

5.9 Student activities

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

State/University level [23] National level [--] International level [--]

5.9.2 No. of Students participated in cultural events

State/University level [07] National level [--] International level [--]

5.9.3 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

	No. of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	301	GoI/EBC
Financial support from other sources	Nil	Nil
Number of students who received International/National recognitions	Nil	Nil

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

:Vision:

Vision of the college is to cater value based education for all round development of rural and tribal students, to make them capable to touch the new horizons of knowledge and employment for their better future, well as to emerge responsible citizen for the service of community.

:Mission:

- To provide education for enlightenment and intellectual advancement of the rural and tribal students.
- To pursue the excellence in higher education.
- To generate manpower to be absorbed in political, social and economical policy development of India.

6.2 Does the Institution has a management Information System?

Yes, but the office is made fully automated with adequate computer systems and library is also provided with the computers for library automation having LIB-Man Software.

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

6.3.1 Curriculum Development

- Institute follows curricular development by Dr. B.A.M. University, Aurangabad but the institute contributes in its development and restructuring by identifying the points by which the curricular quality can be improved and institutional objectives can be achieved.
- Feedbacks on curricula are collected, analyzed and difficulties/corrections are suggested to BoS by the faculty members in the form of formal and informal ways.
- It also tries to identify sufficient resources, support, and others factors in the effective and successful implementation of the curriculum.
- The teachers of the institution contribute to the Curricular Designing of the university through their participation in BoS as a member or chairman and also by attending the workshops on Curricular Development.

6.3.2 Teaching and Learning

The institution is always aggressive to improve the quality of teaching and learning through: **Academic Calendars:** Institutional Academic Calendars are prepared to ensure that academic activities, teaching learning, evaluation schedule etc are well planned along with this

departments are also encouraged to prepare their annual action plan of activities by considering and following Institutional Academic Calendar for curricular as well extra curricula activities.

Institutional and Department Quality Objectives: Every department of the institution sets its Quality Objectives related to results, curricular, co-curricular and extra-curricular activities for every academic year.

Time table: teaching time table of the institute is set by the concern TT committee in concern with departments, such prepared TT is forwarded for approval of Principal, these approved TT is strictly followed for teaching learning purpose.

Teaching Plans: Subject teachers are promoted to prepare teaching plan term wise as per the teaching time table of the paper they teach, these TP are verified by concern department head and forwarded to Principal for approval. Such approved TP are then implemented and monitored by the concerned head of the department.

Promotion of Innovations: IQAC promotes innovations in teaching learning methods and verifies the same through teaching plan. A record of lectures conducted using ICT tools is maintained in the register.

Study tour: The college believes in imparting relevant practical based education which helps the students in understanding the subject, hence, departments are encouraged to arrange study tours and field visits at educationally important places like industry, bank, insurance offices, academic institutes etc.

Monitoring of teaching process: IQAC monitors teaching process of every department through regular formal and informal communications with teachers and department head.

Mentor Mentee scheme: Students are allotted to teachers under Mentor Mentee scheme. These students are regularly counseled by their mentor on academic, career and psycho-social issues.

Academic Audits: The IQAC has trained some of the teachers from the college for conducting academic audits. The trained teachers visit each departments as per the schedule to verify the teaching-learning process & related activities. The concerned department and its teachers are made aware of the positive and negative aspects of the process. Suggestions for improvement are also given and the follow-up is taken accordingly. The record of the same is maintained at IQAC.

Feedback: Student's feedback on teachers is one of the important means to bring improvement in Teaching-Learning process. Hence, the IQAC of the institution has prepared the questionnaire, keeping in view the points for improvements in different aspects of teaching. 'Students' feedback on teachers' is conducted after every semester by the Feedback

Committee. The feedback negative or positive is analyzed and communicated to the concerned teacher.

Identification of Slow and Advanced Learners: every department ensures identification of slow and advance learners which are provided teaching assistance through remedial coaching and other aspects.

6.3.3 Examination and Evaluation

Continuous Assessments: Internal Assessment through tests, tutorials, projects, openbook tests, term end examination on regular planed basis is conducted.

University Examinations: Conducted as per the norms and regulations of the Dr. B.A.M. University Aurangabad.

Appointment of Internal Squad: For smooth functioning of exam and maintenance of proper decorum, college appoints an internal squad during internal and university exam.

D-CAS: University has authorized to the JES College to evaluate the FY, SY and TY answer script of all the UG programs. In this link, college regularly send evaluator of the respective subject.

6.3.4 Research and Development

Considering the value of research in the academic development, the institution motivates its teaching staff and students to undertake various research activities and projects.

The Institution tried to bring quality improvement in research and development through the activities elaborated under:

Research Project: The faculty members are promoted to submit research project proposals to various funding agencies, as a result during 2015-16, 26 different proposals are submitted to agencies like UGC, DST and University for funding, number of them are under review process.

Research papers: Faculty members are always inspired to publish their research papers in high quality research journal and books with ISBN series.

Conference/workshop: The faculty members are motivated to participate in national/international level conferences, seminars, symposia, workshops, etc. for research presentations.

Faculty development: Faculty members are encouraged to attend FDP, Orientation, Refresher and Short Term Courses for up gradation of knowledge at various HRDC.

Student's project: Students are boosted to undertake research projects at departmental level under the guidance of concerned faculty members and present the outcome at festivals like Avishkar.

PhD or Post PhD work: Faculty members are inspired to persue research work leading to award of PhD, and if already awarded then try achieving supervisor recognition.

6.3.5 Library, ICT and physical infrastructure/ instrumentation

- Library is regularly updated by purchasing the required text, reference books, journals, e-journals and study material during the AY 2015-16to upgrade the library.

Title	***Added during 2016-17***	
	Volume	***Value***
Text Books	225	66,755/-
Reference Books	36	94,75/-
e-Books	--	--
Journals	--	--
e-Journals	--	--

- Computer facility available in the library for availing the facility of digital knowledge.
- Faculties are encouraged to use ICT assisted teaching and learning.
- Usual purchasing of necessary equipments for laboratories.

6.3.6 Human Resource Management

- Teaching and Administrative Staff members are well trained in using ICT applications.
- Faculty members are always encouraged to update their knowledge by attending conferences, seminars, refresher course, orientation programs etc.
- Faculties are entrusted with responsibilities according to their capabilities. Additional charge for various curricular and extension activities are given through various committees.
- The college has the system of self-appraisal for the teaching and non-teaching staff members. Self-appraisal and evaluation report covers teaching, research, extension service and other contributions of every individual.
- Comprehensive evaluation of Teachers by students and peer committee is done at every semester end.

6.3.7 Faculty and Staff recruitment

The college strictly follows recruitment rules laid down by the UGC, State Government and Dr. B.A.M. University, Aurangabad for all kind of recruitment which includes regular, part-time and clock-hour basis appointments.

6.3.8 Industry Interaction/ Collaboration

- ✓ IQAC motivates departments to undertake industrial visits, field trips and collaboration with different sectors, some of the outcome are
- ✓ The college has signed MoU with L.B.S. College, Partur for academic cooperation. MoU with Seed Pathology Lab, Department of Botany, Dr. B.A.M. University for plant diseases identification, fungi identification training purpose to our students.

6.3.9 Admission of Students

- Admissions to different programs of Arts, Commerce and Science faculties ate given by strictly following the rules and regulations set by government and Dr. B.A.M. University.
- Admissions are given as per norms of Dr. B.A.M. University Aurangabad.

6.4 Welfare schemes for

Teaching	GPF, Group Insurance, Bachat Gat
Non teaching	GPF, Group Insurance
Students	Scholarship, Student Aid Fund, Travelling assistance to attend different events

6.5 Total corpus fund generated — Nil

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	No		Yes	Principal appointed committee
Administrative	No		Yes	

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

For UG programmes	Yes	[ ]	No	[√]	40 Days
For PG Programmes	Yes	[ ]	No	[ ]	

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

The Dr. B.A.M. Aurangabad has established a D-CAS wherein papers assessment centers are established at District College; the infrastructure is updated at the college for all examinations of the University

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

Not Applicable

6.11 Activities and support from the alumni association.

Departments are calling to alumni students who are persuing their career at different establishments for sharing their experiences with students.

Alumni helped students in career development and guided them for academic progression and placement assistance.

The ex-students of college gave coaching to students in sports.

6.12 Activities and support from the Parent-Teacher Association.

Although institution have no such formal association still institute regularly on annual basis organizes Student-Teacher-Parent Meet for discussion on issues, problems of students and opportunities for improvements. During AY 2016-17 Student-Teacher-Parent Meet was organized during August 2016, Hon'ble Shri. Kapil Bhaiya Akat, Secretary, M.S.S.P. Mandal was the guest of honor who expressed institute vision about students.

6.13 Development programmes for support staff.

Support staff was encouraged to participate in different activities of the institution and departments for their academic development.

Support and non-teaching staff were regularly assisted on personal basis for gaining knowledge of ICT and increasing computer use in their daily life.

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

Tree plantation: Department of Botany in association with NSS and other students have planted 48 plants of local and ornamental species in and around college campus.

Hazardous waste management: Institute has made provision for management of chemical and hazardous waste generated through science laboratories during conduction of practical sessions.

The institution promotes eco-friendly environment by implanting various displays of environment consciousness.

NSS department celebrated Environment Day and organized campus cleaning programmes.

Criterion-VII

7. Innovation 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.

The college consistently works on global ideas useful for environment and adaptable, useful to the society, hence with this vision,

Department of commerce organized guest lecture for students of UG.

Department of Physics guided students for gathering information different Physics scientists and their innovations.

Department of Microbiology allowed students to isolate soil microflora at different location near the college campus.

Zoology department have given an opportunity to students for learning Fish fauna at and near water bodies.

Botany department used to educate the students about plant taxonomy through field practicals. Use woolen model for better understanding of genetical process like mitosis and meiosis.

Department of sociology used to ask students for conducting survey on social aspects.

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

Plan of action	Action taken
To collect feedback on syllabus and teaching staff from stakeholders	Feedback collected from Students on Syllabus as well as Teaching analyzed and correction are suggested to respective staff members.
PBAS collection and analysis	PBAS of every faculty members collected analyzed and summery, suggestions are handed over to respective staff member.
Updating of Institutional website	Different activities, news, information support services, AQAR uploaded on College website
Students parent teacher meet	Students parent teacher meet organized during September 2016
Health check up	Health check up was arranged for students, women and domesticated animals by institute NSS unit.

Gender sensitization programs	Gender equality and sensitization programs arranged at the college level for both male and female students
Academic and Administrative Audit	AAA conducted of every department and suggestions findings are submitted to every department for improvement.

7.3 Give two Best Practices of the institution.

Institute is always engaged in executing multiple academic and social activities for this region, two of them entitled as :

1. Green campus initiative
2. Use of Electronic and Computer Technology in academics and administration

7.4 Contribution to environmental awareness/protection.

- Environment science as special compulsory paper to SY students of every program is set by Dr. B.A.M. Aurangabad.
- Botany department and NSS unit has planted 223 trees of local and ornamental species
- Botanical and medicinal garden developed at the college.
- Poster and banners explaining environmental awareness sticked at institution walls.

7.5 Whether environmental audit was conducted? Yes [√] No [ ]

7.6 Any other relevant information the institution wishes to add.

---

8. Plans of institution for next year.

- ✓ Online feedback on syllabus, teacher and infrastructure collection from various stakeholders.
- ✓ Increase student centric activities.
- ✓ Awareness drive about environment and workshop students
- ✓ ICT awareness and training workshop for teaching and non teaching staff
- ✓ Organize workshop on NAAC framework
- ✓ Fetching grants from various government agencies by submitting proposals.
- ✓ Increase in number of MoU with institutions and industries
- ✓ Boost for publication of research paper in high impact and referred journals

- ✓ Promote staff for attending conferences
- ✓ Promote every department to arrange academic and industry expert guidance
- ✓ Organization of Conference
- ✓ Increase the number of self certified certificate courses

Signature of Coordinator, IQAC

ASSO. PROF.
Swami Vivekanand Sr. College
Mantha, Tq. Mantha, Dist. Jalna-431504.

Signature of Chairperson, IQAC

PRINCIPAL
Swami Vivekanand Sr.College
Mantha Tq.Mantha Dist.Jalna- 431504

Annexure II

Best Practices- I

Title of the practice: Green Campus Initiative

Goals:

 To increase environmental awareness among students, staff of the college and among population in the vicinity of the college.

 To minimize the environmental pollution in and around college campus.

 To minimize the use of water resources by installing rain harvesting plant.

 To study and maintain biodiversity of campus.

 To support and implement *Swach Bharat Aabhiyan*".

The Context

Clean environment is the basic necessity for human being for health and efficiency. Mostly limited availability of public transport compelled increased use of personal vehicles which is one of the reasons to increase pollution in and around campus. Chemical experimentation in the college laboratories emits green house gases (GHG). It adds to the environmental pollution. Water is scarce natural resource hence needs to be used rationally. For this rain water harvesting could be the best alternative.

The Practice

Biodiversity audit:

The Biodiversity audit was conducted for our college during the period from June 2016 to July 2016. The report of "**Biodiversity Assessment of Swami Vivekanand College Campus, Mantha"** was submitted to College authorities. The study was conducted as a rapid biodiversity survey and systematic photo-documentation as per the directives given by the Principal, Swami Vivekanand Senior College, Mantha. Hence present study can be considered as a snap-shot of biodiversity of the Swami Vivekanand College Campus area. Systematic documentation coupled with measures for enhancement and protection will prove to be a prudent step towards environment protection and green initiative. The site visits and the collected database showed following key findings for the Biodiversity Assessment of Swami Vivekanand Senior College, Mantha. Biodiversity study mainly refers to the assessment of biodiversity of Swami Vivekanand Senior College campus. This has also been referred to as survey of Swami Vivekanand Senior College campus Key findings:

i) A total of 102 species of flora were observed during the biodiversity survey of the Swami Vivekanand Senior College Campus.

ii) 11 species of birds were observed during the survey.

iii) 09 species of butterflies were seen.

iv) 2 species of mammals, 1 amphibian specie and 1 mollusc species was recorded.

Nameplates on trees:

Trees are an integral part of human life. To create awareness among people about botanical name, common name, plant family and significance of these trees we have undertaken a program to label the trees at college campus. In Nov-2016, nearly 38 tress and 12 small plants were identified and nameplates were displayed on tree trunks and side of the small plants.

Tree plantation:

The faculty and students used to plant trees and discuss ecological issues to make the new generation aware of the importance of ecology and nature.

Hazardous waste Disposal:

Hazardous wastes are discharged from Chemistry lab was disposed by making two separate atrophy pits. First of all solvents were separated by distillation method. In fist pit separated solvents were discharged. In another pit chemistry lab solid wastes were collected. Both the pits were then covered by soil, dry leaves and other biodebries. Waste management was properly done. Reduced waste of plastic in the college campus.

Installation of rainwater harvesting plant:

Rainwater harvesting plant was installed at college campus in order to meet the need of water, especially during the summer season. Plates with slogan of "Save Water", "Water is Life" are displayed at water resource at college campus so as to make awareness about importance of water in our life.

Evidence of success

- Due to biodiversity audit, students are taking interest in conservation of biodiversity.
- Any person when visited to college can easily come to know the any plant name of college campus.
- Continuous water supply is available even during the period of water scarcity.
- Problem of disposal of chemical waste is solved by atrophy pits.

Problems Encountered and Resources Required

- These activities have been initiated based on the available funds and those could be further enhanced upon receiving funding for the same.

Contact person for further details:

The Principal,

Swami Vivekanand Senior College Mantha, Jalna

Dist. Jalna, 431504

Mobile: 09423459192/+919763012777

Email : swamicollege@gmail.com Web : www.svcmantha.in

Phone no: 02484 -270238 Fax No. 02484 – 270338

Annexure III

Best Practices- II

Title of the practice: Use of Electronic and Computer Technology in academics and administration

Goals:

- To develop / enhance competencies in teaching, learning and research.
- To improve academics by using web based information.
- Improvement in teaching and learning using web based infrastructure such as Google Apps for Education.
- To increase the efficiency of team work by increasing effective communication.

Context:

Our institute is come under remote area wherein, students come from various socio-economic backgrounds with little or no access to Information Communication technology (ICT) for learning. The use of ICT by the college has positive impact on learning experience of the students. The importance of ICT lies in focusing individual student, teacher and thus improving overall teaching learning experience. It helps to develop aptitude from descriptive to analytical, from academic to practical and to decide the future career goals.

The Practice:

- Every department of the college has laptops and projector for conducting lecture, practical sessions and seminars.
- Internet facility is provided to all departments of the college.
- College website is developed for presenting activities of college related to academics, administration, research and student support services.
- Use of Google Apps for Education for online quiz, filling up forms and power point presentations etc.
- Library makes use of advance technologies to access online reference databases.
- Teachers and students have direct access to INFLIBNET facility of UGC.
- Adequate provision of computers has been done at computer lab. Students extensively use this to locate the required contents and they do not require any manual help. It saves their time.
- The college has digital library through which the staff and students get easy access to e-material.

- Digital record room enables the administrative staff to maintain the records and helps easy and quick access of records.
- Smart board with internet facility has been installed at Zoology department in order to connect student with recent aspects of Science.
- Educational videos are kept in the form of CD for the ready reference of students.

Evidence of success:

- Teachers are using ICT facility for preparation and presentation of lectures.
- ICT facility is provided for guest lectures
- Lecture notes, references, information is exchanged between teachers and students using ICT.
- The ICT facility is used for demonstration of practical sessions and their standardization.
- The students and teachers use official email IDs to exchange the information.
- The online software helps to organize various tasks in teaching and learning.
- The quality of home assignment and projects has increased because of access to digital library and electronic resources.
- The students design, Program and evaluate elementary tasks in regular Lectures, practicals and Projects using computers.
- The number of publications in national and international journals, poster presentations in State, National / International conferences has increased because of ICT facility.
- The students access various educational websites and online examinations for preparation of various competitive examinations

Problem encountered and resources required:

- Technical Problems related to presentation, Antivirus upgradation, High speed internet.
- Computers to Students ratio: The college has 34 desktops.
- Orientation of staff and students for using advanced technology.
- Encouragement for more applications of ICT.
- The number of virtual classroom should be increased.
- Advanced software and hardware should be purchased for subjects such as / Animations / Graphics / Modeling and Simulations

Contact person for further details:

The Principal,

Swami Vivekanand Senior College Mantha, Jalna

Dist. Jalna, 431504

Mobile: 09423459192/+919763012777

Email : swamicollege@gmail.com Web : www.svcmantha.in

Phone no: 02484 -270238 Fax No. 02484 - 270338