

## The Format for Annual Quality Assurance Report (AQAR) of the IQAC

Year: 2017–2018

Name of the Institution: **Dr.H.N.Sinha Arts & Commerce College, Patur, Distt. Akola.**

Year of Report : **2017–2018**

### Section A:

**Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).**

For the year 2016 – June 2017, the IQAC planned to improve the function of the college in different area of activities and hence achieved in the following way such as –

Plan of Action	Achievements
1. Administration Function: a) Examination automation Software. 2. Teaching- Learning – Evaluation Function: b) Organising Capacity Building Programme for Students. c) Organising Skill Development Programme for Non Teaching Staff. d) Organising Departmental Seminar. e) Organising Departmental Workshop. 3. Extension activity: f) Organising Capacity Development Programme g) Organising Awareness Programmes by NSS. h) Women Empowerment	1. Administration Function: a) Examination automation Software installed. 2. Teaching- Learning – Evaluation Function: b) Organised Faculty Development Programme. c) Organised Capacity Building Programme for Students. d) Organised Skill Development Programme for Non Teaching Staff. e) Organised Departmental Seminar. f) Organised Departmental Workshop. 3. Extension activity: g) Organised Capacity Development Programme. h) Organised Awareness Programmes by NSS. i) Organised Awareness Programmes by Cultural Cell.



<p>4. Enhancement of the Infrastructure facility:</p> <p>i) Improvement of Toilets facilities for Women.</p> <p>j) Laboratory Renovations (Chemistry).</p> <p>5. Extra – Curricular activity:</p> <p>k) Improving sports infrastructure.</p> <p>l) Procurement of sports items.</p> <p>6. Promoting Research culture: Organising Seminar</p>	<p>4. Enhancement of the Infrastructure facility:</p> <p>j) Improved of Existing Infrastructures.</p> <p>k) Laboratory Renovations (Chemistry) was done.</p> <p>l) Campus development was done.</p> <p>5. Extra – Curricular activity:</p> <p>m) Improved sports infrastructure.</p> <p>n) Procured of sports items</p> <p>6. Promoting Research culture: Organised 3 (Three) Seminars and Workshop</p>
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**Section B:**

**Details in respect of the following (attach separate sheet).**

1. Activities reflecting the goals and objectives of the institution.

The Goals & Objectives of the college are summarised as -

to make quality higher education available to economically backward and geographically isolated people of this area to create adequate opportunity for their easy exposure to the National mainstream.

to provide quality higher education to the students of Patur area in particular and the students of the state and the Nation in general.

to impart value based education to promote humanism and self reliance.

to instil scientific temper and creativity among the students.

to create awareness of a global perspective and to promote National integration and International understanding.

to impart quality education in and through modern ICT and encourage entrepreneurial

quality.

to develop all-round personality of the students.

to serve the society in all possible ways for a prosperous, sustainable and peaceful coexistence.

**Hence we:**

provided higher education with low cost.

provided skill based education in ICT, Spoken English, Human Rights.

Arranged different presentation programmes, competition programmes, capacity building programme to instil competitive temper and creativity among our students.

**Example:**

i) State Level Essey Competition.

ii) Dr. Bhausaheb alis Panjabrao Deshmukh Memorial Annual Lecture.

**Example:**

i) Cleanliness programme, Health awareness programme etc. by NSS.

ii) Awareness Programme by Women Empowerment Cell

iii) Literary Programme by Department of Marathi.

2. New academic programmes initiated (UG and PG): M.Sc. (Chemistry)

3. Innovations in curricular design and transaction: Nil

4. Inter-disciplinary programmes started: Nil

5. Examination reforms implemented: New Semester pattern for B.A. & B.Com. implemented by SGBA University, Amravati.

6. Candidates qualified: NET/SLET/GATE etc.: Nil

7. Initiative towards faculty development programme:

The IQAC initiate the following towards faculty development programme-

Encouraged the faculties to participate in GOC & RC conducted by ASC-UGC

i) Refreshers Course attended by Faculty = 01

ii) General Orientations Course attended by Faculty = 01

Encouraged the faculties to Present Research Paper / Participate in National /

**International Seminar etc.**

i) Presented Research Paper in National Seminar = 09

ii) Participated in National Seminar = 09

Encouraging the faculties to initiate Fundamental Research in their career.

**8.** Total number of seminars/workshops conducted: Total- 03

**09.** Research Project ongoing : Nil. Completed : Nil.

**10.** Patents generated, if any: Nil

**11.** New collaborative research programmes: Nil

**12.** Research grants received from various agencies: Nil

**13.** Details of research scholars:

The following teacher have registered their name for PhD research under SGB Amravati University.

Name of Teacher : Prof. Sarika Pachraut

**14.** Citation index of faculty members and impact factor: N/A

**15.** Honors/Awards to the faculty: National and International: Nil

**16.** Internal resources generated: Nil

**17.** Details of departments getting assistance/recognition under SAP, COSIST

(ASSIST)/DST, FIST, and other programmes: Nil

**18.** Community services:

Besides the teaching & learning process the IQAC of our college has been rendering a series of community services through its different units such as-

Cultural Cell has celebrated-

i) World Environment Day on 05<sup>th</sup> June

ii) Dr, Bhausaheb alis Panjabrao Deshmukh Birth Anniversary celebration

In addition to that the NSS unit of our college has also organised a series of programmes-

“NSS Day” celebrated on 24<sup>th</sup> September

Cleanliness programme in Patur Bazar area.

Health awareness programme in Khanapur village.

Cleanliness programme in Patur Hospital area .

Drinking water awareness programme in Khanapur village.

**19.** Teachers and officers newly recruited: Nil

**20.** Teaching – Non-teaching staff ratio: 2 : 0.7

**21.** Improvements in the library services:

2017 - 2018

Journals 02

Periodicals 01

News Papers 02

Working Hours 08

Stuff Numbers 02

**22.** New books/journals subscribed and their value:

Items Numbers Value in Rs.

Text Books 124/ Rs. 19768/-

Reference Books 186/ Rs. 29653/-

**23.** Courses in which student assessment of teachers is introduced and the action

taken on student feedback. Yes.

**24.** Feedback from stakeholders : Not Done

**25.** Unit cost of education: Rs. 22,510/

**26.** Computerization of administration and the process of admissions and examination results, issue of certificates: Partly Done.

**27.** Increase in the infrastructural facilities:

a) Improvement of Existing Infrastructures.

b) Laboratory Renovations (Chemistry).

c) Campus development.

**28.** Technology up-gradation:

i) Purchasing teaching equipments.

ii) Purchasing sports materials.

**29.** Computer and internet access and training to teachers, non-teaching staff and students:

i) Computer literacy programme for non-teaching staff.

ii) Computer and internet access and training programme for both Administrative & all employees.

**30.** Financial aid to students: GOI :- Rs. 7829910/-

Our college provides financial aid towards the economically poor but meritorious students.

**31.** Activities and support from the Alumni Association:

The Alumni Association is always proactive in the development of the college. The Association has been rendering its active support on student progression also.

**32.** Activities and support from the Parent-Teacher Association:

The Parent – Teacher Association of Dr. H.N.Sinha College is actively engaged in the field of student support and progression aspects.

**33. Health services:**

The Health Care Centre under IQAC is providing health services to the students and employees during the working hour of the college. The local doctors and other medical staff are always very much cooperative to us.

**34. Performance in sports activities:**

The Students and Teachers Recreation Centre under IQAC organised games & sports event periodically. As a result the performance of the students is improving.

**35. Incentives to outstanding sportspersons: Marks provide to the students.**

**36. Student achievements and awards:**

In Games & Sports our students joined in the event organised by our and inter college competition.

**37. Activities of the Guidance and Counselling unit:**

Career Guidance & Counselling Centre under IQAC is working for counselling and career guidance for the student of Dr. H.N.Sinha College, Patur.

**38. Placement services provided to students:**

The Placement Cell & Career Guidance & Counselling Centre under IQAC has been providing information services for our out-going students for the placement in Govt. and Non Govt. service.

**39. Development programmes for non-teaching staff:**

The IQAC has arranged Skill Development Programme, Capacity Building Programme, and trained the non-teaching staff for enhancing work culture in office.

**40. Good practices of the institution:**

- i) Practice of Meditation by all teachers & students
- ii) Know Your Teachers (KYT)

**41. Linkages developed with National/ International, academic/research bodies: Nil**

**42. Action Taken Report on the AQAR of the previous year (2016-2017):**

The IQAC is maintaining the momentum of quality consciousness in teaching & learning. It tried to channelize and systematize the efforts of our institution towards academic excellence, by planning, guiding and monitoring quality assurance to become a driving force to remove deficiencies and enhance quality. To achieve the goal, the IQAC planned and acted as tabulated below –

<b>Sr.No.</b>	<b>Plan</b>	<b>Action</b>	<b>Source of Fund</b>
1	Purchasing Books & Journals, Laboratory Equipments, Furniture's for class room	Purchased Books & Journals, Laboratory Equipments, Furniture's for class room	UGC/ College Fund
2	Organising Seminar, Workshop.	Organised Seminar	UGC Grants / University/ College Fund
3	Purchasing Sports items	Purchased Sports items	UGC Grants / College Fund
4	Reformation of Admission procedure.	All in one Software for Admission	College Fund
5	Updation of the skill of non teaching staff.	Training on Computer Application was organised for non teaching staff	College Fund
6	The IQAC to guide all organs of the Institution for effective functioning.	Guided and Monitored the activities of all organs – Departments, Office, Examination Board, Students & Teachers Recreation Centre etc.	College Fund
7	Regularly monitor the functioning of all organs of the Institution.		

8	Chock out strategies to remove deficiencies found on the basis of monitoring.	Programme introduced for Slow Learners. Conducted Seminars, and workshop Conducted one meeting with Alumni. Conducted one meeting with Parent & Teachers.	UGC Grants / College Fund
9	To organise in house / out reach programmes to enhance quality.		

**43.** Any other relevant information the institution wishes to add:

**Relevant Information of the Institution:**

i) In addition to the regular UG (Arts, Commerce & Science) programme, our college has been providing Higher Secondary (10 + 2), (Arts, Commerce & Science) courses with the existing faculty members and infrastructures as per order of the State Government.

Total UG Students = 1310

Total PG Students = 71

Grand Total = 1381

ii) Presently the demand for enrolment is in increasing trend in our college, whereas the required facility is not at par, of-course we are trying to meet the additional requirement.

**Section C:**

**Outcomes achieved by the end of the year (attach separate sheet if required).**

The following Outcomes are achieved by the end of the year-

v Under the Core Committee of IQAC and with the cooperation of its different sub committees, the college has been doing different research & extension activities besides the teaching –learning activities. As a result the function of the college achieved a significant improvement in its quality.

- The IQAC has taken initiatives to procure Books & Journals for library, Equipments for laboratory, Computers for office & library, Sports & Music items for students. As a result the

function of the college achieved a significant improvement in its quality.

- The IQAC has taken initiatives to complete renovation of class room
- The IQAC is maintaining the momentum of quality consciousness in teaching & learning, it tried to channelize and systematize the efforts and measures of our institution towards academic excellence, hence worked as a means for planning, guiding and monitoring quality assurance to become a driving force to remove deficiencies and enhance quality

#### **Section D:**

Plans of the HEI for the next year, 2018 – 2019: For next year, (2018 – 2019) IQAC planned to improve the function of the college in the

**following area such as –**

1. Administration:

a) Office automation

2. Teaching- Learning – Evaluation:

b) Faculty Development Programme

c) Capacity Building Programme

d) Skill Development Programme

e) Organising Seminar

f) Organising Workshop

**3. Extension activity:**

g) Capacity Development Programme

h) Awareness Programmes by NSS on different topic

i) Women Empowerment Programme

j) Literary & Cultural Programmes

**4. Enhancement of the Infrastructure facility:**

k) Improvement of Toilets facilities for Women

l) Construction of Titural Class Rooms

**5. Extra – Curricular activity:**

m) Improving sports infrastructure

**6. Promoting Research culture:**

n) Organising Seminar and workshop

Name & Signature of the

Dr.V.N.Jayle

Chairperson, IQAC

Name & Signature of the

Dr.S.L.Khandel

Coordinator, IQAC